



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 6, 2013**

**Robert M. Czech, Chairperson
Robert E. Brenner
Thomas J. Perna**

February 6, 2013

A regular meeting of the Civil Service Commission was held on Wednesday, February 6, 2013, in Trenton, New Jersey.

PRESENT: Robert M. Czech, Chairperson, Members Robert E. Brenner and Thomas J. Perna; Pamela Ullman, Deputy Attorney General; Henry Maurer, Director, Division of Appeals and Regulatory Affairs.

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 30, 2012, and posted at the Civil Service Commission, 3 Station Plaza, Trenton, New Jersey.

All actions were by unanimous vote unless otherwise specified.

SECTION A – HEARING MATTERS

A-1 SETTLEMENTS

In the Matter of Shawn Brown
City of Newark
Department of Water and Sewer
Removal

In the Matter of Joseph Butala
Superior Court of New Jersey
Ocean Vicinage
Release at the end of the working test period

In the Matter of Tanniel Clark
Ancora Psychiatric Hospital
Department of Human Services
Removals (2)

In the Matter of Corrie Makovsky
Ramapo College of New Jersey
Release at the end of the working test period

In the Matter of Derenda Pough
North Jersey Developmental Center
Department of Human Services
Removal

In the Matter of Stanton Washington
Adult Diagnostic and Treatment Center
Department of Corrections
Removal

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

ACTION: The Civil Service Commission acknowledged the settlements.

A-2 ALFRED BLANKS

Alfred Blanks, Senior Correction Officer, East Jersey State Prison, Department of Corrections, 15 working day suspension on the charge of insubordination.

Recommendation of the Administrative Law Judge – Modify the 15 working day suspension to a 10 working day suspension.

ACTION: The Civil Service Commission rejected the recommendation of the Administrative Law Judge and upheld the 15 working day suspension.

VOTE:

Robert M. Czech	(Abstained)
Robert E. Brenner	(Yes)
Thomas Perna	(Yes)

A-3 LIONEL DABNEY (REMAND)

Lionel Dabney, Laborer, Atlantic City Municipal Utilities Authority, removal effective June 24, 2011, on charges of insubordination, conduct unbecoming a public employee and other sufficient cause.

Recommendation of the Administrative Law Judge – Uphold the removal.

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

A-4 DAWN LINTHICUM

Dawn Linthicum, Senior Correction Officer, Bayside State Prison, Department of Corrections, removal effective July 30, 2012, on charges of conduct unbecoming a public employee, other sufficient cause, improper or unauthorized contact with inmate, undue familiarity with inmates, parolees, their families or friends and violation of a rule, regulation, policy, procedure, order, or administrative decision.

Recommendation of the Administrative Law Judge – Modify the removal to 180-day suspension.

ACTION: The Civil Service Commission rejected the recommendation of the Administrative Law Judge and upheld the removal.

SECTION B – MISCELLANEOUS MATTERS**B-1 CHARLES BREITHOFF**

Charles Breithoff, a Senior Correction Officer with the Adult Diagnostic and Treatment Center, 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-2 CRAIG CONWAY

Craig Conway, a former Program Development Specialist 1, Corrections with the Department of Corrections, appeals the denial of sick leave injury (SLI) benefits.

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

B-3 NICOLAS CASTILLO

The Superior Court of New Jersey, Appellate Division, has remanded the Civil Service Commission's decision upholding the removal of Nicolas Castillo.

ACTION: The Civil Service Commission remanded this matter to the Office of Administrative Law.

VOTE: **Robert M. Czech** **(Abstained)**
 Robert E. Brenner **(Yes)**
 Thomas Perna **(Yes)**

B-4 ROBERT SCARBOROUGH

The Borough of Woodlynne, on behalf of Robert Scarborough, requests that he be permitted to participate in the intergovernmental transfer program and to complete the remainder of his working test period as a Police Officer with Woodlynne.

