



STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION

Chris Christie
Governor
Kim Guadagno
Lt. Governor

Robert M. Czech
Chair/Chief Executive Officer

**MINUTES OF REGULAR MEETING OF
THE CIVIL SERVICE COMMISSION
FEBRUARY 8, 2012**

**Robert M. Czech, Chairperson
Robert E. Brenner
Richard E. Williams**

February 8, 2012

A regular meeting of the Civil Service Commission was held on Wednesday, February 8, 2012, in Trenton, New Jersey.

PRESENT: Robert M. Czech, Chairperson, Members Robert E. Brenner and Richard E. Williams; Pamela Ullman, Deputy Attorney General; Henry Maurer, Director, Division of Merit System Practices and Labor Relations.

In accordance with L.1975, c.231, the Secretary to the Civil Service Commission opened the meeting with the following statement:

Notice of this meeting was filed with the Secretary of State and sent to the Trentonian, Trenton Times, Courier-Post and Star Ledger on November 28, 2011, and posted at the Civil Service Commission, 3 Station Plaza, Trenton, New Jersey.

All actions were by unanimous vote unless otherwise specified.

WITHDRAWAL OF APPEALS

The following appeals were withdrawn and removed from the hearing calendar:

Bridget Betancourt, Police Officer, City of Camden, Police Department, fine.

Michael Bloom, Police Officer, Ewing Township, Department of Public Safety, layoff.

James Boelhower, Fire Prevention Specialist UFD, Woodbridge, Fire District #1, suspension.

Eric Burden, Sewer Repairer, Township of North Brunswick, Department of Public Works, suspension.

Frank Catalano, Sheriff's Officer, Essex County, Sheriff's Department, removal.

Mark Church, Sheriff's Officer, Cumberland County, Sheriff's Officer, removal.

Kenneth Dowzycki, Senior Librarian, Clark Public Library, layoff.

Linnett Fraser, Human Services Technician, Trenton Psychiatric Hospital, Department of Human Services, removal.

Thomas Grande, Fire Captain, Township of Belleville, Fire Department, suspension.

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

Larry Howell, Assistant Personnel Officer, Newark Housing Authority, layoff.

Walid Jawawdeh, Construction Code Inspector 1, Department of Community Affairs, layoff.

Dywon Kelsey, Sheriff's Officer, Mercer County, Sheriff's Department, two suspensions and removal..

Kathryn McFadden, County Correction Officer, Burlington County Jail, suspension and four removals.

Richard McGuire, Police Officer, City of Camden, Police Department, fine.

Alessandra Viola, Police Officer, City of Hackensack, Police Department, suspension.

Martin Walsh, Sewer Plant Operator, Mount Laurel, Department of Utilities Authority, removal.

Dennis York, Senior Correction Officer, New Jersey State Prison, Department of Corrections, removal.

Mark Young, Police Officer, City of Camden, Police Department, fine.

SECTION A – HEARING MATTERS

A-1 SETTLEMENTS

In the Matter of Robert Curry
South Woods State Prison
Department of Corrections
Suspension

In the Matter of John Ruggiano
Camden County Board of Social Services
Suspension

In the Matter of Durwin Smalls
East Jersey State Prison
Department of Corrections
Removal

In the Matter of Angel Suarez
Hudson County
Department of Roads and Public Property
Removal

In the Matter of Hope Tucci
Gloucester County
Emergency Response Department
Suspension

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

ACTION: The Civil Service Commission acknowledged the settlements.

A-2 LASISI ADEKOLA

Lasisi Adekola, Regional Staff Nurse Medical Assistance, Department of Health and Senior Services, release at the end of the working test period effective July 16, 2010.

Recommendation of the Administrative Law Judge – Uphold the release at the end of the working test period.

ACTION: The Civil Service Commission affirmed the recommendation of the Administrative Law Judge.

A-3 WILLIAM HOUSEWORTH

William Houseworth, Supervisor of Recreation, New Jersey Department of Corrections, appeals the good faith of the layoff effective January 14, 2011, for reasons of economy and efficiency.

Recommendation of the Administrative Law Judge – Grant the appointing authority's motion for summary decision and dismiss the appeal.

ACTION: The Civil Service Commission affirmed the recommendation of the Administrative Law Judge and dismissed the appeal of Mark Davis for failure to appear.

