



The Reporter

News from the Civil Service Commission

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On June 20, 2023, Allison Chris Myers was confirmed by the State Senate as the Commission's Chair/Chief Executive Officer (CEO). Chair/CEO Myers had been appointed by Governor Murphy as Acting Chair/CEO effective January 1, 2023. More information about Chair/CEO Myers and her initiatives will be featured in the next issue of *The Reporter*. Please also view [Issue 14](#) for other organizational changes.

Welcome to Issue 15 of *The Reporter*!

On April 10, 2023, I had the honor and privilege to stand beside Governor Philip D. Murphy as he signed Executive Order No. 327, with Byron Auguste, Chief Executive Officer of Opportunity@Work, also present. This Order expands job opportunities for New Jersey residents by prioritizing skills and work experience over a college degree for certain positions. The Order directs the Civil Service Commission (Commission) to identify the job classifications that require college degrees and determine which are appropriate to revise. So far, we have identified over 2,000 State and local career service titles that will be revised. The Commission is honored to be implementing such an important initiative. Coming from a working-class background myself, Governor Murphy's signing of this Order is meaningful to me, both personally and professionally. The Order recognizes the importance and weight of practical work experience and skills training. I am excited for the Commission to help create new opportunities for New Jersey residents under this Order.



Allison Chris Myers
Chair/Chief Executive Officer

In addition, the month of June is LGBTQIA+ Pride Month. This is a time to remember the remarkable equal rights journey the LGBTQIA+ community has fought for decades. Pride Month celebrates diversity, equity, and inclusion, all of which have been long-standing initiatives of the Commission. It is also a month where I personally take some time to reflect on how far we have come as a State and country. Promoting diverse voices and perspectives fosters an environment in which everyone feels respected and can reach their full potential. The Commission remains committed to increasing diversity in New Jersey's public service sector and working to address any barriers and inequities.

In this issue, we highlight Executive Order No. 327, Commission decisions, and court cases. We also present Daniel's Law, legislation that affects former, active, and retired federal and State court judges, prosecutors, law enforcement officers, and their immediate family members. There will also be information about employment opportunities by way of various programs and job fairs that support diversity, equity, and inclusion.

We hope you find Issue 15 informative, and I welcome you to contact my office and the operating divisions of the Commission for your employment needs. Thank you and have a safe and fun-filled summer.

Sincerely,

Allison Chris Myers
Chair/Chief Executive Officer
Civil Service Commission

EXECUTIVE ORDER 327

As stated by Governor Philip D. Murphy, “every American should have the ability to attain a good job with growth opportunities and secure their place in the middle class, regardless of whether or not they have a college degree.” “Employment qualifications for good-paying jobs in our State workforce should not exclude individuals with qualifying experience, unique skillsets, and diverse backgrounds. Today, we open the door to that opportunity for applicants across our State, and urge other states, as well as private sector employers, to remove barriers to opportunity.” See [Governor Murphy Signs Executive Order to Prioritize Work Experience and Skills Training Over Four-Year Degrees for Certain State Employment Opportunities](#).

On April 10, 2023, Governor Philip D. Murphy signed [Executive Order 327](#), which acknowledges the importance of practical work experience and provides opportunities to New Jersey residents with differing levels of educational, practical, and skills-based knowledge. The Order directs the Chair/Chief Executive Officer of the Commission, or designee, to complete the following tasks within six months:

1. Identify the job classifications within the State’s classification plan that require applicants to possess a four-year college degree;
2. Determine which job classifications are appropriate to include practical experience in lieu of a four-year college degree requirement;
3. Revise the State classification plan to include the appropriate practical experience for those job classifications; and
4. Revise public postings to include the appropriate practical experience for the identified job classifications for any job announcements the Commission is responsible for preparing.

As stated by then Acting Chair/Chief Executive Officer Allison Chris Myers, “this will truly go a long way in achieving Governor Murphy’s promise of a stronger and fairer New Jersey.”



Governor Murphy signs Executive Order 327 alongside then Acting Chair/CEO Myers and Opportunity@Work Chief Executive Officer Auguste on April 10, 2023.



Acting Chair/CEO Myers addresses attendees at the Public Employment Conference on May 4, 2023.