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

B-5 CHRISTINE BARAN

Christine Baran requests that the Civil Service Commission accept her experience to qualify for a prospective promotional examination for the title of Administrative Analyst 1, Department of Law and Public Safety.

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

B-6 CRAIG CONWAY

Craig Conway, a former Program Development Specialist 1, Corrections with the Department of Corrections, appeals the salary he received when he was returned to his career service title.

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

B-7 REMI LANEY

Remi Laney appeals the decision of the former Division of State and Local Operations, which found that Essex County had presented a sufficient basis to remove the appellant's name from the County Correction Officer (C9979M), Essex County, eligible list.

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

B-8 URSULA CARGILL

Ursula Cargill, a former Education Program Development Specialist 3, with the Department of Education, appeals the determinations of the Commissioner and Acting Commissioner of DOE, 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 (State Policy).

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

B-9 GAYATRI HARIHARAN

Gayatri Hariharan appeals the determination of the former Division of State and Local Operations that her position with the Department of Banking and Insurance is properly classified as an Insurance Analyst 3, Life and Health. The appellant seeks an Insurance Analyst 1, Life and Health job classification.

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

B-10 VEENA SINGH

Veena Singh appeals the decision of the Division of Classification and Personnel Management which found that her position with the Department of Banking and Insurance is properly classified as Analyst 1, Research and Evaluation, Health and Senior Services. The appellant seeks a Research Scientist 1 job classification.

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

B-11 PENNY WILLIAMS

Penny Williams appeals the determination of the Division of Classification and Personnel Management that her position with the Department of Community Affairs is properly classified as a Clerk. The appellant seeks a Senior Clerk, Principal Clerk, or Customer Service Representative job classification.

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

B-12 LAWRENCE NORMAN

The appeal of Lawrence Norman, a Police Officer with the City of Camden, of his removal, effective July 8, 2009, on charges, was heard by Administrative Law Judge Dennis P. Blake (ALJ), who rendered his initial decision on August 31, 2012. At its meeting on January 9, 2013, the Civil Service Commission did not adopt the ALJ's recommendation to reverse the removal. Rather, the Commission upheld the appellant's removal. The proposed final decision is now submitted for the Commission's review.

ACTION: The Civil Service Commission adopted the final decision.

B-13 MICHAEL RIOS

The appeal of Michael Rios, a Sheriff's Officer with Passaic County, of his removal, effective July 3, 2012, on charges, was heard by Administrative Law Judge Evelyn J. Marose (ALJ), who rendered her initial decision on December 21, 2012. At its meeting on January 23, 2013, the Civil Service Commission did not adopt the ALJ's recommendation to reverse the removal. Rather, the Commission ordered that the matter be remanded to the Office of Administrative Law. 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 **(Abstained)**
 Thomas Perna **(Yes)**

B-14 POLICE SERGEANT, HUMAN SERVICES (PS3751K), DEPARTMENT OF HUMAN SERVICES

The Department of Human Services requests the revival and extension of the eligible list for Police Sergeant, Human Services (PS3751K), Department of Human Services.

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

B-15 DORIAN HERRILL

Dorian Herrill petitions the Civil Service Commission for reconsideration of the decision rendered on September 19, 2012, which denied his appeal regarding his request for a make-up examination for Battalion Fire Chief (PM0146P), Newark.

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

B-16 SARAH GENTILE

Sarah Gentile appeals the determination of the Division of Selection Services and Recruitment which found that she was below the minimum requirements in experience for the promotional examination for Standards and Procedures Technician 2 (PS7585G), Department of Environmental Protection.

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

B-17 JOHN HALEY

John Haley appeals the determination of the former Division of Selection Services that he did not meet the experience requirements for the promotional examination for Sign Maker 2 (PC0496P), Middlesex County.

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

B-18 MARY JO JENNINGS

Mary Jo Jennings appeals the determination of the former Division of Selection Services that she did not meet the experience requirements for the open competitive examination for Library Director (M0127P), Garfield.

