



The Reporter

News from the Civil Service Commission

<https://nj.gov/csc>

July 2021

IN THIS ISSUE

WELCOME - Remarks from the Chair

CIVIL SERVICE COMMISSION DECISIONS

LIST REMOVAL APPEALS

Appointment/Background Issues Page 2 - 3

Interested in Appointment -
In the Matter of Calvin Williams
Inability to Carry Firearm - *In the Matter of N.D.*
Positive Drug Test - *In the Matter of A.P.*
Marijuana Charges - *In the Matter of L.T.*
Passage of Time - *In the Matter of [J.] [V.]*

Employment History Page 3

Resignation - *In the Matter of S.C.*
Minor Discipline - *In the Matter of Nicholas Martin*
Major Discipline - *In the Matter of John P. Decker*

Falsification Page 4

Juvenile Incidents - *In the Matter of M.R.*
Disclosure/Pre-employment Processing -
In the Matter of Justin Nelson
Police Aide - *In the Matter of Melissa Williams*

COURT DECISIONS Page 4 - 5

Criminal - *In the Matter of Muhammed Ojibara*
Falsification - *In the Matter of Isaiah Mateo*
Driving - *In the Matter of Mathew Bermudez*
Bypass - *In the Matter of the Dean Testa*

LEGISLATIVE UPDATE Page 6

Create a Respectful and Open Workspace for Natural Hair (CROWN Act)

Revised Modified Basic Training Program for County Correctional Police Officers

Municipal Stabilization and Recovery Act

Center for Learning and Improving Performance Page 7

UPCOMING EVENTS Page 8

HELPFUL LINKS Page 9

Welcome to Issue 9 of *The Reporter*!

As we move past the COVID-19 pandemic and return to the physical workplace, the Civil Service Commission (Commission) is committed to doing its part to assist appointing authorities, employees, and candidates with their employment needs. Examinations for State and local government positions continue to be announced and administered. A variety of test modes are available for use by appointing authorities. Each appointing authority may contact its respective [Consultant Team](#) for assistance.



Deirdre L. Webster Cobb, Esq.
Chair/Chief Executive Officer

In addition, [eligible lists](#) continue to be promulgated for appointing authorities to select candidates who demonstrate merit and fitness for the position. If there is cause for disqualification, an appointing authority may request the candidate's removal. In this issue of *The Reporter*, we highlight Commission decisions which involve unique issues in list removal appeals. We also revisit list removal appeals decided by the court and present an appeal decided by the court regarding a list bypass.

Moreover, Issue 9 covers the CROWN Act, which affords further equality and protection in employment. Additionally, legislation amending the provisions for transfers or lateral title changes for County Correctional Police Officers is highlighted. We also update you on amendments to the Municipal Stabilization and Recovery Act, which reinstates Civil Service jurisdiction to those municipalities deemed in need of State oversight.

For employees and candidates, we provide information on professional development training, virtual information sessions on government employment, and webinars hosted by Commission offices, such as the Employee Advisory Service, on customer service, leadership skills, and adjusting to the physical workplace.

As we return to normalcy, remember that CSC works for you.

Best regards,

Deirdre L. Webster Cobb, Esq.
Chair/Chief Executive Officer
New Jersey Civil Service Commission

CIVIL SERVICE COMMISSION DECISIONS

N.J.A.C. 4A:4-4.7(a), in conjunction with *N.J.A.C. 4A:4-6.1 (a)*, permits the removal of an eligible from an [eligible list](#) for numerous reasons, such as the eligible's inability to accept an appointment; an adverse background, criminal, or employment history; failure to respond to the Notice of Certification; failure to complete pre-employment processing; falsification during the appointment process; being outside the residency scope; and various other reasons that would cause disqualification for the position being sought. An [appointing authority](#) that requests removal of an eligible's name from an eligible list shall submit all documents and arguments upon which it bases its request upon disposition of the [certification](#). See *N.J.A.C. 4A:4-4.7(b)*. *N.J.A.C. 4A:4-4.7(b)1* states that upon request of the eligible or upon the eligible's appeal of the removal to the Commission, the appointing authority shall provide the eligible with copies of all materials sent to the Commission representative in disposing of the certification. Failure to submit these documents may be cause for the removal request to be denied. See *N.J.A.C. 4A:4-4.7(b)2*.