CIVIL SERVICE COMMISSION DECISIONS

N.J.A.C. 4A:4-2.3(b)2 requires applicants to possess all the requirements specified in an announcement for an open competitive examination by the closing date. Similarly, *N.J.A.C.* 4A:4-2.6(a) provides that all requirements for promotional examinations must be met by the closing date. However, *N.J.A.C.* 4A:1-1.2 (c) states that the Commission may relax a rule for good cause in order to effectuate the purposes of Title 11A, New Jersey Statutes.

Consistent with the principles of [Executive Order 327](#), highlighted below are appeals granted by the Commission where it found good cause to admit the appellants to their respective examinations based on their relative experience or education. The Commission has also previously granted similar appeals where equitable considerations demonstrated that experience be a suitable substitute for the education requirement. As set forth in [Executive Order 327](#), a robust and effective public workforce is critically important, and action must be taken to recruit and retain a strong pool of qualified candidates. These cases demonstrate that mission.

Lacks College Degree

[In the Matter of Lisa Hartman](#) (CSC, decided January 18, 2023)

Lisa Hartman appealed the determination that she did not meet the education requirement for the open competitive examination for Zoo Curator, Essex County, and was therefore ineligible for the examination. Applicants had to possess a Bachelor's degree in Zoology, Biology, Animal Husbandry, Animal Behavior, Animal Science or closely related field from an accredited college or university, plus four years of experience in work involving animal nutrition, taxonomy, animal behavior, parasitology, bacteriology, or zoology. The examination announcement also stipulated that a Master's degree in Zoology, Biology, Animal Husbandry, Animal Behavior, Animal Science or other closely related field could be substituted for one year of experience. No experience substitution was allowed in lieu of a degree in one of the required subject areas. Hartman did not possess a degree in one of the required subject areas, nor did she possess any college credits.

Upon its review of the appeal, the Commission found that Hartman possessed over 25 years of applicable experience. It also found that the examination situation was not competitive since Hartman was the only applicant. Thus, although Hartman lacked a college degree in one of the required subject areas, the Commission was satisfied that the totality of her 25 years of "hands on" experience working specifically in the areas covered in the Job Specification for Zoo Curator warranted her admission to the subject examination. Moreover, it emphasized that the dual purpose of the Civil Service system was to ensure efficient public service for State and local governments and to provide appointment and advancement opportunities to Civil Service employees based on their merit and abilities. These interests are best served when more, rather than fewer, individuals are presented with employment opportunities. Therefore, based on the totality of the circumstances, the Commission concluded that good cause existed to admit Hartman to the subject examination.

Lacks Specialized College Degree

[In the Matter of Leo Blake](#) (CSC, decided May 20, 2020)

Leo Blake, a Resource Interpretive Specialist 2, Historic Resources (RIS2HR), was initially found ineligible for a Resource Interpretive Specialist 3 (RIS3), Department of Environmental Protection, promotional examination that was open to his title because his Bachelor's degree in Political Science was not in one of the following educational areas: Ecology, Forestry, one of the biological sciences, Natural Resource Management, Environmental Science or Wildlife Management, History, American History, Art History, Architectural History, American Studies, American Literature, or Museum Studies. Blake appealed to the Commission, asserting that the entirety of his career and education would allow him to perform the duties of the subject title. He stated that his degree in Political Science had a focus on history.

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Further, Blake presented that his Master's degree in Public Administration was focused on park and historic sites administration in the public sector, which he asserted would help him perform the duties of the subject title.

Upon its review, the Commission indicated that Blake did not possess the required education for the subject examination. However, it stated that equitable relief was warranted based on a review of the subject title series and Blake's appointment history. The Commission found that Blake's college degree was considered sufficient to establish his initial eligibility as a Historic Preservation Specialist in 2000, which, at the time, required a degree in American Studies, Archeology, Anthropology, Architecture, Architectural History or History. The Commission further acknowledged that Blake had successfully served in the RISHR title for many years. Therefore, The Commission found good cause to admit Blake to the RIS3 promotional examination based on these equitable considerations, particularly his nearly 20 years of service in the RISHR title series.