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

B-19 LYNN MATTEI

Lynn Mattei appeals the determination of the Division of Selection Services and Recruitment which found that, per the substitution clause for education, she was below the minimum requirements in experience for the promotional examination for Purchasing Agent (PM0239P), Middletown Township.

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

VOTE: **Robert M. Czech** **(Abstained)**
 Robert E. Brenner **(Yes)**
 Thomas Perna **(Yes)**

B-20 PROPOSED NEW RULE: N.J.A.C. 4A:4-4.6A AND PROPOSED AMENDMENTS: N.J.A.C. 4A:4-2.8, 2.17, 3.6, 6.1 AND 6.2 (CERTAIN PERSONS RETURNING FROM MILITARY LEAVE)

Submitted for the Commission's approval is a Notice of Proposal for a new rule and amendments intended to implement P.L. 2012, c.49, regarding placement on eligible lists of certain persons returning from military service. This new law addresses situations in which a reservist or a national guard member whose name had been placed on an open competitive eligible list returns from Federal active duty after the list has expired. The remedy provided in the legislation is to give such individuals the opportunity to request, within one year of the list's expiration, placement on an active eligible list for the same title and jurisdiction, utilizing the score he or she had earned for the expired list, for prospective appointment only. Therefore, it is recommended that the proposed new rule and amendments be approved for public notice and comment.

ACTION: The Civil Service Commission approved the proposed new rule and amendments for public notice and comment.

B-21 PROPOSED AMENDMENTS: N.J.A.C. 4A:4-2.15, 4A:6-5.1 AND 5.3 AND 4A:8-2.4 (PERFORMANCE ASSESSMENT REVIEW, FIVE-LEVEL RATING SCALE)

Submitted for the Commission's approval is a Notice of Proposal for amendments modeled upon a successful pilot program pertaining to the PAR program in State service. The amendments would codify a five-level PAR rating system exempting only those employees subject to a union contract providing for a three-level system. Therefore, it is recommended that the proposed amendments be approved for public notice and comment.

ACTION: The Civil Service Commission approved the proposed amendments for public notice and comment.

B-22 PROPOSED NEW RULE: N.J.A.C. 4A:3-3.2A (JOB BANDING) PROPOSED AMENDMENTS: N.J.A.C. 4A:1-1.3; 4A:2-3.7; 4A:3-1.2; 4A:3-2.3, 2.6 AND 2.9; 4A:3-3.2 AND 3.3, 3.5 THROUGH 3.7, AND 3.9; 4A:3-4.9; 4A:4-1.9; 4A:4-2.4 AND 2.5; 4A:4-3.2; 4A:4-5.1; 4A:4-6.3 AND 6.6; 4A:4-7.1, 7.1A, 7.6 AND 7.8; 4A:7-3.1; 4A:8-1.1; 4A:8-2.2; AND 4A:10-1.1

Submitted for the Commission's approval is a Notice of Proposal regarding a new rule and amendments that would establish a job banding program in State and local service. This program would be based on a successful program initiated in the Judiciary and a pilot program now in effect for certain title series at the Civil Service Commission and the Department of the Treasury. The purpose of the program would be to place titles in job bands in order to facilitate employee opportunity and management discretion in advancing employees to higher levels without promotional examination. Therefore, it is recommended that the proposed new rule and amendments be approved for public notice and comment.

ACTION: The Civil Service Commission approved the proposed new rule and amendments for public notice and comment.

B-23 CIVIL SERVICE COMMISSION MINUTES

Submitted for adoption are the Civil Service Commission minutes of its meeting of January 23, 2013.

ACTION: The Civil Service Commission adopted the minutes of its meeting of January 23, 2013.

VOTE:

Robert M. Czech	(Yes)
Robert E. Brenner	(Abstained)
Thomas Perna	(Yes)

B-24 APPRENTICE ELECTRICIAN (M2402N), ATLANTIC CITY

The matter of whether Atlantic City should be granted permission not to make an appointment from the February 7, 2012 certification for Apprentice Electrician (M2402N), has been referred to the Civil Service Commission for review.