A-4 NELSON BOVIER, ET AL

Nelson Bovier, *et al.*, City of Passaic, appeal the good faith of their layoffs effective June 18, 2010, for reasons of economy and efficiency.

Recommendation of the Administrative Law Judge – Dismiss the appeals with prejudice.

ACTION: The Civil Service Commission affirmed the recommendation of the Administrative Law Judge.

A-5 QUADIR LEWIS

Quadir Lewis, Senior Correction Officer, East Jersey State Prison, Department of Corrections, 120-day suspension on charges of neglect of duty, conduct unbecoming a public employee, violation of administrative procedures and/or regulations involving safety and security, other sufficient cause, violation of a rule, regulation, policy, procedure, order and falsification.

Recommendation of the Administrative Law Judge – Reverse the 120-day suspension.

ACTION: The Civil Service Commission modified the recommendation of the Administrative Law Judge to a 15 day suspension.

A-6 PATRICK BURNS

Patrick Burns, Police Sergeant, City of Bayonne, Police Department, removal effective February 14, 2011, on charges of insubordination, failure to perform duty and conduct unbecoming a public employee.

Recommendation of the Administrative Law Judge – Uphold the removal.

ACTION: The Civil Service Commission affirmed the recommendation of the Administrative Law Judge.

VOTE: **Robert M. Czech** **(Abstained)**
 Robert E. Brenner **(Yes)**
 Richard E. Williams **(Yes)**

A-7 JENNIFER HARRIS-DRAKEFORD

Jennifer Harris-Drakeford, Nurse's Aide, Passaic County, Preakness Hospital, removal effective July 19, 2011, on charges of conduct unbecoming a public employee, other sufficient cause and violation of County workplace policy regarding violence, resident abuse, and neglect prevention and procedure.

Recommendation of the Administrative Law Judge – Uphold the removal.

ACTION: The Civil Service Commission affirmed the recommendation of the Administrative Law Judge.

A-8 NELSON FERRER

Nelson Ferrer, Residential Service Worker, New Jersey Veterans' Memorial Home, Vineland, Department of Military and Veterans' Affairs, removal, effective August 31, 2010, on charges of conduct unbecoming a public employee, other sufficient cause and violation of numerous policies regarding sexual misconduct and sexual harassment.

Recommendation of the Administrative Law Judge – Uphold the removal.

ACTION: The Civil Service Commission affirmed the recommendation of the Administrative Law Judge.

SECTION B – MISCELLANEOUS MATTERS

B-1 TODD MARINO

Todd Marino appeals his rejection as a Correction Officer Recruit candidate by the Department of Corrections and its request to remove his name from the eligible list for Correction Officer Recruit (S9999K) on the basis of psychological unfitness to perform effectively the duties of the position.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-2 IRENE DARBY

Irene Darby, a Judiciary Clerk 4 with the Judiciary, Vicinage 13 – Somerset, Hunterdon and Warren Counties, appeals the denial of sick leave injury (SLI) benefits.

ACTION: The Civil Service Commission directed that this appeal be granted.

B-3 CHRISTOPHER HUESSER

Christopher Huesser, a Senior Correction Officer with Albert C. Wagner Youth Correctional Facility, Department of Corrections, represented by Daniel Geddes, Esq., appeals the denial of sick leave injury (SLI) benefits.

ACTION: The Civil Service Commission directed that this appeal be granted.

B-4 DONNA LESLIE

Donna Leslie, an Investigator 3 with the Department of Law and Public Safety, appeals the denial of additional sick leave injury (SLI) benefits.

ACTION: The Civil Service Commission directed that this appeal be granted.

B-5 ROBIN PEARCE

Robin Pearce, a Senior Correction Officer at Edna Mahan Correctional Facility for Women, Department of Corrections, represented by Daniel Geddes, Esq., appeals the denial of sick leave injury (SLI) benefits.

ACTION: The Civil Service Commission directed that this appeal be granted in part.

B-6 MICHAEL DIPASCALE

Michael DiPascale, a Deputy Fire Chief with the Fire Department, City of Camden, represented by Frank M. Crivelli, Esq., appeals the determination of his layoff rights by the Division of State and Local Operations.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-7 EDWARD GLASSMAN

Edward Glassman, a Deputy Fire Chief with the Fire Department, City of Camden appeals the determination of his layoff rights by the Division of State and Local Operations.