The following cases illustrate unique issues in list removal appeals that were decided by the Commission, ranging from an eligible's interest in appointment to claims of falsification.

APPOINTMENT/BACKGROUND ISSUES

Interested in Appointment

In the Matter of Calvin Williams, Fire Fighter (M1556T), Newark (CSC, decided January 15, 2020)

The City of Newark requested the removal of Calvin Williams from a Fire Fighter eligible list on the basis that he was no longer interested in the position. Williams appealed his removal, stating that he was still interested. However, he could not attend the academy because he was told he needed to shave his head. In that regard, Williams had emailed the appointing authority indicating that he could not attend the academy because he was not given the option to tie his hair during the academy like female candidates and shaving his head or cutting his hair conflicted with his spiritual, cultural and religious expression. Upon review, the Commission found no indication of what, if any, efforts the appointing authority undertook to accommodate Williams' hairstyle. Under these circumstances, the Commission found it appropriate to restore Williams to the subject eligible list since it appeared that he would have attended the academy had he been permitted to tie his hair. To read the full text, click [here](#).

In *Williams, supra*, the Commission noted that the New Jersey Law Against Discrimination had been amended to clarify that race discrimination included discrimination based on protective hairstyles. See P.L. 2019, c. 272, which is highlighted in the [Legislative Update](#).

Inability to Carry Firearm

In the Matter of N.D., Correctional Police Officer (S9988A), Department of Corrections (CSC, decided November 24, 2020)

N.D. appealed the removal of her name from a Correctional Police Officer eligible list on the basis that she lacked the requirements for the position. In seeking her removal, the Department of Corrections indicated that as a marijuana user, N.D. would be precluded from possessing a firearm, which is a condition of employment. Upon review, the Commission determined that, although N.D. was unable to possess a firearm at the time the Department of Corrections made the decision to remove her name from the list because she possessed a Medical Marijuana Card, the Commission found that she should not be precluded from consideration for employment, as she provided proof that she was no longer in the State Medical Marijuana Program. Therefore, the Commission restored N.D.'s name to the eligible list, for prospective employment opportunities. To read the full text, click [here](#).

Positive Drug Test

In the Matter of A.P., Correctional Police Officer (S9988A), Department of Corrections (CSC, decided July 1, 2020)

The Department of Corrections requested the removal of A.P. from the eligible list for Correctional Police Officer for, among other reasons, a positive drug test. A.P. was unable to verify that he had been prescribed butalbital and admitted to using medication that was prescribed to his sister. The Commission removed A.P. from the eligible list for falsification of his pre-employment application and for the positive drug test indicating that such action is indicative of questionable judgment which is unacceptable for an individual seeking a position as a Correctional Police Officer. Per the job specification, a Correctional Police Officer receives in-residence and on-the-job training including instructions for the appropriate care and custody of a designated group of inmates and does work which will provide practical custody experience. A positive drug test presented an impediment to A.P.'s ability to perform these security duties. To read the full text, click [here](#).

Marijuana Charges

In the Matter of L.T., Correctional Police Officer (S9988A), Department of Corrections (CSC, decided June 17, 2020)

The Commission denied L.T.'s appeal of his removal from a Correctional Police Officer list due to a marijuana possession charge that was disposed by a conditional discharge. L.T. highlighted legislation, P.L. 2019, c. 269, providing for the sealing of low-level marijuana convictions upon disposition of a case.

In denying L.T.'s appeal, the Commission indicated that completion of a conditional discharge program has not been construed to constitute a favorable termination of the charges. Additionally, it noted that L.T.'s charge was disposed of well before the effective date of the legislation in question and that the charge did not result in his conviction. Thus, the cited legislation appropriately did not bear on the analysis in the matter. To read the full text, click [here](#).

Passage of Time

In the Matter of [J.] [V.], Correctional Police Officer (S9988A), Department of Corrections (CSC, decided January 29, 2020)

The Department of Corrections requested the removal of J.V.'s name from the eligible list for Correctional Police Officer on the basis of an unsatisfactory criminal record. The Commission noted that, in a prior decision, it found that J.V.'s juvenile charges, in and of themselves, could not be used to remove him from future Correctional Police Officer lists. Therefore, as J.V. had not been charged with any other incidents since that time, the Commission restored his name to the subject Correctional Police Officer list. To read the full text, click [here](#).