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

B-25 REALLOCATION OF STATE, LOCAL AND COMMON TITLES FROM THE COMPETITIVE TO THE NON-COMPETITIVE DIVISION OF THE CAREER SERVICE, PHASE 3

The Division of Classification and Personnel Management (CPM) recommends reallocation of various State, Local and Common titles to the non-competitive division of the career service in accordance with *N.J.A.C. 4A:3-1.2*. CPM also requests consolidation of several local government titles and one State title and their reallocation to the non-competitive division.

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

B-26 RAHUL PATEL

Rahul Patel appeals the determination of the Division of Selection Services which found that he failed to meet the announced residency requirement for the Human Services Specialist 1 (C2150N), Passaic County, open competitive examination.

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

B-27 PAULA DEVLIN

Paula Devlin appeals the determination of the Division of Selection Services and Recruitment which found that she did not meet the experience requirements per the substitution clause for education, for the promotional examination for Classification Officer 1 (PS0245I), Edna Mahan Correctional Facility.

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

B-28 DIANA WHEELER

Diana Wheeler appeals the determination of the former Division of Selection Services that she did not meet the education and experience requirements for the promotional examination for Supervisor of Patients Accounts 2 (PS7096K), Department of Human Services.

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

B-29 CHANGE IN CLASSIFICATION PLAN – TITLE INACTIVATION AND VERBIAGE CHANGES

The Division of Classification and Personnel Management requests the inactivation and verbiage changes for the Training Technician title series.



MEMORANDUM

DATE: January 29, 2013
 TO: Civil Service Commission
 FROM: Kenneth Connolly, Director
 Division of Classification & Personnel Management
 SUBJECT: Change in the State Classification Plan

TITLE INACTIVATION

We request the inactivation of two (2) common titles, both of which are unencumbered.

- Principal Training Technician, Computer Technology (R24-63564F)
- Senior Training Technician, Computer Technology (P21-63563G)

The primary function of the Training Technician title series is to assist in the planning, development and administration of various training programs. The computer technology variants function identically to their corresponding base titles with the exception that they focus exclusively on computer training programs. Therefore, we plan to update the title specifications to include tasks specific to computer training, and subsequently inactivate the titles identified above. The encumbered variants at the entry and supervising levels will be designated archaic and inactivated once vacated.

The base titles will be numbered in accordance with current practices, with the numerical suffix "1" representing the lowest level to "4" representing the highest level.

The title specifications have been updated to accommodate this proposal.

The appropriate negotiation representative has been notified pursuant to N.J.A.C. 4A3-3.3(f).

TITLE VERBIAGE CHANGES:

Effective: Changes will be effective the first pay period following the Commission's approval.

FROM:	TO:
Training Technician P18-63562 Career * 35/12	<u>Training Technician 1</u> P18-63562 Career * 35/12
Senior Training Technician P21-63563 Career * 35/12	<u>Training Technician 2</u> P21-63563 Career * 35/12
Principal Training Technician R24-63564 Career * 3E/12	<u>Training Technician 3</u> R24-63564 Career * 3E/12
Supervising Training Technician S27-63569 Career * NL/12	<u>Training Technician 4</u> S27-63569 Career * NL/12

Civil Service Commission
January 29, 2013
Page 2

TITLE INACTIVATION:

Effective: Changes will be effective the first pay period following the Commission's approval.

Principal Training Technician, Computer Technology
R24-63564F Career Common 35/12

Senior Training Technician, Computer Technology
P21-63563G Career Common 35/12

TITLES TO BE DESIGNATED ARCHAIC:

Effective: Changes will be effective the first pay period following the Commission's approval.

NOTE: These titles will be designated archaic to prevent future appointments.

Training Technician, Computer Technology
P18-63562F Career Common 35/12

Supervising Training Technician, Computer Technology
S27-63569C Career 02 NL/12

KC/JT/BP/GB

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

B-30 CHANGE IN CLASSIFICATION PLAN – TITLE CONSOLIDATION

The Division of Classification and Personnel Management requests the consolidation of several Program Development Specialist variant titles.