ACTION: The Civil Service Commission directed that this appeal be granted in part.

B-8 SHERITA FELDER

Sherita Felder appeals the removal of her name from the Family Service Specialist 1 (PS6667K), Department of Children and Families, employment list due to her failure to respond to the Certification Notice.

ACTION: The Civil Service Commission directed that this appeal be granted.

B-9 CHARLES MILLS

Charles Mills, a Senior Water Repairer with the Passaic Valley Water Commission, represented by Mario Rivera, Senior Staff Representative, Communications Workers of America, Local 1032, requests a hearing regarding his 20 day suspension.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-10 JOSEPH NAPOLEONE

Joseph Napoleone, represented by Charles J. Sciarra, Esq., petitions the Civil Service Commission for a make-up examination for Police Lieutenant (PM2513K), Clifton, the dismissal of disciplinary charges, and counsel fees related to the challenge of those disciplinary charges in accordance with the orders of the Superior Court, Law Division.

ACTION: The Civil Service Commission directed that this matter be held over.

B-11 SEAN BOGUCKI

The Department of the Treasury requests that the Civil Service Commission authorize the promotion of Sean Bogucki from the non-competitive title of Repairer to the competitive title of Mechanical Equipment Specialist pursuant to *N.J.A.C. 4A:4-1.1(c)2*.

ACTION: The Civil Service Commission directed that this request be granted.

B-12 ERIN EDWARDS, ET AL.

The Atlantic City Municipal Utilities Authority, represented by John C. Matthews, Esq., requests that Erin Edwards, Christopher Kunigelis, and Sabrina Showell be permitted to file late applications for the open competitive examination for Water Treatment Plant Operator Apprentice (M0422M), Atlantic City Municipal Utilities Authority.

ACTION: The Civil Service Commission directed that this request be granted in part.

B-13 JEANETTE JIMENEZ

Woodbridge Township requests that Jeanette Jimenez's out-of-title experience be accepted to qualify her for a prospective lateral title change pending qualifying examination to the title of Senior Account Clerk.

ACTION: The Civil Service Commission directed that this request be granted.

B-14 ANTHONY LEMANSKI

Anthony Lemanski appeals the residency code assigned to him for the examination for Fire Fighter (M9999M).

ACTION: The Civil Service Commission directed that this appeal be granted and the appellant's residency code be changed to 0906 Jersey City.

B-15 TIMOTHY O'NEIL

Timothy O'Neil, a Police Officer with Hillside, represented by Craig S. Gumpel, Esq., appeals the discontinuation of his interim appointment to the title of Police Sergeant.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-16 KEVIN H. SANTUCCI

Berkeley Township requests that Kevin H. Santucci be provided with a retroactive date of permanent appointment as a Police Sergeant, effective May 8, 2009.

ACTION: The Civil Service Commission directed that this request be granted.

B-17 GERSHOM OGILVIE

The appointing authority requests that the provisions of *N.J.A.C.* 4A:6-3.4(a), which govern the time period in which employees must file an application for Supplemental Compensation on Retirement (SCOR), be relaxed to permit Gershom Ogilvie, a former Cook – 12 Months at North Jersey Developmental Center, Department of Human Services, to submit a late application for SCOR benefits.

ACTION: The Civil Service Commission directed that this request be granted.

B-18 JOANNA RODRIGUEZ

The Department of the Treasury requests that the provisions of *N.J.A.C.* 4A:4-1.1(c)2 be relaxed in order to permit it to promote Joanna Rodriguez from the non-competitive title of Clerk to the competitive title of Technical Assistant 3. It also requests that Rodriguez's applicable out-of-title work be considered in the promotional examination process.

ACTION: The Civil Service Commission directed that these requests be granted.

B-19 FELICIA TAYLOR

The Division of State and Local Operations requests that Irvington be permitted to promote Felicia Taylor from the noncompetitive title of Keyboarding Clerk 1 to the competitive title of Records Support Technician 2 pursuant to *N.J.A.C.* 4A:4-1.1(c)2.

ACTION: The Civil Service Commission directed that this request be granted.

B-20 TAHWANA BURKS

Tahwana Burks appeals the determination of the Division of State and Local Operations that her position with the Department of Human Services is properly classified as Accountant 2. The appellant seeks an Administrative Analyst 2, Accounting classification.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-21 MARK CIFALOGGIO, ET AL.