EMPLOYMENT HISTORY

Resignation

In the Matter of S.C., Claims Adjudicator Trainee, Disability Determinations (S0459A), Department of Labor and Workforce Development (CSC, decided January 20, 2021)

The Commission found that the Department of Labor and Workforce Development showed sufficient cause to remove S.C.'s name from an open competitive list for Claims Adjudicator Trainee, Disability Determinations in light of her resignation not in good standing as a Human Services Assistant from the Hunterdon Developmental Center. Specifically, S.C.'s resignation was considered not in good standing because she failed to provide the appointing authority with two weeks' notice. The Commission found that her proffered concerns about potential exposure to COVID-19 in her prior position did not excuse her from resigning in a manner that did not conform with her prior employer's policies and the regulatory requirements under *N.J.A.C. 4A:2-6.1(a)*, which requires 14 days' notice. Therefore the Commission denied her appeal. To read the full text, click [here](#).



Minor Discipline

In the Matter of Nicholas Martin, Correctional Police Officer (S9988A), Department of Corrections (CSC, decided April 7, 2021)

The Commission found that the Department of Corrections had not presented a sufficient basis that Nicholas Martin's prior employment history presented cause for concern that he would disrupt the efficient day-to-day operations of the correctional facility. Specifically, his written reprimands and one minor disciplinary action were insufficient to determine that Martin's employment history was unsatisfactory. The Commission also found that Martin did not falsify his pre-employment application.* Therefore, based on the foregoing, the Commission restored Martin's name to the Correctional Police Officer (S9988A), Department of Corrections, eligible list. To read the full text, click [here](#).

*The Department of Corrections had also requested the removal of Martin's name from another Correctional Police Officer (S9999U), Department of Corrections, eligible list. In that case, the Commission found that Martin falsified his pre-employment application and removed him from the subject eligible list. See *In the Matter of Nicholas Martin, Correctional Police Officer (S9999U), Department of Corrections (CSC, decided April 7, 2021)*.

Major Discipline

In the Matter of John P. Decker, Police Captain (PM1821W), Township of Jackson (CSC, decided March 24, 2021)

John P. Decker was removed from a Police Captain promotional eligible list for an unsatisfactory employment record, specifically his removal from employment as a Police Lieutenant. Decker requested that the Commission hold his list removal appeal in abeyance, pending his lawsuit against the Township of Jackson, which requested his reinstatement to employment among other relief. The Commission denied his request, as he should have been determined ineligible for the examination since he had been removed from employment prior to the promotional examination's closing date and list promulgation. Therefore, he no longer met the requirements of the promotional examination. Additionally, Decker lacked continuous service in the unit scope to which the examination was open and could not return to that unit scope since he was terminated. See *N.J.A.C. 4A:4-4.7(a) 8*. Further, by withdrawing his disciplinary appeal after being granted a hearing at the Office of Administrative Law, he was considered to have been removed from public service for disciplinary reasons after an opportunity for hearing, which is a basis for removal from an eligible list under *N.J.A.C. 4A:4-6.1(a)5*. Therefore, the Commission found no basis to hold Decker's appeal in abeyance and upheld his removal from the subject eligible list. To read the full text, click [here](#).

FALSIFICATION

Juvenile Incidents***In the Matter of M.R., Correctional Police Officer (S9988A), Department of Corrections (CSC, decided February 26, 2020)***

The Commission granted the appeal of M.R., who did not disclose burglary and unlawful taking charges from when she was 12 years old, as the record indicated that she attempted to obtain the information and was given incorrect information by the township police department. Additionally, the incident was not material, as it took place approximately 16 years prior to the Commission's determination. To read the full text, click [here](#).

Disclosure and Pre-employment Processing***In the Matter of Justin Nelson, Correctional Police Officer (S9988A), Department of Corrections (CSC, decided February 17, 2021)***

In reviewing the appeal of Justin Nelson, the Commission indicated that, while Nelson may have misinterpreted and inadvertently answered 'n/a' in response to Questions 11, 15 and 27 on the pre-employment application, he did provide all the material facts relevant for the Department of Corrections to review his candidacy, and therefore, he did not falsify his application. However, Nelson's failure to provide all requested information concerning his military training during pre-employment processing supported the removal of his name from the eligible list. Accordingly, the Commission found that, although Nelson did not falsify his application, he had not met his burden of proof in the matter and a sufficient basis had been presented by the Department of Corrections to remove his name from the eligible list. To read the full text, click [here](#).