MEMORANDUM

DATE: January 22, 2013
TO: The Civil Service Commission
FROM: Kenneth Connolly, Director
Division of Classification & Personnel Management
SUBJECT: Change in the State Classification Plan

**PROGRAM DEVELOPMENT SPECIALIST
TITLE CONSOLIDATION INITIATIVE**

The Division of Classification and Personnel Management request the consolidation of several Program Development Specialist (PDS) variants into a smaller number of newly established, broader title classifications, title verbiage changes, the creation of bilingual titles, the creation of a trainee level, and titles to be eliminated.

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 the variants can be consolidated into a smaller number of newly established, broader title classifications. This will be implemented through three (3) separate consolidations.

The PDS variants are all in some capacity involved in the performance of professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of programs designed to meet a specific need (e.g. women's services, aging, code enforcement). The proposed titles are much broader in that they generally focus on the type of program (social/human services, socio-economic programs, regulatory programs) rather than a specific, individual program.

The plan includes the establishment of a generic trainee level, bilingual titles at the journey and senior level, titles to be made archaic, and the elimination of variants and base titles which are no longer utilized.

All titles retained, including the PDS base titles which are excluded from this consolidation, will be renamed Program Specialist to more appropriately represent the type of work performed by incumbents.

Title specifications have been developed to accommodate this consolidation.

The title actions will be processed as lateral employee movements; appointment type to appointment type, with retention of existing status.

Civil Service Commission
January 22, 2013
Page 2

Upon the successful completion of this process, the titles identified for consolidation 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 NC 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 NC 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 NC title is approved to promote to a competitive title.

The State Appointing Authorities presently utilizing these titles have been given the opportunity to review this proposal and all articulated issues have been addressed.

Attached is documentation that the negotiation representative notice required by NJAC 4A:3-3.3(f) has been made.

Civil Service Commission
 January 22, 2013
 Page 3

TITLE VERBIAGE CHANGES:

Effective: Changes will be effective the first pay period following the Commission's approval.

FROM:

Program Development Specialist 3
 P18-64482 Career * NE/12

Program Development Specialist 3,
 Bilingual in Spanish & English
 P18-64482J Career * NE/12

Program Development Specialist 2
 P22-64481 Career * 40/12

Program Development Specialist 2
 P21-64483 Career * NE/12

Program Development Specialist 2,
 Bilingual in Spanish & English
 P21-64483P Career * NE/12

Program Development Specialist 1
 R26-64485 Career * NL/12

Spvg. Program Development Specialist
 S29-64486 Career * NL/12

Spvg. Program Development Specialist
 S30-64487 Career * N4/12

TO:

Program Specialist 1
 P18-64482 Career * NE/12

Program Specialist 1,
Bilingual in Spanish & English
 P18-64482J Career * NE/12

Program Specialist 2
 P22-64481 Career * 40/12

Program Specialist 2
 P21-64483 Career * NE/12

Program Specialist 2,
Bilingual in Spanish & English
 P21-64483P Career * NE/12

Program Specialist 3
 R26-64485 Career * NL/12

Program Specialist 4
 S29-64486 Career * NL/12

Program Specialist 4
 S30-64487 Career * N4/12

Civil Service Commission
 January 22, 2013
 Page 4

TITLE CREATION:

Effective: Changes will be effective the first pay period following the Commission's approval.

Program Specialist Trainee
 P95-_____ Career * NE/12

Program Specialist 1, Socio-Economic Programs, Bilingual in Spanish & English
 P18-_____ Career * NE/12

Program Specialist 1, Regulatory Programs, Bilingual in Spanish & English
 P18-_____ Career * NE/12

Program Specialist 2, Socio-Economic Programs, Bilingual in Spanish & English
 P21-_____ Career * NE/12

Program Specialist 2, Regulatory Programs, Bilingual in Spanish & English
 P21-_____ Career * NE/12

TITLE CONSOLIDATION & MOVEMENT OF INCUMBENTS:

Effective: Changes will be effective the first pay period following the Commission's approval.