Mark Cifaloglio, Wayne Fowler, and Francisco Saltar, represented by Jennifer Pisano, Esq., appeal the attached decisions of the Division of State and Local Operations (SLO) that their positions with the Vineland Fire Department are properly classified as Fire Lieutenant. Anthony Baldosaro, Robert Scarpa, and Luigi Tramontana, also represented by Jennifer Pisano, Esq., appeal the attached decisions that their positions are properly classified as Fire Captain. The appellants seek classifications of Fire Captain, and Battalion Fire Chief, respectively.

ACTION: The Civil Service Commission directed that these appeals be denied.

B-22 LAURIE FANNING

Laurie Fanning appeals the decision of the Division of State and Local Operations which found that her position with the Department of Treasury is properly classified as Pensions Benefits Specialist 2. The appellant seeks a Pensions Benefits Specialist 1 classification.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-23 MARIA LEBRON

Maria Lebron appeals the decision of the Division of State and Local Operations which found that her position with the Department of Treasury is correctly classified as Technical Assistant 2, Treasury. The appellant seeks a Technical Assistant 1, Treasury classification.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-24 VINCENT MERCURIO

Vincent Mercurio appeals the decision of the Division of State and Local Operations that his position with the Department of Environmental Protection is properly classified as Crew Supervisor, Wildlife Management Area Operations. The appellant seeks an Engineer-in-Charge of Maintenance 4 classification.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-25 EUGENIA PIERSON (JOSEPH)

Eugenia Pierson (Joseph) appeals the decision of the Division of State and Local Operations which found that her position with the Department of Treasury is properly classified as Pensions Benefits Specialist 2. The appellant seeks a Pensions Benefits Specialist 1 classification.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-26 GAY RANDOLPH-LEE

Gay Randolph-Lee appeals the decision of the Division of State and Local Operations which found that her position with the Department of Treasury is properly classified as Pensions Benefits Specialist 3. The appellant seeks a Pensions Benefits Specialist 1 or 2 classification.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-27 JOSEPH STEFANONI

Joseph Stefanoni appeals the decision of the Division of State and Local Operations that the proper classification of his position with the Department of Environmental Protection is Environmental Specialist 3, Site Remediation. The appellant seeks an Environmental Specialist 4, Site Remediation classification.

ACTION: The Civil Service Commission directed that this appeal be denied, but the matter of the proper classification of Kathleen Katz's position be referred to the Division of State and Local Operations for further review.

B-28 BONNIE ZACHARIAS

Bonnie Zacharias appeals the determination of the Division of State and Local Operations that her position with Phillipsburg is properly classified as a Senior Housing Assistance Technician. The appellant seeks a Field Representative, Housing (Housing Assistance Program) classification.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-29 BATTALION FIRE CHIEF (PM3509L), CITY OF TRENTON

The appointing authority's failure to dispose of the certification for Battalion Fire Chief (PM3509L), City of Trenton, while a provisional is serving in the title, has been referred to the Civil Service Commission for enforcement.

ACTION: The Civil Service Commission directed that this matter be held over.

B-30 CASHIER (M1281H) AND (M0924K), EAST ORANGE

East Orange requests permission not to make an appointment from the September 16, 2009 certification for Cashier (M1281H) and (M0924K).

ACTION: The Civil Service Commission granted an appointment waiver and assessed selection costs in the amount of \$2,048.

B-31 CODE ENFORCEMENT OFFICER (M0619K), CAMDEN

The City of Camden requests the extension of the eligible list for Code Enforcement Officer (M0619K).

ACTION: The Civil Service Commission directed that this request be granted.

B-32 COOK (C0045N), ATLANTIC COUNTY

Atlantic County requests permission not to make an appointment from the May 11, 2011 certification for Cook (C0045N).

ACTION: The Civil Service Commission granted the request for an appointment waiver and assessed no selection costs at this time.

B-33 FIRE CAPTAIN (PM3571J), CITY OF TRENTON

The appointing authority's failure to dispose of the certification for Fire Captain (PM3571J), City of Trenton, while provisionals are serving in the title, has been referred to the Civil Service Commission for enforcement.

ACTION: The Civil Service Commission directed that this matter be held over.

