

CS:
B-9



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Sarah Scarpelli, Senior
Personnel Assistant, Brick Township

CSC DKT. NO. 2016-710

ISSUED: **OCT 26 2015** BS

The Civil Service Commission, at its meeting of October 21, 2015, accepted and granted the attached request to accept out-of-title work, as described, in the above matter.

Sarah Scarpelli is to provide a copy of this decision with the promotional application that she submits upon examination announcement. In addition, the Division of Agency Services shall also accept applicable and documented out-of-title work experience from other promotional examination applicants.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 21ST DAY OF OCTOBER, 2015

Robert M. Czech
Chairperson
Civil Service Commission

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: Sarah 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; Ms. Sarah 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, Ms. Sarah Scarpelli was recently denied eligibility for the title of Senior Personnel Assistant (04982) because she lacked two (2) years of technical experience in personnel work. In the attached eligibility determination, it was acknowledged Ms. Scarpelli possesses eleven (11) years of out-of-title experience. As a result, the township is requesting the Commission accept the out-of-title work performed by Ms. Sarah Scarpelli, in accordance with *N.J.A.C. 4A:4-2.6(c)*.

Brick Township acknowledges Ms. Scarpelli has been employed with the Township in the Personnel/Human Resources Office since 2002. Sanctioned by the Township, out of business necessity, Ms. Scarpelli has been performing the related work for the title of Senior Personnel Assistant for eleven (11) years. Unfortunately, the employee's title has not been changed to adequately reflect the level of work she has been performing.

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

Should you have any questions or concerns, please contact Ms. Jeffrey Salvatore (609-292-7056; 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

Township Council:

Susan Lydecker – President
Jim Fozman – Vice President
Heather deJong
Bob Moore
Paul Mummolo
Marianna Pontorero
Andrea Zapcic



Office of the Business Administrator

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

March 17, 2015

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

Re: Sarah Scarpelli
Senior Personnel Assistant

To Whom It May Concern:

On March 9, 2015 the Township received the enclosed decision from the Civil Service Commission regarding the above referenced employee. The Township requested a review of Ms. Scarpelli's credentials to determine if she met the requirements for the position of Senior Personnel Assistant. Ms. Scarpelli did not meet the requirement of the position because she lacked the two (2) years of required experience. As stated in the notice, Ms. Scarpelli possesses eleven (11) years of out-of-title work experience.

Ms. Scarpelli has been employed with the Township of Brick in the Personnel/Human Resources office since February of 2002. Unfortunately, Ms. Scarpelli was classified incorrectly due to economic constraints and department needs. She has been performing duties outside of the parameters of her permanent title of Keyboarding Clerk 2 and Senior Employee Benefits Clerk for more than ten (10) years. In these positions, Ms. Scarpelli was involved in the decision making process and the development of personnel policies. She supported the implementation of plans for the effective utilization of personnel. Ms. Scarpelli was also responsible for researching human resource and personnel matters in an effort to resolve them within the guidelines of the union contracts and Township policies. Ms. Scarpelli prepares various letters, memorandums and reports on salary ordinances, job duties, job titles, Civil Service matters, human resource activities and other related matters. Currently, Ms. Scarpelli is responsible for the direct supervision of all Human Resource division employees, including evaluating the performance of these employees as well as approving time off.



The Township of Brick contends that the title of Senior Personnel Assistant would be the correct title for Ms. Scarpelli and I respectfully request that Ms. Scarpelli's overall experience, including her out-of-title work be considered.

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
Sarah Zimmer-Scarpelli