NOTE: Titles to be inactivated post-consolidation are noted with the initials (TBI)

Social/Human Services Program Consolidation:**FROM:**

PDS 3, Mental Health Services
 P18-64482F Career * NE/12

PDS 3, Corrections (TBI)
 P18-64482O Career W NE/12

PDS 3, Women's Services (TBI)
 P18-64482P Career 17 NE/12

PDS 3, Corrections,
 Bilingual in Spanish & English
 P18-64482T Career W NE/12

TO:

Program Specialist 1, Social/Human Services
 P18-64482F Career * NE/12

Program Specialist 1, Social/Human Services,
 Bilingual in Spanish & English
 P18-64482T Career * NE/12

Civil Service Commission
 January 22, 2013
 Page 5

PDS 2, Mental Health Services
 P21-64483I Career * NE/12

Program Specialist 2, Social/Human Services
 P21-64483I Career * NE/12

PDS 2, Corrections (TBI)
 P21-64483V Career * NE/12

PDS 2, Women's Services (TBI)
 P21-64483G Career 17 NE/12

PDS 2, Corrections,
 Bilingual in Spanish & English
 P21-644834 Career W NE/12

Program Specialist 2, Social/Human Services,
 Bilingual in Spanish & English
 P21-644834 Career * NE/12

PDS 1, Mental Health Services
 R26-64485J Career * NL/12

Program Specialist 3, Social/Human Services
 R26-64485J Career * NL/12

PDS 1, Corrections (TBI)
 R26-64485V Career * NL/12

PDS 1, Human Services (TBI)
 R26-644852 Career P NL/12

PDS 1, Developmental Disabilities (TBI)
 R26-64485M Career P NL/12

PDS 1, Children & Families (TBI)
 R26-64485O Career G NL/12

PDS 1, Medical Assistance & HS (TBI)
 R26-64485T Career 04 NL/12

PDS 1, Women's Services (TBI)
 R26-64485I Career 17 NL/12

Civil Service Commission
 January 22, 2013
 Page 6

Supervising PDS, Mental Health	Program Specialist 4, Social/Human Services
S29-64486N Career * NL/12	S29-64486N Career * NL/12

Supervising PDS, Corrections (TBI)
 S29-64486T Career * NL/12

Supervising PDS, Human Services (TBI)
 S29-64486Y Career * NL/12

Supervising PDS, Developmental Disabilities (TBI)
 S29-64486X Career P NL/12

Supervising PDS, Medical Assistance & HS (TBI)
 S29-64486R Career P NL/12

Supervising PDS, Recreation (TBI)
 S29-644865 Career S NL/12

Supervising PDS, Women's Services (TBI)
 S29-644862 Career 17 NL/12

Socio-Economic Program Consolidation:

FROM:

TO:

PDS 3, Aging
 P18-64482C Career K NE/12

Program Specialist 1, Socio-Economic
 P18-64482C Career * NE/12

PDS 3, Energy Conservation (TBI)
 P18-64482L Career * NE/12

PDS 2, Aging
 P21-64483C Career * NE/12

Program Specialist 2, Socio-Economic
 P21-64483C Career * NE/12

PDS 2, Energy Conservation (TBI)
 P21-64483X Career S NE/12

PDS 2, Housing (TBI)
 P21-64483S Career S NE/12

Civil Service Commission
 January 22, 2013
 Page 7

PDS 1, Aging R26-64485C Career * NL/12	Program Specialist 3, Socio-Economic R26-64485C Career * NL/12
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PDS 1, Energy Conservation (TBI)
R26-644851 Career S NL/12

PDS 1, Housing (TBI)
R26-64485N Career S NL/12

Supervising PDS, Aging S29-64486I Career * NL/12	Program Specialist 4, Socio-Economic S29-64486I Career * NL/12
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Spvg. PDS, Energy Conservation (TBI)
S29-64486F Career S NL/12