Police Aide (Non-Law Enforcement Title)***In the Matter of Melissa Williams, Police Aide (M0941U), East Orange (CSC, decided March 24, 2021)***

Melissa Williams was removed from a Police Aide list for failing to disclose that she was charged with theft by deception in 1991 and that she was stopped for loitering in 2007 by a Police Officer. Upon its review, the Commission indicated that because Police Aide is a non-law enforcement title, Williams should not have been presented with questions pertaining to arrests. Further, as these matters were remote in time, they did not provide a basis to remove her name from the eligible list. Therefore, the Commission granted her appeal, but based on a review of the certification, recorded her name as bypassed. Additionally, the Commission cautioned East Orange that, in the future, it could only ask permitted questions on its employment applications for non-law enforcement positions. To read the full text, click [here](#).

Set forth below are decisions of the Superior Court of New Jersey, Appellate Division, on appeal from Commission decisions concerning the **removal from or bypass of candidates on eligible lists**.

Unless otherwise noted, the Appellate Division opinions have not been approved for publication. As such, their use is limited in accordance with R. 1:36-3 of the New Jersey Court Rules. Full texts of the opinions may be searched on the court's website by clicking [here](#).

ARREST RECORD

In the Matter of Muhammed Ojibara, Fire Fighter (M1540T), Irvington, Docket No. A-6013-17T3 (App. Div., decided January 9, 2020)

Ruling in a case previously reported in [Issue 6 of The Reporter](#), the Appellate Division affirmed the Commission's decision in [In the Matter of Muhammed Ojibara, Fire Fighter \(M1540T\), Irvington \(CSC, decided July 18, 2018\)](#) to remove Ojibara from a municipal Fire Fighter eligibility list due to his arrest record as it adversely related to the position of Fire Fighter. The Appellate Division rejected Ojibara's arguments that the Commission exceeded the authority granted to it by the Legislature, as it noted that the Legislature expressly granted the Commission the authority to promulgate rules and regulations to effectuate the purposes of the Civil Service Act, which included the issues involved.

DRIVING RECORD

In the Matter of Matthew Bermudez, Police Officer (S9999U), Linden, Docket No. A-0373-19T1 (App. Div. January 22, 2021)

Ruling in a case previously reported in [Issue 8 of the Reporter](#), the Appellate Division affirmed the Commission's decision in [In the Matter of Matthew Bermudez \(CSC, decided August 14, 2019\)](#) that Bermudez's driving record alone, which included driver's license suspensions in three separate years, was sufficient to remove his name from the Linden Police Officer eligible list. It also indicated that there were other issues developed on appeal before the Commission, which "only bolstered" Linden's decision to remove Bermudez's name from the eligible list. In that regard, there were adverse issues in Bermudez's employment and disciplinary history, as well as an incident involving his updated driver's abstract. On appeal to the Commission, Bermudez had supplied his most recent driver's abstract by using his position within the police department, which was in violation of departmental rules.

COURT DECISIONS CONTINUED

FALSIFICATION AND BACKGROUND

***In the Matter of Isaiah Mateo,
Police Officer (S9999U), Hoboken,
Docket No. A-0048-19T4
(App. Div. December 18, 2020)***

The Appellate Division affirmed the Commission's decision in *In the Matter of Isaiah Mateo, Police Officer (S9999U), Hoboken (CSC, Decided July 31, 2019)* to remove Mateo from the Police Officer eligible list. Mateo took the open competitive examination for Police Officer (S9999U), which had an August 31, 2016 closing date, achieved a passing score, and was ranked on the subsequent eligible list. In seeking his removal, Hoboken indicated that Mateo falsified his application. Specifically, a review of the background report indicated that Mateo failed to disclose motor vehicle violations and conduct violations while attending college. Initially, upon his appeal, the agency sent Mateo a letter indicating that there was no basis for the Commission to review the matter based on the record and the matter would be closed. Thereafter, the matter was re-opened, and the Commission issued a final administrative determination removing Mateo due to falsification and an unsatisfactory background. The Appellate Division affirmed the decision indicating that "the record amply support[ed] . . . that Mateo made false statements on his application by omitting information material to the position of a [P]olice [O]fficer." Further, as Mateo "was afforded a full opportunity to contest the action," the court rejected his claim that the agency's letter and the Commission's final determination "constituted a broadening of the bases of removal" which violated fundamental fairness and the "square corners doctrine." Finally, the Appellate Division indicated that since there was no dispute of the material facts, it "found no error in the Commission's decision to hear the matter on the written record."