B-34 PAUL DEHOPE

Paul DeHope, a former Sergeant First Class with the New Jersey State Police, Department of Law and Public Safety, appeals the determination of the Chief of Staff, Office of the Attorney General, which found that the appellant failed to establish that he had been subjected to a violation of the New Jersey State Policy Prohibiting Discrimination in the Workplace.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-35 TOMASINA JOHNSON

Tomasina Johnson, a former Senior Food Services Worker at Greystone Park Psychiatric Facility, Department of Human Services, appeals the determination of the Assistant Commissioner, stating that the appellant failed to present sufficient evidence to support a finding that she had been subjected to violations of the New Jersey State Policy Prohibiting Discrimination in the Workplace.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-36 DANKA RANKOVICH

Danka Rankovich, a Senior Youth Worker with the Juvenile Justice Commission, Department of Law & Public Safety, appeals the determination of the Chief of Staff, Office of the Attorney General, stating that the appellant failed to present sufficient evidence to support a finding that she had been subjected to violations of the New Jersey State Policy Prohibiting Discrimination in the Workplace.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-37 BRENDA WATKINS

Brenda Watkins, a Cottage Training Supervisor with Woodbine Developmental Center, Department of Human Services, appeals the determination of the Assistant Commissioner, which found that the appellant failed to support a finding that she had been subjected to a violation of the New Jersey State Policy Prohibiting Discrimination in the Workplace.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-38 JEFFREY EATON

The appeal of Jeffrey Eaton, a Senior Correction Officer at Albert C. Wagner Youth Correctional Facility, Department of Corrections, of his 120 working day suspension, on charges, was heard by Administrative Law Judge Tiffany M. Williams (ALJ), who rendered her initial decision on December 5, 2011, recommending that the 120 working day suspension be reversed. At its meeting on January 25, 2012, the Civil Service Commission (Commission) did not adopt the ALJ's recommendation. Rather, the Commission remanded the matter to the Office of Administrative Law for further proceedings. The proposed decision is now submitted for the Commission's review.

ACTION: The Civil Service Commission adopted the decision.

VOTE: **Robert M. Czech** **(Yes)**
 Robert E. Brenner **(Yes)**
 Richard E. Williams **(Abstained)**

B-39 CHRISTOPHER THWEATT

The appeal of Christopher Thweatt, a Street Repairer with the City of Hackensack, of his removal, effective October 12, 2010, on charges, was heard by Acting Director and Chief Administrative Law Judge Laura Sanders (ALJ), who rendered her initial decision on December 20, 2011. At its meeting on January 25, 2012, the Civil Service Commission (Commission) adopted the ALJ's recommendation to modify the removal to a six-month suspension. However, the Commission found it necessary to address the exceptions and cross exceptions filed by the parties. The proposed decision is now submitted for the Commission's review.

ACTION: The Civil Service Commission adopted the decision.

VOTE: **Robert M. Czech** **(Yes)**
 Robert E. Brenner **(Yes)**
 Richard E. Williams **(Abstained)**

B-40 VALENTINE COOPER

Valentine Cooper, a Senior Correction Officer at Northern State Prison, Department of Corrections, represented by Daniel Geddes, Esq., petitions the Civil Service Commission for reconsideration of the final decision rendered on April 20, 2011, which upheld the denial of sick leave injury (SLI) benefits.

ACTION: The Civil Service Commission directed that the request for reconsideration be denied.

B-41 JESSICA BALSECA CADENA

Jessica Balseca Cadena appeals the decision of the Division of Selection Services which found that she did not meet the experience requirements for the promotional examination for Management Specialist (PC0555N), Hudson County.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-42 YOLANDA HAWKINS

Yolanda Hawkins appeals the determination of the Division of Selection Services which found that she was below the minimum requirements in experience for the promotional examination for Real Estate Officer (PM0361N), City of Camden.

ACTION: The Civil Service Commission directed that this appeal be granted.

B-43 ELIZABETH KOERKEL

Elizabeth Koerkel appeals the determination of the Division of Selection Services which found that she was below the minimum requirements in experience for the open competitive examination for Program Specialist, Special Child Health Services (C0163N), Cumberland County.

ACTION: The Civil Service Commission directed that this appeal be granted.

B-44 HENRY NGUYEN

Henry Nguyen appeals the determination of the Division of Selection Services which found that he was below the minimum requirements in education for the promotional examination for Environmental Specialist 2 (PS3098T), Department of Transportation.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-45 MARLENE TERHUNE

Marlene Terhune appeals the determination of the Division of Selection Services that she did not meet the education and experience requirements for the promotional examination for Recreation Program Specialist (PM0318M), Township of West Milford.