Education and Experience Did Not Precisely Mirror Requirements

In the Matter of Suzanne DeLorenzo (CSC, decided March 2, 2022)

Suzanne DeLorenzo appealed the determination that she did not meet the education and experience requirements for the open competitive examination for Supervisor of Laboratories (Clinical and Water Analysis), Passaic Valley Water Commission (PVWC). The subject examination was open to Passaic County and New Jersey residents who possessed a Bachelor's degree in Medical Technology and six years of experience as a medical technologist conducting chemical, bacteriological, serological, and/or other tests and analyses in a clinical laboratory. Applicants who did not possess the required education could substitute 90 semester hour credits from an accredited college or university,

which shall have included 24 semester hour credits in the chemical, biological, and physical sciences, and must have successfully completed 12 months in an accredited school of medical technology. A Master's degree in a chemical, physical, or biological science could be substituted for two years of required experience. A license as a medical physician or a Ph.D. in a chemical, physical, or biological science could be substituted for four years of required experience.

On her application, DeLorenzo indicated possession of a Bachelor's degree in Biology; a Master's degree in Biomedical Science; and a Ph.D. in Environmental Science and Engineering. She also indicated experience in the following positions: provisional Supervisor of Laboratories (Clinical and Water Analysis); Water Quality and Conservation Manager; Adjunct Professor; and Graduate Research Assistant.

Upon its review, the Commission initially noted that DeLorenzo had been correctly determined to be ineligible for the subject examination. However, the examination situation was not competitive since the resulting eligible list promulgated with only two names. Moreover, although DeLorenzo's education and her experience as a Water Quality and Conservation Manager did not precisely mirror the requirements listed on the announcement, the Commission was satisfied that the totality of her education and experience with water quality testing in the laboratory warranted her admission to the subject examination. Therefore, under these circumstances, the Commission concluded that good cause existed to admit DeLorenzo to the subject examination.



Set forth below are several decisions rendered during the second half of 2022 by the Superior Court of New Jersey, Appellate Division, on appeal from final determinations of the Commission. 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 [New Jersey Courts' website](#).

Immediate Suspension

In the Matter of Lyreshia Bonds, Judiciary, Middlesex Vicinage 8

Docket No. A-2600-20 (App. Div. July 6, 2022)

The Appellate Division affirmed the Commission's decision in [In the Matter of Lyreshia Bonds \(CSC, decided April 28, 2021\)](#), which upheld the immediate suspension of Bonds, a Probation Officer. Bonds had initially been ordered to refrain from discussing her nephew's court case with any individuals involved with the case. She later received similar follow-up instructions. However, during the virtual court hearing for Bonds' nephew, the Judge indicated that he could hear Bonds prompting her sister's testimony. Thereafter, the Vicinage immediately suspended Bonds for violating various administrative rules as well as department policy to avoid actual or apparent impropriety and actual or apparent conflicts of interest. Subsequently, the Vicinage issued a Preliminary Notice of Disciplinary Action (PNDA), seeking her removal. In response, Bonds requested interim relief from the Commission, arguing that her immediate suspension without a hearing did not meet the standards under *N.J.A.C. 4A:2-2.5(a)1* and (b) as she asserted that there was no evidence that her actions threatened the safety, health, order or effective direction of public services since there was no allegation that she used her position as a Probation Officer to interfere with the matter. Additionally, she claimed she was entitled to a pre-termination *Loudermill* hearing.

The Commission found that Bonds had not met the standards for interim relief since the alleged conduct had the potential to negatively impact the public trust in the Judiciary and affect internal working relations in her division. It also determined that she was not entitled to an in-person pre-termination hearing as

the essential requirements of due process are notice and an opportunity to respond. Bonds had been served with a PNDA which set forth the charges, as well as the evidence, and the notice provided her with an opportunity to respond, which she did through her former counsel's letter. Upon Bonds' appeal to the Appellate Division, the court affirmed the decision, finding that Bonds had not met the standards for interim relief stating that "[w]e discern nothing arbitrary, capricious, or unreasonable in that decision." Additionally, it stated that "[w]e discern no reversible error in the Commission's determination that appellant was not entitled to a hearing regarding her suspension under either *Loudermill* or *N.J.A.C. 4A:2-2.5(b)*."