To view enacted regulations and laws which affect Civil Service employees and employers, please follow this [link](#). For information on proposed and recently adopted regulations, please visit our [Proposed and Recently Adopted Regulations](#) page. If you wish to register for the Rules e-Notification system, which emails recipients regarding Civil Service regulatory activity, please click [here](#).

LIST BYPASS

***In the Matter of Dean Testa,
Police Sergeant (PM0861V),
Rockaway Township, Docket No. A-1454-19
(App. Div. May 3, 2021)***

The Appellate Division affirmed the Commission's decision in *In the Matter of Dean Testa, Police Sergeant (PM0861V), Rockaway Township (CSC, decided October 23, 2019)*, denying Testa's hearing request and finding that his bypass for appointment from the Police Officer eligible list due to a lack of detective experience was as a valid business reason for his bypass. Dean Testa, a Police Officer with Rockaway Township, appealed his bypass on a promotional examination for Police Sergeant. Rockaway indicated that it bypassed Testa in favor of candidates with detective experience. Testa asserted that he was not advised that detective experience was necessary or advantageous and previously candidates were promoted to Police Sergeant without such experience. Therefore, he argued that Rockaway's reasons were pretextual and the main reason he was not promoted was because of a contentious relationship with the prior Mayor. Additionally, Testa claimed that he was retaliated against for previous objections he made to the Police Chief regarding certain safety polices. Testa requested a hearing at the Office of Administrative Law.

However, the Commission denied the appeal and found that there was no material dispute of fact that required a hearing and Testa failed to establish a prima facie case of retaliation. The Commission noted that the former Mayor passed away before the subject eligible list promulgated and there was no evidence that Rockaway bypassed him because of his relationship with the former Mayor or because of disagreements with the Police Chief. Further, it found that Rockaway "presented a valid business reason for bypassing" him, and even if Rockaway had not previously employed the Rule of Three, it had not waived this entitlement. On appeal to the Appellate Division, the court also found that there was no material fact that required a hearing, Rockaway was not required to submit certifications or sworn statements addressing the bases for the bypass as Testa contended, and Testa's undisputed lack of detective experience was a valid business reason for the bypass. Therefore, the Appellate affirmed the Commission's decision as it was "supported by the record and consistent with applicable law."

Create a Respectful and Open Workspace for Natural Hair Act

On December 19, 2019, Governor Philip D. Murphy signed into law [P.L. 2019, c. 272](#), *N.J.S.A. 10:5-5*. The law amends the New Jersey Law Against Discrimination to clarify that race discrimination includes discrimination based on “traits historically associated with race, including, but not limited to, hair texture, hair type, and protective hairstyles” and that “protective hairstyles” includes, but is not limited to, such hairstyles as braids, locks, and twists.” The law is designated as the “Create a Respectful and Open Workspace for Natural Hair Act” (CROWN Act). As Governor Murphy stated, “[r]ace-based discrimination will not be tolerated in the State of New Jersey.” “No one should be made to feel uncomfortable or be discriminated against because of their natural hair.” See [“Governor Murphy Signs Legislation Clarifying that Discrimination Based on Hairstyles Associated with Race is Illegal.”](#) The Crown Act took effect immediately.

Revised Modified Basic Training Program for County Correctional Police Officers

As previously reported in [Issue 5 of the Reporter](#), on August 23, 2019, Governor Murphy signed into law [P.L. 2019, c. 247](#), *N.J.S.A. 52:17B-68.2*, which directed the Police Training Commission (PTC) to develop a supplemental training course known as the modified basic training program to provide County Correctional Police Officers with the skills necessary to qualify for a lateral title change to Sheriff’s Officer. The law specified that County Correctional Police Officers would be eligible to participate in the training course if they had previously completed a basic training course administered by the PTC; been designated as eligible by the County Sheriff to transition into the position of Sheriff’s Officer based on the officer’s law enforcement examination score and seniority; served in the County Correctional Police Officer title for a minimum of 36 months in the facility under the jurisdiction of the County Sheriff; and been cleared of any disqualifying criminal background.

On June 11, 2021, Governor Murphy signed into law [P.L. 2021, c. 107](#), which amended [P.L. 2019, c. 247](#) and revised the modified basic training program for County Correctional Police Officers. County Correctional Police Officers are now able to transition not only to a Sheriff’s Officer position but may also transition to a position as a “detective or investigator in the county prosecutor’s office” or as a “[C]ounty or municipal police officer” with additional training and eligibility requirements. A County Correctional Police Officer would be eligible to participate in the revised modified basic training program if the County Correctional Police Officer served in a county correctional facility that closed in calendar year 2021 or served in the County Correctional Police Officer title for a minimum of 12 months in the facility under the jurisdiction of the County Sheriff or the Chief Executive Officer, as appropriate; previously completed a basic training course

administered by the PTC; been designated by the County Sheriff as eligible to transition into the position of Sheriff’s Officer or by the Chief Executive Officer of the county or municipality, as appropriate, as eligible to transition into the position of detective or investigator in the county prosecutor’s office or as a County or municipal Police Officer; and has been cleared of any disqualifying criminal background. The law further provides that a County Correctional Police Officer eligible for a transfer or lateral title change shall not be denied a transfer or title change to an available position without good cause. This law took effect immediately.

Municipal Stabilization and Recovery Act

On June 24, 2021, Governor Murphy signed into law [P.L. 2021, c. 124](#), which amended [P.L. 2016, c. 4](#), *N.J.S.A. 52:27BBBB-4*, extending the period of stabilization and recovery for a local government under the Municipal Stabilization and Recovery Act (Act), with modifications. The Act authorizes State assistance to those “local governments experiencing severe budget imbalances and other conditions of severe fiscal distress or emergency by requiring prudent fiscal management and operational efficiencies in the provision of public services.” See *N.J.S.A. 52:27BBBB-2c*. The period was extended from the end of the recovery plan or until the 109th month next following the date on which the municipality became subject to the requirements and provisions of the Act. Previously, the date was set to the first day of the 61st month. Additionally, among other modifications, the new law provides that, once a municipality is deemed to be in need of stabilization and recovery, the governing body shall prepare and adopt a resolution containing a nine-year recovery plan. The recovery plan previously spanned five years.

Notably, the new law, which took effect immediately, also modifies provisions relating to Civil Service jurisdictions. In that regard, *N.J.S.A. 52:27BBBB-5* previously allowed for all aspects of Civil Service employment to be overseen by the Director of the Division of Local Government Services, Department of Community Affairs. Thus, while the municipality was under State oversight, the Commission’s statutory and regulatory authority was held in abeyance. In other words, the Commission did not administer examinations for prospective appointments, generate eligible lists, approve appointments, or adjudicate appeals of disciplined employees in that municipality, etc. [P.L. 2021, c. 124](#) now returns the Civil Service jurisdiction under the governance of Title 11A, Civil Service Act, and the Commission. However, the amendments specifically provide that all actions taken prior to the effective date of [P.L. 2021, c. 124](#) shall be final and shall not be subject to reconsideration. Therefore, any appointment, promotion, layoff or disciplinary action taken during the period prior to the enactment of the amendments will be recorded with the appropriate Civil Service coding in the County and Municipal Personnel System (CAMPS).

Center for Learning and Improving Performance

Online professional development training has long played a pivotal role for both the Commission and the State of New Jersey, which is the largest employer in the State with nearly 70,000 employees. However, in the past year, virtual coursework has taken on even more significance, and the [Center for Learning and Improving Performance](#) (CLIP) has made certain that the [Learning Management System](#) (LMS) has evolved to keep pace.

CLIP develops and offers a variety of training courses, in partnership with the New Jersey Community College Consortium for Workforce Development and Rutgers University. CLIP also uses the LMS to offer online training. The LMS is a simple to use, cloud-based software system that delivers online educational courses and training. From quality-of-life user interface upgrades to a greatly expanded catalog featuring hundreds of diverse training courses, effective on-the-job learning has never been so readily accessible to State workers.

The LMS' course catalog is divided into six key categories: Management and Supervision; Professional Development; Technology at Work; Government and Compliance; Health and Safety; and Process and Resource Management. Below is a sample list of policy and general training courses that are available free of charge to platform users.

