



Inquiries  
and  
Correspondence

Henry Maurer  
Director  
Division of Appeals and Regulatory Affairs  
Civil Service Commission  
P. O. Box 312  
Trenton, New Jersey 08625-0312

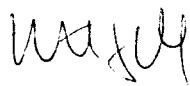
Attachment

c: Kyle Scarpelli  
Joanne Bergin  
Kelly Glenn

# MEMORANDUM

**Date:** July 29, 2015

**To:** Henry Maurer, Director  
Appeals and Regulatory Affairs

**From:** Kenneth Connolly, Director   
Agency Services

**Subject:** Approval of Out-of-Title Work Experience; Mr. Kyle Scarpelli; Brick Township

The attached request for the approval of out-of-title work experience has been received from Ms. Joanne Bergin, Business Administrator for Brick Township.

By way of background, Mr. Kyle Scarpelli was recently denied eligibility for the title of Technician Management Information Systems (53009) because he lacked one year of experience in work involving information systems. In the attached eligibility determination, it was acknowledged Mr. Scarpelli possesses four years and six (6) months of out-of-title experience. As a result, the township is requesting the Commission accept the out-of-title work performed by Mr. Kyle Scarpelli, in accordance with *N.J.A.C. 4A:4-2.6(c)*.

Brick Township acknowledges Mr. Scarpelli has been employed with the Township in the Information Technology Division since 1999. Sanctioned by the Township, out of business necessity, Mr. Scarpelli has been involved with extensive information technology related work for over four years. Unfortunately, the employee's title has not been changed to adequately reflect the level of work he has been performing.

The Division of Agency Services supports the request of Brick Township to accept the out-of-title work experience of Mr. Kyle Scarpelli and seeks the Commission's approval of this request.

Should you have any questions or concerns, please contact Mr. Jeffrey Salvatore (609-292-7056; [Jeffrey.salvatore@csc.nj.gov](mailto:Jeffrey.salvatore@csc.nj.gov)).

KC/JS

Attachments

**TOWNSHIP OF BRICK**  
OCEAN COUNTY, NEW JERSEY  
401 CHAMBERS BRIDGE ROAD, BRICK, N.J. 08723

John G. Ducey, Mayor

Office of the Business Administrator

Township Council:

Paul Mummolo - President  
Heather deJong - Vice President  
Jim Fozman  
Susan Lydecker  
Bob Moore  
Marianna Pontoriero  
Andrea Zapcic



Joanne Bergin  
732-262-1050  
Fax: 732-451-0257  
jbergin@twp.brick.nj.us  
www.twp.brick.nj.us

April 17, 2015

NJ Civil Service Commission  
PO Box 312  
Trenton, NJ 08625-0312

Re: Kyle Scarpelli  
Technician, MIS

To Whom It May Concern:

The Township is in receipt of the enclosed decision from the Civil Service Commission regarding the above referenced employee. It has been determined that Mr. Scarpelli did not meet the requirement of the position because he lacked the one (1) year of required experience. As stated in the notice, Mr. Scarpelli possesses four years and six months of out-of-title work experience.

Mr. Scarpelli has been employed with the Township of Brick in the Information Technology Division since 1999. Mr. Scarpelli has been performing duties outside of the parameters of his permanent title of Clerk 2 for more than four (4) years. Mr. Scarpelli has been involved with extensive information technology related work. Mr. Scarpelli has been given progressively more responsibility for help desk and information processing through the years. Unfortunately, his title has not been changed to adequately reflect the level of work he has been performing.

We respectfully request that you accept Mr. Scarpelli's out-of-title experience

I thank you for your consideration of this matter. If you wish to discuss this matter further, please feel free to contact me at 732-262-1050.

Sincerely,

  
Joanne Bergin  
Business Administrator

JB/szs

Enclosure

c Mayor John G. Ducey  
Kyle Scarpelli