Supervising PDS, Housing (TBI)
S29-64486V Career S NL/12

Regulatory Program Consolidation:

PDS 3, Environmental Protection P18-64482D Career M NE/12	Program Specialist 1, Regulatory Programs P18-64482D Career * NE/12
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PDS 3, Code Enforcement (TBI)
P18-64482R Career S NE/12

PDS 2, Environmental Protection P21-64483F Career M NE/12	Program Specialist 2, Regulatory Programs P21-64483F Career * NE/12
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PDS 2, Code Enforcement (TBI)
P21-64483K Career S NE/12

PDS 1, Environmental Protection R26-64485H Career M NL/12	Program Specialist 3, Regulatory Programs R26-64485H Career * NL/12
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PDS 1, Code Enforcement (TBI)
R26-64485P Career S NL/12

Spvg. PDS, Environmental Protection S29-64486J Career M NL/12	Program Specialist 4, Regulatory Programs S29-64486J Career * NL/12
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Supervising PDS, Code Enforcement (TBI)
S29-644861 Career S NL/12

Civil Service Commission
 January 22, 2013
 Page 8

TITLE INACTIVATION:

Effective: Changes will be effective the first pay period following the Commission's approval.

Program Development Specialist 1, Corrections Bilingual in Spanish & English
 R26-644850 Career W NL/12

Supervising Program Development Specialist, Corrections Bil in Spanish & English
 S29-644864 Career W NL/12

Spvg. PDS, Environmental Protection
 S30-64487C Career M N4/12

Program Development Specialist 1
 R27-64484 Career * 4E/12

Program Development Specialist 3
 P19-64479 Career * 40/12

TITLES TO BE DESIGNATED ARCHAIC:

Effective: Changes will be effective the first pay period following the Commission's approval.

NOTE: These titles will be designated archaic to prevent future appointments.

Program Development Specialist 2, Management & Finance
 P21-64483N Career * NE/12

Program Development Specialist 2
 P22-64481 Career * 40/12

Program Development Specialist 1, Bilingual in Spanish & English
 R26-64485X Career * NL/12

Supervising Program Development Specialist, Management & Finance
 S29-64486U Career * NL/12

Supervising Program Development Specialist, CCEP
 S29-64486E Career * NL/12

Supervising Program Development Specialist, Bilingual in Spanish & English
 S29-64486H Career * NL/12

Civil Service Commission
January 22, 2013
Page 9

Supervising Program Development Specialist
S30-64487 Career * N4/12

KC/JT/BP/GB

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

B-31 CHANGE IN CLASSIFICATION PLAN – TITLE CONSOLIDATION

The Division of Classification and Personnel Management requests the consolidation of various State and Local Veterinary titles.



MEMORANDUM

DATE: January 24, 2013
TO: Civil Service Commission
FROM: Kenneth Connolly, Director
Classification and Personnel Management
SUBJECT: Change in the State Classification Plan

STATE AND LOCAL GOVERNMENT TITLES

The Division of Classification and Personnel Management requests the consolidation of various State and Local Veterinary titles. The State series of Veterinarian titles has been targeted for consolidation due to numerous, specific variants at multiple levels. The proposed changes will provide an efficient title series for both the Appointing Authorities and the Civil Service Commission. Related veterinary titles outside of this series have also been updated to appeal to current title standards.

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

We have notified the affected Appointing Authorities of our plans to consolidate, and have provided them with the opportunity to review and comment.

These titles were identified for reallocation from competitive to non-competitive service for the following reason:

- Titles having no education or experience requirement but that may require a government issued license, similar to those titles approved in Phase 1, as the possession of the license or certification already establishes that an applicant is qualified for the title. For such titles, the applicant's qualifications have already been established and verification of the license, certification, or specialization can easily be accomplished through a post-audit. Please note that it will be the responsibility of the appointing authority to collect and maintain the license or certification information of appointees.

Any existing eligibility lists for these titles and any current announcements for which exams have not been administered will be cancelled upon successful completion of the reallocation process.

Agencies wishing to do so may recruit and appoint from cancelled lists which have not technically expired. However, resulting appointments will be recorded as permanent in the noncompetitive division. Appointment types for existing employees in these titles as of the effective date will be handled in accordance with N.J.A.C 4A: 3-1.2(f).

Civil Service Commission
 January 24, 2013
 Page 2

- Permanent employees in that title as of the effective date shall have their appointment types changed to RAN, and shall retain their permanent status in the noncompetitive division.
- Probationary employees in that title as of the effective date shall continue serving their working test periods and, upon successful completion, attain permanent status in the noncompetitive division.
- Provisional employees who remain in that title as of the effective date shall receive regular appointments and begin serving their working test periods on the effective date.

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

VERBIAGE & CLASS OF SERVICE CHANGE

FROM:

00866 Veterinarian
 State Competitive

10100 Senior Veterinarian
 State Competitive

21735 Principal Veterinarian, Disease Control
 State Competitive

00857 Senior Public Health Veterinarian
 State Competitive

TO:

00866 Veterinarian 1
 State Non-Competitive

10100 Veterinarian 2
 State Non-Competitive

21735 Veterinarian 3
 State Non-Competitive

00857 Assistant Coordinator, VPH
 State Non-Competitive

CONSOLIDATION OF TITLE SERIES

FROM:

00876 Senior Veterinarian, Disease Control
 State Competitive

00876C Senior Veterinarian, Disease Control, Laboratory
 State Competitive

10114 Principal Veterinarian, NJ Racing Commission
 State Competitive

TO:

10100 Veterinarian 2
 State Non-Competitive

21735 Veterinarian 3
 State Non-Competitive

CLASS OF SERVICE CHANGE

FROM:

00867 Coordinator, Veterinary Public Health
 State Competitive

TO:

State Non-Competitive

Civil Service Commission
January 24, 2013
Page 2

04243 Veterinarian
Local Competitive

Local Non-Competitive

KC/JT/GS

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

B-32 EARLY SETTLEMENTS

In the Matter of Katherine Diehl
Department of Environmental Protection
Removal

In the Matter of Tamar Gordon
Department of Military and Veterans' Affairs
Paramus
Release at the end of the working test period

In the Matter of As-Sadaat Jackson
New Jersey City University
Release at the end of the working test period

In the Matter of Glenwood Lattimer, Jr.
Trenton Psychiatric Hospital
Department of Human Services
Removal

ACTION: The Civil Service Commission acknowledged the settlements.

B-33 LAWRENCE NORMAN

Lawrence Norman, represented by Karl N. McConnell, Esq., petitions the Civil Service Commission for a determination with regard to the back pay awarded in the decision *In the Matter of Lawrence Norman* (CSC, decided February 11, 2009).

ACTION: The Civil Service Commission granted back pay in the amount of \$17,705.20, and seniority and benefits.

B-34 FIRE OFFICER 1 (PM2567J), JERSEY CITY

Jersey City requests that the promotional list for Fire Officer 1 (PM2567J), Jersey City be revived in order to make retroactive permanent appointments from the list.

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

B-35 KEVIN KINGSTON

The appeal of Kevin Kingston, Laborer, Township of Verona, Department of Public Workers, of his 239 working day suspension and removal effective November 12, 2009, on charges, was heard by Administrative Law Judge Sandra Ann Robinson (ALJ), who rendered her initial decision on November 26, 2012. At its meeting on January 23, 2013, the Civil Service Commission modified the ALJ's recommendation to reverse the removal and have the appellant undergo a fitness for duty examination. 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 **(Abstained)**
 Thomas Perna **(Yes)**

There being no further business before the Civil Service Commission, the meeting was adjourned to convene on Wednesday, February 20, 2013, at 10:00 a.m., at 3 Station Plaza, Trenton, New Jersey.

Robert M. Czech
Chairperson
Civil Service Commission