



STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION

Chris Christie
Governor
Kim Guadagno
Lt. Governor

Robert M. Czech
Chair/Chief Executive Officer

**SUPPLEMENTAL AGENDA OF REGULAR MEETING OF
THE CIVIL SERVICE COMMISSION
AUGUST 19, 2015**

**Robert M. Czech, Chairperson
Thomas J. Perna
Richard E. Williams**

WITHDRAWAL OF APPEALS

The following appeals were withdrawn and removed from the hearing calendar:

John Hutchinson, Public Safety Telecommunicator, Camden County, Department of Public Safety, suspension.

Eldora Monroe, Human Services Assistant, Ancora Psychiatric Hospital, Department of Human Services, removal.

Mark Saunders, Police Officer, City of Camden, Police Department, layoff.

ACTION:

DISMISSAL FOR FAILURE TO APPEAR

The Civil Service Commission dismissed the following cases without prejudice for failure to appear at the scheduled hearing before the Office of Administrative Law:

Michael Hendricks, Police Officer, City of Camden, Police Department, layoff.

Barry Johnson, Cottage Training Supervisor, Ancora Psychiatric Hospital, Department of Human Services, layoff.

Darryl Lofland, Police Officer, City of Camden, Police Department, layoff.

Mashea Snyder, Police Officer, City of Camden, Police Department, layoff.

Daniel Vause, Jr., Police Officer, City of Camden, Police Department, layoff.

ACTION:

SECTION A – HEARING MATTERS

A-15 SETTLEMENTS

Mikel Drayton
City of Atlantic City
Department of Public Works
Removal

**RECOMMENDATION OF THE ADMINISTRATIVE LAW JUDGE IN
THE ABOVE CASES – SETTLEMENT**

ACTION:

SECTION B – MISCELLANEOUS MATTERS**B-45 CHANGE IN THE CLASSIFICATION PLAN**

The Division of Agency Services, pursuant to a request from the Department of Transportation, requests the establishment of the titles of Highway Operations Training and Quality Assurance Specialist and Highway Operations Training and Quality Assurance Supervisor.



MEMORANDUM

DATE: August 11, 2015
TO: Civil Service Commission
FROM: Kenneth Connolly, Director
Division of Agency Services *Kenneth Connolly*
SUBJECT: Change in State Classification Plan

DEPARTMENT OF TRANSPORTATION

The Department of Transportation (DOT) requests establishment of two new titles to meet the training needs for its Highway Operations crew.

The primary function of these titles would be to prepare, develop, implement, monitor and deliver technical in-service training programs for the Highway Operations crew and conduct reviews for quality assurance purposes. The titles require a bachelor's degree and related experience.

Incumbents in the Highway Operations Training and Quality Assurance Supervisor title will be responsible for supervision of staff, including conducting official performance evaluations.

The titles will be assigned exclusively to the Department of Transportation.

We have submitted a request seeking the bargaining units for these new titles to the Governor's Office of Employee Relations. The request letter is attached.

The intent of the Department is to create two professional level training titles. Based on that, the appropriate negotiation representative have been notified as required by *N.J.A.C. 4A:3-3.3(f)*.

ESTABLISHMENT OF TITLES

Effective date: 10/3/2015

Highway Operations Training and Quality Assurance Specialist
__21 - _____ Career O 4012

Highway Operations Training and Quality Assurance Supervisor
__25 - _____ Career O 4012

KC/JT/PM

ACTION:

B-46 CHANGE IN THE CLASSIFICATION PLAN – TITLE INACTIVATION

The Division of Agency Services requests the inactivation of 13 State titles.



MEMORANDUM

DATE: August 12, 2015
 TO: Civil Service Commission
 FROM: Kenneth Connolly, Director
 Division of Agency Service *Kenneth Connolly*
 SUBJECT: Change in the State Classification Plan

TITLE INACTIVATION

We request the inactivation of twelve (12) state titles, all of which have been unencumbered for one (1) year or more.

The State Appointing Authorities have been advised of our plans to inactivate the titles identified below. No plans exist for their future use.

We ask that one (1) title will be designated archaic and subsequently inactivated once unencumbered.

Attached is documentation that the negotiation representative notice required by *N.J.A.C. 4A:3-3.3(f)* has been made.

TITLE INACTIVATION:

Effective: Changes will be effective the first pay period following the Commission's approval.

Head Drafting Technician
 R21-14029 Career * 40/12

Head Drafting Technician
 R19-14035 Career * 35/12

Librarian 1, Law Library
 R25-74084c Career * NL/12

Supervising Librarian, Law Library
 S27-74085C Career * NL/12

Social Scientist 1
 R29-60366 Career * NL/12

Senior Clerk Stenographer, 10 months
 A06-23820 Career * 35/10

Civil Service Commission
August 12, 2015
Page 2

Principal Clerk Stenographer, 10 months
R10-23825 Career * 35/10

Principal Clerk Stenographer, Bilingual in Spanish & English
R13-23824c Career * 35/12

Senior Area Coordinator, Community Involvement
P22-54345 * 40/12

Mortality Coding Clerk 3
A08-21032 Career* 35/12

Mortality Coding Clerk 2
A11-21033 Career * 35/12

Mortality Coding Clerk 1
R15-21034 Career * 35/12

TITLE TO BE DESIGNATED ARCHAIC:

Effective: Changes will be effective the first pay period following the Commission's approval.

Principal Field Operations Analyst
R26-60654 Career P NL/12

KC/JT//GB/KG

ACTION:

**B-47 CHANGES IN THE STATE CLASSIFICATION PLAN AND JOB BANDING REQUEST, DEPARTMENT OF TRANSPORTATION
CSC DOCKET NO. 2016-778**

On behalf of the Department of Transportation (DOT), the Division of Agency Services (Agency Services) requests changes to the State Classification Plan, which includes the establishment of new titles, verbiage changes to existing titles, consolidation of title series, inactivation of titles, and the cross walk of employees to new or existing titles to accommodate the proposed reorganization of DOT. Additionally, Agency Services requests that the new titles of Highway Operations Technician 3, Highway Operations Technician 2, and Highway Operations Technician 1 be approved for job banding in accordance with *N.J.A.C. 4A:3-3.2A(b)*.

ACTION:

B-48 SUPERVISOR EMPLOYMENT AND TRAINING PROGRAM (PS4833N), DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT – CSC DOCKET NO. 2016-742

The Department of Labor and Workforce Development requests the extension of the eligible list for Supervisory Employment and Training Programs (PS4833N), Department of Labor and Workforce Development.

ACTION: