



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
AUGUST 19, 2015**

**Robert M. Czech, Chairperson
Thomas J. Perna
Richard E. Williams**

August 19, 2015

A regular meeting of the Civil Service Commission was held on Wednesday, August 19, 2015, in Trenton, New Jersey.

PRESENT: Robert M. Czech, Chairperson, Members Thomas J. Perna and Richard E. Williams; 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 December 11, 2014, 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The following appeals were withdrawn and removed from the hearing calendar:

John Hutchinson, Public Safety Telecommunicator, Camden County, Department of Public Safety, suspension.

Eldora Monroe, Human Services Assistant, Ancora Psychiatric Hospital, Department of Human Services, removal.

Mark Saunders, Police Officer, City of Camden, Police Department, layoff.

ACTION: The Civil Service Commission noted the withdrawal of appeals without prejudice.

DISMISSAL FOR FAILURE TO APPEAR

The Civil Service Commission dismissed the following cases without prejudice for failure to appear at the scheduled hearing before the Office of Administrative Law:

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

Barry Johnson, Cottage Training Supervisor, Ancora Psychiatric Hospital, Department of Human Services, layoff.

Darryl Lofland, Police Officer, City of Camden, Police Department, layoff.

Mashea Snyder, Police Officer, City of Camden, Police Department, layoff.

Daniel Vause, Jr., Police Officer, City of Camden, Police Department, layoff.

ACTION: The Civil Service Commission noted the dismissal of appeals without prejudice.

SECTION A – HEARING MATTERS

A-1 SETTLEMENTS

James Davis
Southern State Correctional Facility
Department of Corrections
Suspension

Elaine Garcia
Atlantic County
Department of Human Services
Suspension

Melrose Graham
Green Brook Regional Center
Department of Human Services
Removal

Mark Lemke
Gloucester County
Department of Emergency Response
Suspension

Jesus Martinez
Hudson County
Department of Corrections
Suspension

Catherine O'Reilly
Borough of Point Pleasant
Police Department
Removal

Lonnie Wiggins
New Jersey State Prison
Department of Corrections
Release at end of working test period

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

ACTION: The Civil Service Commission acknowledged the settlements.

A-2 CHARLES ALLIA

Charles Allia, Senior Engineer, Monmouth County, Department of Engineering, fine equal to a 15 working day suspension on charges of incompetency, inefficiency, or failure to perform duty; insubordination; conduct unbecoming a public employee; neglect of duty; misuse of public property, including motor vehicles; and other sufficient cause.

Recommendation of the Administrative Law Judge – Uphold the fine equal to a 15 working day suspension.

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

VOTE: **Robert M. Czech** **(Abstained)**
 Thomas J. Perna **(Yes)**
 Richard E. Williams **(Yes)**

A-3 DAVID ANTHONY

David Anthony, Management Specialist, Hudson County Department of the Sheriff, removal effective November 26, 2014, on charges of insubordination, conduct unbecoming a public employee, and other sufficient cause.

Recommendation of the Administrative Law Judge – Modify the removal to a 90 working day suspension.

ACTION: The Civil Service Commission modified the removal to a 30 working day suspension.

VOTE: **Robert M. Czech** **(Abstained)**
 Thomas J. Perna **(Yes)**
 Richard E. Williams **(Yes)**

A-4 GIOVANI COLON

Giovani Colon, Senior Correction Officer, Edna Mahan Correctional Facility, Department of Corrections, removal effective April 6, 2015, on charges of conduct unbecoming a public employee and other sufficient cause.

Recommendation of the Administrative Law Judge – Modify the removal to a 40 working day suspension.

ACTION: The Civil Service Commission upheld the removal.

A-5 CHRISTOPHER HIGGINS

Christopher Higgins, Repairer, Vineland Developmental Center, Department of Human Services, removal effective January 10, 2014, on charges of conduct unbecoming a public employee and other sufficient cause.

Recommendation of the Administrative Law Judge – Reverse the removal.

ACTION: The Civil Service Commission upheld the removal.

A-6 JAMES KELK

James Kelk, Tree Maintenance Worker 3, Grounds, Township of Scotch Plains, Department of Public Property, removal effective July 14, 2014, on charges of insubordination, conduct unbecoming a public employee, other sufficient cause, and harassment of co-workers.

Recommendation of the Administrative Law Judge – Reverse the removal.