Policy Training Courses

- Active Shooter Response Training for State Employees
- Ethics Refresher Briefing
- Ethics Training for State Employees
- New Jersey State Policy Prohibiting Discrimination in the Workplace
- New Jersey State Workplace Violence: Recognize, Prevent and Report
- Statewide Defensive Driving Program

General Training Courses

- How to Reduce and Manage Your Stress
- Managing Time and Distractions
- Leading Your Team Through Transitions

In addition to the free courses, CLIP utilizes the Open Sesame® subscription service as the primary provider for content in the LMS. For an additional subscription fee, users will have access to hundreds of courses that feature microlearning, engagements and benchmark assessments.

To ensure that these courses always remain relevant to public service workers, CLIP regularly reviews and uploads new courses to the Open Sesame catalog. The regular adding of content and refreshing of course offerings guarantees users access to the latest and best professional development information. These courses are available to any agency or department that purchases a CLIP All Access Pass, as are custom learning paths fully tailored to address the specific needs of each organization.



CLIP All Access Passes offer five different tiers of training coverage and subscription pricing to address the disparate demands of organizations of all sizes.

- Blue:** \$25 per person; up to 50 user passes
- Green:** \$22 per person; 50 - 99 user passes
- Yellow:** \$20 per person; 100 - 499 user passes
- Red:** \$18 per person; 500 - 999 user passes
- Purple:** \$15 per person; 1000 user passes and up

Quick Links

- [Currently Enrolling](#)
- [All Training Courses](#)
- [Request Training Form](#)
- [Transcript](#)
- [Training Policies and Procedures](#)
- [The Training Post Newsletter](#)

UPCOMING EVENTS

The Commission's Office of Diversity Programs and Employee Advisory Service (EAS) continue to hold events on virtual platforms in order to reach their respective audiences.

In an effort to promote careers in State and local government, the Office of Diversity Programs continues to host Virtual Information Sessions tailored towards job seekers and college/university students around the State. Students interested in attending the college/university sessions can register through their career services departments. Please continue to check the Commission's social media pages for future dates and times as new sessions become available.

Facebook: [NJ Civil Service Commission](#)

Twitter: [@NJCivilService](#)

Instagram: [@NJCivilService](#)

Office of Diversity Programs College/University Virtual Information Sessions

William Paterson University

Tuesday, July 27, 2021, 11:00 a.m. to 12:00 p.m.

The College of New Jersey

Tuesday, August 3, 2021, 11:00 a.m. to 12:00 p.m.

Saint Peter's University

Wednesday, August 4, 2021, 11:00 a.m. to 12:00 p.m.

Rutgers University - New Brunswick

Tuesday, August 10, 2021, 11:00 a.m. to 12:00 p.m.

Kean University

Wednesday, August 11, 2021, 11:00 a.m. to 12:00 p.m.

Rutgers University - Newark

Tuesday, August 17, 2021, 11:00 a.m. to 12:00 p.m.

In addition, EAS is slated to host two one-hour orientation webinars on August 16, 2021. The first session, beginning at 2:00 p.m., will be for new employees, <https://attendee.gotowebinar.com/register/4477045737473771277>. The session beginning at 3:00 p.m. will be for newly-appointed supervisors and managers, <https://attendee.gotowebinar.com/register/1391448873050694925>. Both webinars will provide attendees with an overview of EAS program services.

EAS will also continue to host its monthly webinar series for employees and supervisors/managers. On July 27, 2021, the two webinars will be *How to Provide Great Customer Service during Stressful Times* for employees and *Creating a Culture of Improved Employee Engagement* for supervisors/managers. On August 24, 2021, the two webinars will be *Leadership Skills for Non-Supervisory Staff*

Members and Presentation Skills for Supervisors & Managers. On September 28, 2021, the employee webinar will focus on *How to Adjust to Returning to the Physical Workplace*, and the supervisor/manager webinar will focus on *How to Support Your Employees as They Return to the Physical Workplace*.

The Commission is committed to hosting events that positively impact the Civil Service workforce and job seekers across the Garden State.

Employee Advisory Service

July 27, 2021

How to Provide Great Customer Service during Stressful Times - This session will discuss several practical self-management strategies and advanced communication skills necessary to interact effectively with customers during stressful times.