ACTION: The Civil Service Commission directed that this appeal be granted.

B-46 JAMES D. TERRY

James D. Terry appeals the determination of the Division of Selection Services which found that he did not meet the experience requirements for the promotional examination for Technical Assistant 3 (PS3246G), Department of Environmental Protection.

ACTION: The Civil Service Commission directed that this appeal be granted.

B-47 JAMES DONOVAN, ET AL.

James Donovan, Anthony Maddalone and Robert Ryan (PM5004N), Bayonne; David Muller (PM5019N), Ewing; David Brown, Nicola Flora and Vincent Wolleon (PM5028N), Jersey City; David Feldhan (PM5029N), Kearny; Jeffrey Grippaldi (PM5035N), Long Branch; Bryan O'Hare (PM5041N), Marlboro; David Bonney (PM5043N), Millburn; Anthony Facchini and Willie Sierra (PM5074N), Union City; Pietro DiGena (PM5076N), Union; and David Mandamba and James Sarkos (PM5085N) Atlantic City; appeal the written examination for Police Lieutenant (various jurisdictions).

ACTION: The Civil Service Commission directed that these appeals be denied.

B-48 CIVIL SERVICE COMMISSION MINUTES

Submitted for adoption are the Civil Service Commission minutes of its meeting of January 25, 2012.

ACTION: The Civil Service Commission adopted the minutes of its meeting of January 25, 2012.

VOTE: **Robert M. Czech** (Yes)
 Robert E. Brenner (Yes)
 Richard E. Williams (Abstained)

B-49 The Division of State and Local Operations requests the consolidation of various Word Processing Operator local government titles within Occupational Group 20 (Clerical Occupations).

**MEMORANDUM**

DATE: January 27, 2012
TO: Civil Service Commission
FROM: Kenneth Connolly, Director
 State and Local Operations
SUBJECT: Change in State Classification Plan

LOCAL GOVERNMENT- WORD PROCESSING OPERATOR SERIES
TITLE CONSOLIDATION INITIATIVE

The Division of State and Local Operations requests the consolidation of various local government titles within Occupational Group 20 (Clerical Occupations), specifically those titles having word processing responsibilities. This consolidation will provide local jurisdictions with the flexibility needed to more efficiently meet their responsibilities, while also providing employees with enhanced career advancement opportunities.

Titles possessing similar duties, responsibilities and experience requirements were identified to determine the practicality and appropriateness of title consolidation. The result of this review indicates three (3) titles may be consolidated, and one (1) may be made archaic, within the current Word Processing Operator series.

The revised series will be incorporated into the Keyboarding Clerk series to more appropriately represent the type of work performed by incumbents. This function has evolved over time to include the use of keyboard equipment to input/retrieve information on a desktop or other computer, replacing antiquated technology such as a typewriter or word processor.

The definitions, requirements, knowledge, skills and abilities sections of the title specifications have been modified to accommodate the proposed title consolidation. As a result, the proposed title specifications are broader and more general, allowing for greater flexibility across jurisdictions.

The title series will be numbered in accordance with current practices, with the numerical suffix "1" representing the lowest level (entry level) to "4" representing the highest level (supervisory level).

Upon successful completion of the consolidation process, the consolidated titles involved will be inactivated. Any existing eligibility lists for these titles shall be processed as follows:

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- Promotional and open competitive lists issued from pending announcements for any affected title in which employees with provisional appointments are serving will be certified for one time use only in order to effect permanent appointment(s) and will be declared expired upon disposition of the certification.
- A complete list that has never been used and contains no employees with current provisional appointments for the title and unit scope specified shall be declared expired.
- A complete list which contains employees with current provisional appointments for the title and unit scope specified (with the exception of such employees currently on active military duty) will be processed for one time use and will be declared expired upon the disposition of the certification.
- An incomplete list containing no employees with current provisional appointments for the title and unit scope specified shall be declared expired.
- Any employee currently on active military duty will be afforded all applicable rights under Federal and State law upon their release from active duty and given the opportunity to apply and compete for any announcements for which they would otherwise have been eligible but for their military service.
- Eligibility lists for affected titles and unit scopes which have expired will be revived as necessary to address unanticipated situations which may arise.
- Where it is found that an employee's movement from a noncompetitive title to a competitive title could have been effectuated via promotional examination procedures *before* any title consolidation impacting the employee's title, the Division of Selection Services will announce a promotional examination, regardless of whether or not the movement *after* the consolidation still constitutes a promotional movement. Similarly, where an employee was previously classified in a competitive title, but, as a result of a title consolidation, is cross-walked into a noncompetitive title, the Division of Selection Services will process any future promotional movements based on the employee's competitive title *before* the title consolidation without regard to whether or not the employee's present noncompetitive title is approved to promote to a competitive title.