Two-Level Demotion

In the Matter of Joseph Connors, Camden County, Department of Corrections, Docket No. A-3790-19 (App. Div. July 7, 2022)

The Appellate Division affirmed the Commission's decision in [In the Matter of Joseph Connors \(CSC, decided April 29, 2020\)](#), which upheld the two-level demotion of Connors, who had been a County Correctional Police Lieutenant. Connors had been demoted to County Correctional Police Officer for exchanging text messages with another officer, including various inappropriate messages, which violated the policy of bringing a cell phone into the jail and hospital while on duty, as doing so constituted a security breach. Connors had acknowledged that he did not "discourage" officers from using their personal cell phones while on hospital duty and did not dispute that he sent the messages found on the other officer's phone but claimed that the messages were sent while he was off duty. Connors appealed his demotion to the Commission, and the matter was transmitted to the Office of Administrative Law (OAL). The Administrative Law Judge (ALJ) denied Connor's motion to exclude the cell phone extraction report. The ALJ found that the Camden County Department of Corrections (CCDC) complied with the procedural requirements regarding the presumption of authenticity since the employee who prepared the extraction report certified that she did not make any changes or corrections to any text messages contained in the extraction.

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The ALJ recommended sustaining the charges and Connors' two-level demotion, and the Commission adopted the ALJ's recommendation.

On appeal to the Appellate Division, the court saw no merit in Connors' argument that the CCDC failed to authenticate the accuracy of the time stamps in the text messages as the CCDC complied with *N.J.A.C. 1:1-15.6* and Connors did not rebut the presumption of authenticity. Further, it found that "the Commission's decision upholding the ALJ's determination was not arbitrary, capricious or unreasonable." Moreover, while Connors argued that the Commission erred by not imposing progressive discipline, the Appellate Division affirmed the Commission's decision to uphold the two-level demotion as "[t]he evidence support[ed] the Commission's finding that Connors's conduct demonstrated he was unsuitable to continue in his role as a supervisor and his continuation in a supervisory position was inimical to the safety and security of the inmates and staff."

Removal from Employment

***In the Matter of Michael Isner,
Camden County Correctional Facility
Docket No. A-2070-20
(App. Div. September 26, 2022)***

The Appellate Division affirmed the Commission's decision in *In the Matter of Michael Isner (CSC, decided February 3, 2021)*, which upheld Isner's removal as a County Correctional Police Officer. Isner had been removed for punching an inmate in the head after he was unable to shut a prison cell door, believing that the inmate was obstructing the closure of the door, and where the inmate refused to sit on the cell bench as instructed. Isner appealed his removal to the Commission and the matter was transmitted to the OAL. The ALJ concluded that Isner's use of force was not in self-defense; the inmate's refusal to comply with his orders did not constitute an immediate threat to prison security; and Isner could have deescalated the situation. Additionally, the ALJ found inconsistencies in Isner's report; he failed to wear his duty belt, and if had, he could have handcuffed or pepper sprayed the inmate, or radioed for help; and he failed to inspect the cell door at the beginning of the shift as required,

which would have indicated that the door was not closing properly. Therefore, the ALJ recommended that the charges be sustained, progressive discipline be bypassed, and Isner be removed. The Commission adopted the ALJ's decision and affirmed Isner's removal.

On appeal to the Appellate Division, Isner argued that he was entitled to the defense of anticipatory use of force in support of his actions and that progressive discipline, and not termination, was warranted. However, the Appellate Division affirmed the Commission's decision as it found, "[u]nder the circumstances, we have no cause to differ with the Commission's adoption of the ALJ's recommendation to terminate Isner."