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

A-7 KEITH LAYTON

Keith Layton, Operator, Sewage and Water Treatment Plants, Ancora Psychiatric Hospital, Department of Human Services, removal effective October 12, 2012, on charges of 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-8 THOMAS MCNULTY

Thomas McNulty, County Correction Officer, Camden County, Department of Corrections, removal effective January 22, 2015, on charges of insubordination, inability to perform duties, conduct unbecoming a public employee, neglect of duty, discrimination that affects equal employment, 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-9 JOSHUA PEEK

Joshua Peek, Senior Correction Officer, Southern State Correctional Facility, Department of Corrections, removal effective July 23, 2014, on charges of 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-10 TERRANCE RAY

Terrance Ray, Correction Sergeant, New Jersey State Prison, Department of Corrections, return to previously held title at the end of the working test period.

Recommendation of the Administrative Law Judge – Uphold the return to previously held title.

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

A-11 AZALIA RIVERA

Azalia Rivera, Police Communications Clerk, City of Newark, Police Department, removal effective September 17, 2013, on charges of disobedience of orders.

Recommendation of the Administrative Law Judge – Uphold the removal.

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

A-12 MARZETTIE SHAMBERGER

Marzettie Shamberger, Senior Correction Officer, Northern State Prison, Department of Corrections, 60 working day suspension on charges of insubordination, conduct unbecoming a public employee, and other sufficient cause.

Recommendation of the Administrative Law Judge – Dismiss the appeal.

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

A-13 MEGAN SOULES

Megan Soules, Supervising Public Safety Telecommunicator, Morris County, Department of Law and Public Safety, 60 working day suspension on charges of insubordination, conduct unbecoming a public employee, and other sufficient cause.

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

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

A-14 JIMMY WEST

Jimmy West, Senior Correction Officer, Northern State Prison, Department of Corrections, removal effective May 9, 2013, on charges of inability to perform duties 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-15 SETTLEMENT

Mikel Drayton
City of Atlantic City
Department of Public Works
Removal


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

ACTION: The Civil Service Commission acknowledged the settlement.

SECTION B – MISCELLANEOUS MATTERS

B-1 CHANGE IN THE CLASSIFICATION PLAN – ASSISTANT CHIEF EXECUTIVE OFFICER CARE FACILITY

The Division of Agency Services requests title verbiage change of the Assistant Superintendent, Developmental Disabilities title to Assistant Chief Executive Officer Care Facility.



MEMORANDUM

DATE: July 29, 2015

TO: Civil Service Commission

FROM: Kenneth Connolly, Director *KC*
Division of Agency Services

SUBJECT: Change in State Classification Plan

State Title Verbiage Change

The Department of Human Services requests the title verbiage change of Assistant Superintendent Developmental Disabilities to Assistant Chief Executive Officer Care Facility. This change is requested to create consistency in verbiage between the Assistant level and the level above, Chief Executive Officer Care Facility (M98-60293).

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

The effective date of this change for this title will be the first pay period that follows the Commission's approval of the action.

Title Verbiage

From: Asst Superintendent Developmental Disabilities M33-61488 C P NL/12 Asst Superintendent Developmental Disabilities &33-61678 C P NL/12	To: <u>Asst Chief Executive Officer Care Facility</u> M33-61488 C P NL/12 <u>Asst Chief Executive Officer Care Facility</u> &33-61678 C P NL/12
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KC/JT/GB/TL

www.state.nj.us/csc

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

**B-2 CHANGE IN CLASSIFICATION PLAN – TITLE REACTIVATION/
INACTIVATION**

The Division of Agency Services requests reactivating the Supervising Public Safety Telecommunicator title and inactivating the Data Processing Analyst 2, Higher Education title.

**MEMORANDUM**

DATE: August 7, 2015
 TO: The Civil Service Commission
 FROM: Kenneth Connolly, Director
 Division of Agency Services *Kenneth Connolly*
 SUBJECT: Change in State Classification Plan

TITLE REACTIVATION

The Richard Stockton College of New Jersey requests the reactivation of the title Supervising Public Safety Telecommunicator, State (R21-03865) for use in their 911 Call Center. The title will be restricted to use by the State Colleges.

The primary function of the title involves supervising and working with a group of employees engaged in receiving and responding to telephone or other electronic requests for emergency assistance including law enforcement, fire, medical, or other emergency services.

Title history records indicate the title was inactivated a few years ago during a mass inactivation of unencumbered titles. Its reactivation is necessary to fill a position responsible for directly supervising lower level Public Safety Telecommunicators, and to alleviate the Chief of administrative detail.

A draft title specification has been developed to accommodate this request.

The title Data Processing Analyst 2, Higher Education will be inactivated. It has been unencumbered for more than seven years.

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

TITLE REACTIVATION:

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

Supervising Public Safety Telecommunicator, State
 R21-03865 Career Y N4/12

TITLE INACTIVATION:

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

Data Processing Analyst 2, Higher Education
 P26-53244i Career Y NL/12

KC/JT/GB/MP


www.state.nj.us/csc

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

B-3 CHANGE IN CLASSIFICATION PLAN – STATE BUREAU OF IDENTIFICATION

The Division of Agency Services requests the restructuring of the supervisory titles and functions within the New Jersey State Police, State Bureau of Identification.

**MEMORANDUM**

DATE: August 7, 2015
TO: The Civil Service Commission
FROM: Kenneth Connolly, Director 
Division of Agency Services
SUBJECT: Change in State Classification Plan

DEPARTMENT OF LAW AND PUBLIC SAFETY

The Department of Law and Public Safety, Division of State Police, ask for permission to restructure the supervisory titles and functions within the Bureau of Identification (SBI). This restructuring involves title consolidation, title verbiage changes, an upward salary reevaluation, and a State title to be reassigned for use by local government.

The various units which comprise the SBI are responsible for the entry, maintenance and dissemination of criminal information and records. Our review of the titles and functions performed at the supervisory levels indicates they are similar enough to be combined into two broad title classifications; Supervisor 1, State Bureau of Identification and Supervisor 2, State Bureau of Identification.

The titles will be restricted to use by the Department of Law and Public Safety. Employees in other State departments/agencies will not be impacted by this action.

This restructuring is necessary to enable flexibility in the assignment of staff, and provide incumbents with expanded growth opportunities within the Bureau.

The title Assistant Supervisor, Criminal Information Unit is presently utilized by both State and local government agencies. This function will be consolidated on the State side, and incumbents cross-walked to Supervisor 1, State Bureau of Identification. However, the title will be retained post consolidation to permit its continued use by local government. Minor title specification revisions will be applied to reflect the change in usage.

Appointments will be made in accordance with salary regulation FY15 Section 4 (G) with retention of existing status, that is, appointment type to appointment type, without promotional procedures.

Draft title specifications have been developed to accommodate this proposal.

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

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TITLE VERBIAGE CHANGES:

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

FROM:

TO:

Assistant Supervisor, Fingerprint Technical Unit
 R18-45014 Competitive C Common

Supervisor 1, State Bureau of Identification
 R18-45014 Competitive C State

Supervisor, Fingerprint Technical Unit
 S20-45015 Competitive C Common

Supervisor 2, State Bureau of Identification
 S20-45015 Competitive C State

TITLE CONSOLIDATION, REEVALUATION AND CROSSWALK OF INCUMBENTS:


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


FROM:


TO:

Asst. Supervisor, Fingerprint Technical Unit
 R18-45014 Competitive C Common

Supervisor 1, State Bureau of Identification
 R18-45014 Competitive C State


Asst. Supervisor, Criminal Information Unit 
 R17-45054 Competitive C Common

Asst. Supervisor, Identification Records Unit 
 R17-45046 Competitive C State

Asst. Supervisor, Data Reduction Unit 
 R17-26704 Competitive C State

Supervisor, Fingerprint Technical Unit
 S20-45015 Competitive C Common

Supervisor 2, State Bureau of Identification
 S20-45015 Competitive C State

Supervisor, Records Assembly Unit 
 S20-45043 Competitive C State

Supervisor, Identification Records Unit 
 S20-45045 Competitive C State

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TITLE TO BE RESTRICTED TO USE BY LOCAL GOVERNMENT:

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

FROM:

Asst. Supervisor, Criminal Information Unit
R17-45054 Competitive C Common

TO:

Asst. Supervisor, Criminal Information Unit
R17-45054 Competitive C Local

KC/JT/GB/LR

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

B-4 ROBERT HUGHEY – CSC DOCKET NO. 2015-2881

Robert Hughey appeals the determination of the Division of Classification and Personnel Management upholding the removal of his name from the eligible list for Correction Officer Recruit (S9988R), Department of Corrections, on the basis of an unsatisfactory criminal record.

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

B-5 WILLIAM LOHMAN – CSC DOCKET NO. 2015-2896

William Lohman appeals the decision of the Division of Agency Services which found that his position with the Department of Health is properly classified as Architect. The appellant seeks a Health Systems Specialist 2 job classification.

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

B-6 LISA POINTER – CSC DOCKET NO. 2015-1311

Lisa Pointer appeals the determination of the Division of classification and Personnel Management that her position is properly classified as a Pensions Benefits Specialist 1 with the Department of the Treasury. The appellant seeks a Supervising Pensions Benefits Specialist job classification.

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

B-7 DANIELLE RICHARDSON – CSC DOCKET NO. 2015-3166

Danielle Richardson appeals the decision of the Division of Agency Services that the proper classification of her position with the Department of Banking and Insurance is Senior Clerk. The appellant initially sought a classification of Technical Assistant 2, Insurance. The appellant is now requesting a Technical Assistant 3 job classification.

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

B-8 DENISE RICHARDSON – CSC DOCKET NO. 2015-2907

Denise Richardson appeals the decision of the Division of Agency Services, which found that her position with Monmouth County is properly classified as Chief Clerk. The appellant seeks a Senior Fiscal Analyst job classification.

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

VOTE: **Robert M. Czech** **(Abstained)**
 Thomas J. Perna **(Yes)**
 Richard E. Williams **(Yes)**

B-9 TIFFANI SALTER – CSC DOCKET NO. 2015-3063

Tiffani Salter appeals the decision of the Division of Agency Services that the proper classification of her position with the Civil Service Commission is Human Resource Consultant 2. The appellant seeks a Human Resource Consultant 3 job classification.

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

VOTE: **Robert M. Czech** **(Abstained)**
 Thomas J. Perna **(Yes)**
 Richard E. Williams **(Yes)**

B-10 ELEANOR BUFFIN – CSC DOCKET NO. 2015-977

Eleanor Buffin appeals the decision of the Division of Classification and Personnel Management that the proper classification of her position with the Department of Environmental Protection is Agency Services Representative 3. The appellant seeks an Agency Services Representative 4 job classification.

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

B-11 CARLA DAVIS – CSC DOCKET NO. 2015-1310

Carla Davis appeals the decision of the Division of Classification and Personnel Management that the proper classification of her position with the Department of Environmental Protection is Agency Services Representative 3. The appellant seeks an Agency Services Representative 4 job classification.

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

B-12 DARLENE MCCALLUM – CSC DOCKET NO. 2015-2112

Darlene McCallum appeals the decision of the Division of Classification and Personnel Management that the proper classification of her position with the Department of Environmental Protection is Agency Services Representative 3. The appellant seeks an Agency Services Representative 4 job classification.

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

B-13 DAVID RUDITSKY – CSC DOCKET NO. 2015-1674

David Ruditsky, represented by Nancy A. Valentino, Esq., appeals the decision of the Division of Classification and Personnel Management, which affirmed the bypass of his name on the Police Sergeant (PM2701L), Marlboro Township, eligible list.

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

B-14 TAMIKA VEAL-JOHNSON – CSC DOCKET NO. 2016-552

The City of Trenton requests that Tamika Veal-Johnson's name be restored to the Police Officer, Trenton special reemployment list.

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

B-15 TIMOTHY RATTIGAN – CSC DOCKET NO. 2015-2208

Timothy Rattigan appeals his return to his permanent title of Intermittent Labor Services Worker, effective January 24, 2015.

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

B-16 SADIQA ROE – CSC DOCKET NO. 2015-2550

Sadiqa Roe requests a retroactive appointment date as a Supervisor, Licensing Unit, Professional Boards with the Department of Law and Public Safety based on her reclassification to that title, effective November 17, 2012.

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

**B-17 DHRUPTI THAKER AND NIKHIL THAKER
CSC DOCKET NO. 2015-3362**

Dhrupti Thaker and Nikhil Thaker appeal their scores on the promotional examination for Assistant Administrative Supervisor, Income Maintenance (PC1582S), Hudson County.

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

**B-18 COUNTY POLICE SERGEANT (PC0150S), CAMDEN COUNTY
CSC DOCKET NO. 2016-714**

The Division of Agency Services requests that the promotional announcement for County Police Sergeant (PC0150S), Camden County, be amended.

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

B-19 N'DELA COSTLEY – CSC DOCKET NO. 2015-3156

N'dela Costley appeals the determination of the Division of Agency Services, which found that she was below minimum requirements in experience for a prospective promotional examination for the title of Assistant Zoning Officer, Newark.

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

**B-20 SUSAN DICKENSON AND RONALD FRANCIS
CSC DOCKET NO. 2015-3283**

Susan Dickenson and Ronald Francis appeal the determinations of the Division of Agency Services that they did not meet the experience requirements for the promotional examination for Safety Officer, Mental Health (PS2904K), Ancora Psychiatric Hospital.