Local Appointing Authorities have been given the opportunity to review this proposal and all articulated issues have been reviewed and resolved.

The changes will become effective at the beginning of the first pay period following Commission approval of these actions.

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TITLE CONSOLIDATION & MOVEMENT OF INCUMBENTS:

FROM:

Word Processing Operator
05487 Career (C) Local

Senior Word Processing Operator
05713 Career (C) Local

TO:

Keyboarding Clerk 2
03256@ Career (C) Local

Keyboarding Clerk 3
02781 Career (C) Local

TITLE CONSOLIDATION & MOVEMENT OF INCUMBENTS:

FROM:

Principal Word Processing Operator
07694 Career (C) Local

TO:

Keyboarding Clerk 4
03864@ Career (C) Local

TITLE TO BE MADE ARCHAIC:

Supervising Word Processing Operator
07695 Career (C) Local

KC/JM/BP/LR

ACTION: The Civil Service Commission directed that this request be granted.

B-50 The Division of State and Local Operations requests the inactivation of 12 titles used by various local government jurisdictions.



MEMORANDUM

DATE: January 25, 2012
TO: Civil Service Commission
FROM: Kenneth Connolly, Director
State and Local Operations
SUBJECT: Change in the Classification Plan

LOCAL GOVERNMENT TITLES

The Division of State and Local Operations requests the inactivation of twelve (12) titles used in various local government jurisdictions.

This action is requested to comply with Civil Service Commission goals of title reduction of unnecessary titles.

The titles are unencumbered. These titles had previously been created to fill specific needs; as the positions have become vacated, those needs no longer exist. As such, there are no plans for future use of these titles. We have notified local Appointing Authorities of our plans to inactivate, and have provided them with the opportunity to review and comment.

Upon successful completion of the consolidation process, the consolidated titles involved will be inactivated. Any existing eligibility lists for these titles shall be processed as follows:

- Promotional and open competitive lists issued from pending announcements for any affected title in which employees with provisional appointments are serving will be certified for one time use only in order to effect permanent appointment(s) and will be declared expired upon disposition of the certification.
- A complete list that has never been used and contains no employees with current provisional appointments for the title and unit scope specified shall be declared expired.
- A complete list which contains employees with current provisional appointments for the title and unit scope specified (with the exception of such employees currently on active military duty) will be processed for one time use and will be declared expired upon the disposition of the certification.
- An incomplete list containing no employees with current provisional appointments for the title and unit scope specified shall be declared expired.
- Any employee currently on active military duty will be afforded all applicable rights under Federal and State law upon their release from active duty and given the opportunity to apply and compete for any announcements for which they would otherwise have been eligible but for their military service.
- Eligibility lists for affected titles and unit scopes which have expired will be revived as necessary to address unanticipated situations which may arise.

- Where it is found that an employee's movement from a noncompetitive title to a competitive title could have been effectuated via promotional examination procedures *before* any title consolidation impacting the employee's title, the Division of Selection Services will announce a promotional examination, regardless of whether or not the movement *after* the consolidation still constitutes a promotional movement. Similarly, where an employee was previously classified in a competitive title, but, as a result of a title consolidation, is cross-walked into a noncompetitive title, the Division of Selection Services will process any future promotional movements based on the employee's competitive title *before* the title consolidation without regard to whether or not the employee's present noncompetitive title is approved to promote to a competitive title.

The effective date of these actions will be the first pay period that follows the Commission's approval of the action.