Removal from Employment

***In the Matter of Natea Bomar, City of Orange
Township, Police Department
Docket No. A-2815-20
(App. Div. October 19, 2022)***

The Appellate Division affirmed the Commission's decision in *In the Matter of Natea Bomar (CSC, decided April 28, 2021)*, which upheld Bomar's removal as a Police Officer. Bomar was subjected to a random drug test, where the specimen was split into two samples, which would have allowed her to have an independent test if she disagreed with a positive test. The samples were sent to the State Toxicology Laboratory (State Lab), which found that she tested positive for tetrahydrocannabinol (THC), a psychoactive chemical found in marijuana. Bomar was removed from her position, and thereafter appealed to the Commission. At the OAL, Bomar suggested that her specimen could have been tampered with during the time it was out of refrigeration, awaiting testing. The State Lab's acting director testified that urine samples do not deteriorate in such a short period of time and the delay did not alter the testing's accuracy. Moreover, the acting director testified that the cut-off levels are established to specifically exclude instances of inadvertent or secondary exposure. The ALJ recommended sustaining Bomar's removal, which the Commission adopted.

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On appeal to the Appellate Division, Bomar took issue with the acting director’s testimony. The Appellate Division noted that there was no rule or case law requiring the person who conducts the actual testing to be the person who testifies about the State Lab’s policies and procedures. Bomar also provided no evidence or presented an expert to rebut the acting director’s expert testimony. Further, she elected not to have the second sample tested. Therefore, the court found that the ALJ properly relied on the acting director’s testimony. The Appellate Division also rejected Bomar’s argument that termination was too severe given the State’s subsequent legalization of recreational use of marijuana and lack of a prior disciplinary record, as termination for a positive drug test was known to her and within the Commission’s authority. Therefore, the Appellate Division affirmed, finding “nothing arbitrary, capricious, or unreasonable in the [Commission’s] application of its disciplinary action.”

Motion to Enforce Settlement

***In the Matter of Thomas Valente,
West Milford, Police Department
Docket No. A-3180-21
(App. Div. October 14, 2022)***

The Appellate Division reversed the Commission’s decision in [In the Matter of Thomas Valente \(CSC, decided April 6, 2022\)](#) and remanded the matter to allow the Commission to issue a final decision adopting the ALJ’s initial decision to grant West Milford’s motion to enforce the settlement between the parties. Valente, a former Police Lieutenant with West Milford, had an anonymous complaint filed against him. After the investigation, his attorney, Michael Mitzner, Esq., requested a departmental hearing. Prior to the hearing, Mitzner sent an email to the Township attorney indicating that settlement terms were “acceptable to Lt. Valente, subject to working out the actual language and preparing a formal Agreement.” The settlement included, among other things, Valente’s resignation such that he would achieve a pension based on 15 years of service with the department. In the same email, Mitzner also indicated that he understood that the departmental hearing was adjourned. Thereafter, the Township attorney forwarded an agreement to Mitzner, but he did not respond. A few days later, the Township attorney re-sent the settlement

agreement without changes, but included the specific equipment to be returned by Valente. Mitzner and Valente did not appear at the departmental hearing on the date originally scheduled. Thereafter, Valente retained a new attorney who entered a not guilty plea on Valente’s behalf and requested a departmental hearing. The Township attorney maintained that a settlement was reached but agreed to hold a departmental hearing without prejudice, indicating that it reserved its right to assert that a settlement had been reached. At the hearing, the Township attorney reiterated that a settlement had been reached, which it intended to enforce. After the hearing, West Milford issued Valente a Final Notice of Disciplinary Action, removing him from employment.

Valente appealed his removal to the Commission and the matter was transmitted to the OAL. The parties consented to the ALJ hearing a motion seeking to enforce the settlement. The ALJ recommended that the motion to enforce the settlement be granted and Valente’s appeal be dismissed, as the ALJ concluded that Valente authorized Mitzner to enter into a settlement, the agreement included all the terms of a settlement, and there was no basis for a hearing. Upon its review, the Commission remanded the matter back to the OAL, as it found that it would have been inequitable to dismiss Valente’s appeal since West Milford agreed to hold a departmental hearing and Valente did not sign the settlement.

Thereafter, West Milford filed a motion for leave to appeal the Commission’s decision with the Appellate Division, which was granted. The Appellate Division found that Mitzner had the authority to enter into a settlement on behalf of Valente and the parties agreed on the essential terms to render the settlement enforceable. It rejected Valente’s claim that there was not an agreement because the matter was “subject to review by the mayor,” as such a view would halt the policy favoring settlement, and highlighted that West Milford’s attorney reiterated that it intended to enforce the settlement at the departmental hearing. Therefore, the Appellate Division reversed and remanded the matter to the Commission for the entry of a final order affirming the ALJ’s decision.