2:00 p.m. – 3:00 p.m.

<https://attendee.gotowebinar.com/register/1895928997129789197>

Creating a Culture of Improved Employee Engagement - This dynamic presentation will provide several practical strategies that supervisors can utilize in their day-to-day management approach to improve employee engagement and motivation.

3:00 p.m. – 4:00 p.m.

<https://attendee.gotowebinar.com/register/488920866261736205>

August 24, 2021

Leadership Skills for Non-Supervisory Staff Members – This important session is designed to help individuals that are not currently in a supervisory role to enhance leadership skills such as building strong bonds with colleagues, collaborating effectively on tasks and projects, and resolving conflicts that arise.

2:00 p.m. – 3:00 p.m.

<https://attendee.gotowebinar.com/register/8677867350345563405>

Presentation Skills for Supervisors & Managers – This practical session is designed to provide an overview of the basic elements necessary to give effective presentations.

3:00 p.m. – 4:00 p.m.

<https://attendee.gotowebinar.com/register/4999884407202375693>

September 28, 2021

How to Adjust to Returning to the Physical Workplace – This timely session will provide helpful strategies that will help individuals more effectively transition back into working onsite, cope with changes, and re-engage with their colleagues.

2:00 p.m. – 3:00 p.m.

<https://attendee.gotowebinar.com/register/1675534090365903117>

How to Support Your Employees as They Return to the Physical Workplace – This important session will provide supervisors and managers with several proactive strategies they can utilize to help their employees to effectively transition back to working onsite, including establishing a more consistent communications approach and tips for helping them cope with stress and adjust to changes.

3:00 p.m. – 4:00 p.m.

<https://attendee.gotowebinar.com/register/7623137731657468941>

HELPFUL LINKS

Accessing Commission Decisions

The Commission website, located at <https://nj.gov/csc>, is where you can find information regarding job announcements and examinations, employee programs, forms and publications, regulations and laws governing Civil Service, Commission meeting agendas, and Commission decisions.

The full texts of decisions are available online for cases decided on or after July 16, 2014. To access the text of a decision, first use the search function for Search Minutes/Decisions (<https://nj.gov/csc/about/meetings/search>).

You can search by meeting date, appellant or appointing authority name, or keyword. When you retrieve the minutes for the meeting, look for the agenda item pertaining to your search. The decision can be accessed through a link in the item.

If you know the meeting date on which the appeal was decided, you can access the minutes directly through the Minutes of Previous Meetings page (<https://nj.gov/csc/about/meetings/minutes/>).

Click the meeting date, and a list of agenda items will appear. Minutes of meetings and associated decisions are posted after approval of the minutes, usually at the next scheduled meeting of the Commission.

Civil Service Commission Website
<https://nj.gov/csc>

Office of the Chair/Chief Executive Officer
<https://www.state.nj.us/csc/about/chair/>

**Commission Decisions
(July 16, 2014 to the present)**
<https://nj.gov/csc/about/meetings/search> or
<https://nj.gov/csc/about/meetings/minutes/>

Civil Service Regulations and Laws
www.nj.gov/csc/about/about/regulations/index.html

Filing Appeals with the Civil Service Commission
www.nj.gov/csc/authorities/faq/appeals

Division of Appeals and Regulatory Affairs
www.nj.gov/csc/about/divisions/merit/

Job Announcements and Testing
www.nj.gov/csc/seekers/jobs/announcements

Public Safety Testing News
www.nj.gov/csc/about/news/safety/index.html

Division of Test Development, Analytics and Administration
<https://nj.gov/csc/about/divisions/selection/>

Division of Agency Services
www.nj.gov/csc/about/divisions/slo/

**Division of Equal Employment Opportunity/
Affirmative Action**
<https://www.state.nj.us/csc/about/divisions/eeo/index.html>

Employee Advisory Service
<https://www.state.nj.us/csc/employees/programs/advisory/eas.html>

Employee Advisory Service Publications
<https://www.nj.gov/csc/employees/programs/advisory/publications.html>

**Center for Learning and Improving Performance
(CLIP)**
www.nj.gov/csc/employees/training/index.html

The Training Post Newsletter
www.nj.gov/csc/employees/training/training_newsletter.html

Issues of *The Reporter*
<https://nj.gov/csc/about/publications/merit/>

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