TITLE INACTIVATIONS

Administrative Analyst/Senior Auditor
06128 Competitive Local

Animal Control Officer/Traffic Maintenance
Worker
07650 Competitive Local

Asst. Municipal Parks Superintendent/Asst.
Superintendent of Public Property
06961 Competitive Local

Asst. Municipal Parks Superintendent/Asst.
Superintendent of Recreation
06779 Competitive Local

Building Subcode Official/Electrical
Inspector
07031 Competitive Local

Chief Sewage Plant Operator/Chief Sewage
Plant Repairer
05918 Competitive Local

Construction Inspector/Supervisor Repair
And Maintenance
07840 Competitive Local

Equipment Operator/Inspector Mosquito
Extermination
06649 Competitive Local

Land Surveyor/Principal Engineering Aide
07442 Competitive Local

Mechanic/Storekeeper Automotive
07827 Competitive Local

Senior Sewer Repairer/Senior Water Meter
Repairer/Senior Water Repairer
05739 Competitive Local

Sewage Plant Attendant/Sewer Maintenance
Worker
06077 Competitive Local

KC/JM/GS

ACTION: The Civil Service Commission directed that this request be granted.

B-51 The Office of Legislature Services requests the establishment of new unclassified titles. In accordance with *N.J.S.A. 11A:3-4c*, State Unclassified Service, employees in Legislative Branch of State Government shall be in the unclassified service.



MEMORANDUM

DATE: January 26, 2012
TO: Civil Service Commission
FROM: Kenneth Connolly, Director
State and Local Operations
SUBJECT: Change in the Classification Plan

LEGISLATURE

The Office of Legislative Services (OLS) requests the establishment of the following new Unclassified title.

In accordance with *N.J.S.A. 11A:3-4(c)*, employees in the Legislative branch of State government shall be in the unclassified service.

The use of these titles will be restricted to OLS.

CREATE TITLE EFFECTIVE: DECEMBER 31, 2011

Assistant to the Director, OLS (Unclassified) (NL) X-98

KC/JM/BP

ACTION: The Civil Service Commission directed that this request be granted.

B-52 TONYA COLEMAN

The appeal of Tonya Coleman, a Human Services Assistant with Ancora Psychiatric Hospital, Department of Human Services, of two removals effective February 16, 2010, on charges, was heard by Administrative Law Judge Edward J. Delanoy, Jr., (ALJ), who rendered his initial decision on December 5, 2011. At its meeting on January 25, 2012, the Civil Service Commission (Commission) adopted the ALJ's recommendation to uphold the appellant's removal. However, the Commission found it necessary to address the exceptions and cross exceptions filed by the parties. The proposed final decision is now submitted for the Commission's review.

ACTION: The Civil Service Commission adopted the final decision.

VOTE: **Robert M. Czech** **(Yes)**
 Robert E. Brenner **(Yes)**
 Richard E. Williams **(Abstained)**

B-53 PROPOSED AMENDMENTS: N.J.A.C. 4A:2-2.3 AND 2.5 AND 4A:4-2.11 (NEW JERSEY RESIDENCY)

Submitted for the Commission's approval is a Notice of Adoption of proposed amendments to *N.J.A.C.* 4A:2-2.3 and 2.5 and 4A:4-2.11, regarding New Jersey residency. These amendments would change civil service rules in light of the recently enacted New Jersey residency law that went into effect on September 1, 2011. See P.L. 2011, c.70. An employee appointed on or after September 1 must be a New Jersey resident. If a non-resident employee appointed on or after that date still hasn't obtained a principal New Jersey residence within one year, and has not received an exemption from the residency requirement, this would be a cause for discipline, and an appointing authority would be able to suspend the employee immediately as being unfit for duty. Additionally, the Commission and civil service appointing authorities would have to utilize a different set of standards for determining New Jersey residency than the standards now used for determining residency for local government. Two comments were received during the public comment period that do not necessitate any change upon adoption. Therefore, it is recommended that this proposal be adopted without change.

ACTION: The Civil Service Commission adopted the proposal.

B-54 PAID LEAVE BANK PILOT PROGRAM

The Chairperson, Civil Service Commission recommends the establishment of a Pilot Program to allow all Executive Branch State employees who are not represented by a collective negotiations agent and those represented State employees subject to various Memoranda of Agreements to utilize any remaining paid leave bank days through December 31, 2012.

ACTION: The Civil Service Commission directed that this matter be held over.

There being no further business before the Civil Service Commission, the meeting was adjourned to convene on Wednesday, February 22, 2012, at 10:00 a.m., at 3 Station Plaza, Trenton, New Jersey.

Robert M. Czech
Chairperson
Civil Service Commission