The Commission’s decision on remand may be viewed at [In the Matter of Thomas Valente \(CSC, decided November 2, 2022\)](#).

Title VII of the Civil Rights Act

***In the Matter of Carolyn Whitehead,
City of East Orange, Department of Policy,
Planning and Development
Docket No. A-0730-21
(App. Div. December 22, 2022)***

The Appellate Division reversed in part the Commission's decision in [In the Matter of Carolyn Whitehead \(CSC, decided October 6, 2021\)](#) and remanded the matter for further proceedings at the OAL. Carolyn Whitehead, an Assistant Zoning Officer, worked at home four days a week and came into the office once a week per East Orange's response to the COVID-19 pandemic. Thereafter, East Orange issued return to work guidelines which required all employees to present a negative COVID-19 test as a condition to return to the office. Whitehead refused to take the test due to her religious beliefs and requested an exemption, claiming that the order violated the Americans with Disabilities Act, the United States Constitution, and Title VII of the Civil Rights Act. Upon her continued refusal to get tested, Whitehead was first suspended and then removed for insubordination and resigned not in good standing. Whitehead appealed her removal to the Commission, and the matter was transmitted to the OAL. The ALJ recommended granting East Orange's motion for summary decision, which the Commission adopted. Whitehead then pursued an appeal with the Appellate Division.

The Appellate Division affirmed the Commission's determination that East Orange was entitled to summary decision on three of Whitehead's claims because she did not offer any argument challenging the Commission's dismissal of them. However, the Appellate Division reversed in part and remanded Whitehead's appeal for further proceedings regarding her Title VII argument. It indicated that, under Title VII of the Civil Rights Act, it is unlawful to discriminate against one's religion unless an employer demonstrates that it is unable to reasonably accommodate it without undue hardship on the employer. The Appellate Division found that Whitehead presented a *prima facie* case of religious discrimination as East Orange did not challenge that Whitehead's objection was based on a sincere religious belief.

The Appellate Division also found that the ALJ's analysis, which focused on finding that Whitehead's return to work without COVID-19 testing created an undue hardship concerning the risk of infecting East Orange employees with COVID-19, was not being challenged on appeal by Whitehead. Rather, the ALJ did not decide Whitehead's claim that East Orange should have allowed her to work from home as a reasonable accommodation based on her asserted religious belief. Therefore, the Appellate Division concluded that the record did not establish sufficient material undisputed facts supported by competent evidence permitting a determination of the claim as a matter of law. It also commented that the reversal of the dismissal of the Title VII claim and the remand should not be construed as constituting findings of any facts or a determination of the merits of any aspect of Whitehead's remaining Title VII claim.

In accordance with the Appellate Division's order, Whitehead's appeal on the Title VII issue was re-transmitted to the OAL. The matter is still pending.

Next Advisory Board Meetings for 2023

Additional details will become available at a later date.

Human Resources Advisory Board Meetings

July 11, 2023 and October 3, 2023
10:00 a.m. to 12:00 p.m.

Fire Advisory Board Meeting

July 25, 2023
1:00 p.m. to 2:30 p.m.

Police Advisory Board Meetings

July 25, 2023 and October 24, 2023
10:00 a.m. to 11:30 a.m.

LEGISLATIVE UPDATE



Daniel's Law *N.J.S.A. 47:1B-1, et seq.* (P.L. 2021, c. 371)

Signed by Governor Philip D. Murphy in November 2020, and approved with amendments in January 2022 with a retroactive effect to December 2021, [Daniel's Law](#) was enacted to provide a means for covered persons to request the redaction of residency information and unpublished telephone numbers from public-facing State, county, and municipal websites. These persons include former, active, and retired federal and State court judges, prosecutors, law enforcement officers, and their immediate family members residing in the same household.

Pursuant to the law agencies are to redact or cease to disclose the home address and/or unpublished telephone number of a covered person approved by the [Office of Information Privacy](#), Department of Community Affairs. Residency information must be removed no later than 30 days following the approval. A public agency shall also discontinue the redaction or nondisclosure of the home address of any covered person for whom a revocation request has been approved no later than 30 days following the approval.

Moreover, in accordance with the law, the Department of Community Affairs established an online portal known as the [Daniel's Law Portal](#), where a covered person may register and request protection under the law. A redactor, a person who has been appointed by a State, county or municipal agency to remove residence information and unpublished telephone numbers on the agency's website, was required to register on the [Daniel's Law Portal](#) by January 12, 2023.

With regard to the Commission's efforts, no personal home addresses or telephone numbers are published on the Commission's website. Further actions are being implemented to ensure that the Commission remains compliant with Daniel's Law.

For more information, please visit the FAQs webpage at [Daniel's Law \(nj.gov\)](#).

You may also contact the [Office of Information Privacy](#) at OIP@dca.nj.gov or at (609) 815-3939 with any additional questions or concerns.

To view enacted regulations and laws which affect Civil Service employees and employers, please visit our [Regulations and Laws](#) page. 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](#).

Governor's Fellow and Public Policy Specialist

On April 24, 2023, Governor Philip D. Murphy announced the re-launch of the Governor's Fellows Program. As stated by Governor Murphy, "the Governor's Fellows Program will expand our great workforce and offer New Jersey's future leaders an opportunity to begin their careers in public service. This comprehensive, well-rounded, and innovative program will allow passionate people to make a difference in State government, specifically in roles that are tailored to their interests, skills, and experience." Then Acting Chair/Chief Executive Officer Allison Chris Myers added that the "Governor's Fellows Program is an excellent way for individuals with a combination of education and experience, young professionals, or recent college graduates to enter State positions. This program is a great opportunity for people to learn the ins and outs of New Jersey State government and explore all that a career in public service has to offer." See [Governor Murphy Announces Governor's Fellows Program](#).

The following Commission decisions were issued as a result of the efforts to re-launch the Governor's Fellows Program. Fourteen State departments and offices posted Notices of Vacancy for Governor's Fellow positions on April 24, 2023, with a closing date of May 12, 2023. Interviews will be conducted throughout the summer with an expected start date in September 2023. Governor's Fellows will have a commitment of one year of employment within their specific office. At the end of the fellowship, these employees will be considered for long-term employment by the host department to serve in an appropriate title such as Public Policy Specialist.

In the Matter of Governor's Fellow (CSC, decided March 15, 2023)

The Governor's Fellows Program was established in 1986. The program provided a government management training program that encouraged talented individuals to consider careers in State government. However, the program was scaled back in 1990. It was eventually discontinued. The Governor's Fellowship Intern title was then inactivated in 2008. In 2018, the Commission reactivated the title, which was renamed Governor's Fellow. The title was allocated to the noncompetitive division of the career service. In the present request, the Division of Agency Services indicated that there had been recent proposed changes to the program which warranted establishment of a new title for Governor's Fellow allocated to the unclassified service with a one-year

term. Upon its review, the Commission noted that the incumbent in the new Governor's Fellow title would work closely with an official who serves in a high government-level position. The appointee would also be expected to bring to the job a broad range of knowledge, skills, and abilities required to effectively perform the varied duties that would be assigned. As these broad requirements would not easily be tested, the Commission found that it would be impracticable to determine merit and fitness for the position by examination. In addition, the incumbent would assist in the routine functions involved in the formulation and implementation of policies and their practical application. As such, in light of this position's role in policymaking and its one-year term, a permanent appointment to the title was not appropriate. Therefore, the Commission found good cause to create the new title of Governor's Fellow in the unclassified service in accordance with *N.J.A.C. 4A:3-1.3(a)5*.

In the Matter of the Reallocation of Government Affairs Specialist, Office of Business Advocacy (CSC, decided March 15, 2023)

The Division of Agency Services explained that it would be reactivating the title of Government Affairs Specialist, Office of Business Advocacy and renaming it Public Policy Specialist. However, it sought reallocation of the title to the noncompetitive division of the career service. It presented that the incumbents in the title would have primary responsibility for the formulation, implementation, and management of public policy within agencies. Moreover, it submitted that competitive testing was not practicable given the nature of the position. Upon its review, the Commission found ample reasons to reallocate the Public Policy Specialist title to the noncompetitive division pursuant to *N.J.A.C. 4A:3-1.2(c)1*. It stated that, given the advanced knowledge needed for the position, as evidenced by the required possession of a Master's degree, which could be substituted by relevant experience, one or more years of experience, and demonstrated excellence in academics and/or professional achievement, among other attributes, testing for the title would not be practicable. Additionally, the Commission noted that incumbents would be required to successfully complete a four-month working test period prior to attaining permanent status, thereby confirming that their appointments are based on principles consistent with merit and fitness. See *N.J.A.C. 4A:4-5.1(b)* and *N.J.A.C. 4A:4-5.2(b)2*.

OF PERSONNEL INTEREST

Job Fairs, Forums, and SAME Program Recruitment Efforts

Sponsored by the Office of Diversity Programs (ODP), the Commission hosted the New Jersey Statewide Job Fair, which was held at Mercer County Community College on June 14, 2023. Participants included government agencies, colleges and universities. It is hoped that appointing authorities will be able to appoint qualified candidates as a result. Prior job fairs were also held at high schools and through the Mercer County One-Stop Career Center this year. On August 24, 2023, Congressman Payne, Jr.'s Annual Veteran Job Fair will be held at the Veteran Memorial Park in Newark. For more information, please visit the ODP's [events page](#) and [webpage](#). Please contact DiversityOffice@csc.nj.gov with any questions or concerns

Additionally, the ODP sponsored the Diversity in Law Enforcement Forum on April 27, 2023 at Rowan University. The primary objective of the forum was to facilitate and foster diversity in law enforcement and to provide support and resources for appointing authorities and candidates, such as the Law Enforcement Mentoring Program and the Law Enforcement Examination Preparatory Course. Executive Director Charlie Williams, Ph.D., moderated the forum and then Acting Chair/CEO Allison Chris Myers presented opening remarks. Information on the mentoring program and preparatory course may be found on the ODP's [webpage](#) and in [Issue 14](#) of The Reporter.

Moreover, as featured in [Issue 12](#), along with the ODP, the Commission's Division of Equal Employment Opportunity/Affirmative Action (EEO/AA) was tasked to develop and implement the [SAME \(State as a Model Employer of People with Disabilities\) Program](#). The goal of the SAME Program is to increase the number of persons with disabilities in State government from 1.38% to at least 7%. To achieve this, the Division of EEO/AA, through partnerships with various entities has, among other initiatives, reviewed existing policies and procedures on hiring and retention and has developed and/or collaborated on a [Fast Track Hiring and Advancement Program](#) and a [College to Careers Program for Students with Disabilities](#).

Information on the SAME Program may be found on its [webpage](#), as well as on the individual program webpages as linked.



Executive Director Williams, Police Lieutenant Kamil Warrach, President of the NJ Chapter of the Muslim American Law Enforcement Association, and Acting Chair/CEO Myers at the Diversity in Law Enforcement Forum on April 27, 2023





A career program for eligible New Jersey residents with disabilities seeking employment in State government



STATE AS A MODEL EMPLOYER

Civil Service Commission
(833)691-0404
www.nj.gov/csc/same



HELPFUL LINKS

In the coming weeks, the Commission's website will be re-designed for easier access to up-to-date information. We hope the refreshed pages will be beneficial for the community's needs.

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/CEO

<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

<https://nj.gov/csc/about/aboutcsc/regulations/>

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

<https://nj.gov/csc/jobs/announcements/publicsafety/>

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 Human Resource Information Services

<https://nj.gov/csc/about/divisions/hris/>

Division of EEO/AA

<https://nj.gov/csc/about/divisions/eo/>

Office of Diversity Programs

<https://nj.gov/csc/about/divisions/diversity/>

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

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/>

To subscribe to *The Reporter*, click the link: https://www.surveymonkey.com/r/The_Reporter. If you wish to unsubscribe, please email us at TheReporter@csc.nj.gov. Please also check the Commission's social media pages for specific dates and times of upcoming events.

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