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

B-21 RONALD EASTON, JR. – CSC DOCKET NO. 2015-3187

Ronald Easton, Jr., appeals the determination of the Division of Agency Services that he lacked the required amount of permanent status in a title to which the examination was open for the promotional examination for Sheriff's Officer Sergeant (PC1572S), Passaic County.

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

B-22 RICHARD LAMBERT – CSC DOCKET NO. 2016-160

Richard Lambert appeals the determination of the Division of Agency Services that he was below the minimum requirements in experience for the promotional examination for Supervising Customer Representative, Public Utilities (PS0630R), Board of Public Utilities.

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

B-23 JO-ANN MILLER – CSC DOCKET NO. 2016-425

Jo-Ann Miller appeals the determination of the Division of Agency Services that she was below the minimum requirement in experience for the promotional examination for Program Coordinator, Senior Citizens Transportation (PC0809T), Middlesex County.

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

B-24 DONNA MONFORTE – CSC DOCKET NO. 2015-2233

Donna Monforte appeals the determination of the Division of Agency Services, which found that she did not meet the experience requirements for the promotional examination for Office Supervisor (PS1450K), Department of Children and Families.

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

B-25 MAYRA SAAB – CSC DOCKET NO. 2015-3080

Mayra Saab appeals the decision of Agency Services, which found that, per the substitution clause for education, she did not meet the experience requirements for the open-competitive examination for Human Services Specialist 1 Bilingual in Spanish and English (C0113T), Ocean County.

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

B-26 JENNIFER SEMPERVIVE – CSC DOCKET NO. 2015-3054

Jennifer Sempervive appeals the decision of the Division of Agency Services, which found that she did not meet the experience requirements for the open-competitive examination for Investigator County Welfare Agency (C0083T), Somerset County.

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

B-27 TERRY WILLIAMS – CSC DOCKET NO. 2015-3186

Terry Williams appeals the determination of the Division of Agency Services that she was below the minimum requirements in experience for the promotional examination for Supervisor of Accounts (PC0090T), Cumberland County.

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

B-28 EDWARD HALL – CSC DOCKET NO. 2015-92

Edward Hall, a Senior Correction Officer with the Department of Corrections, represented by Colin M. Lynch, Esq., seek resolution of a dispute concerning mitigated back pay.

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

B-29 MONTOYA KEY – CSC DOCKET NO. 2015-3241

Montoya Key, represented by William A. Nash, Esq., requests reconsideration of the final administrative decision rendered on December 19, 2012, which dismissed her appeal of her removal.

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

B-30 BRYAN MILLER – CSC DOCKET NO. 2015-1922

Bryan Miller, a Repairer with the Department of Environmental Protection, appeals a five working-day suspension.

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

B-31 OMAR ORTIZ – CSC DOCKET NO. 2015-2829

Omar Ortiz, a County Correction Officer with the Hudson County Department of Corrections, represented by James Grimley, Esq., petitions the Civil Service Commission for interim relief regarding the appointing authority's failure to return him to work.

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

B-32 S. C-G. – CSC DOCKET NO. 2015-987

S. C-G, a Correction Sergeant with the Department of Corrections, appeals the determination of the Commissioner that the appellant did not present sufficient evidence to support a finding 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-33 D.H. – CSC DOCKET NO. 2015-753

D.H., a Carpenter with Woodbine Developmental Center, Department of Human Services, appeals the determination of the Office of Equal Employment Opportunity, which found sufficient evidence that the appellant had violated the New Jersey State Policy Prohibiting Discrimination in the Workplace.

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

B-34 J.L. – CSC DOCKET NO. 2015-1662

J.L., a Maintenance Worker 1, Transportation with the Department of Transportation, appeals the determination of the Department of Transportation's Division of Civil Rights and Affirmative Action, stating that the appellant failed to present sufficient evidence to support a finding that she had been subjected to a violation of the New Jersey State Police Prohibiting Discrimination in the Workplace.

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

B-35 G.W. – CSC DOCKET NO. 2015-1996

G.W., a Plumber and Steamfitter with Albert C. Wagner Youth Correctional Facility, Department of Corrections, appeals the determination of the Office of Equal Employment Opportunity, which found that the appellant failed to support a finding 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-36 JOHN IRBY – CSC DOCKET NO. 2015-2243

The appeal of John Irby, a County Correction Officer with the Burlington County Department of Corrections, of his removal, effective January 10, 2014, on charges, was heard by Administrative Law Judge Sarah G. Crowley, who rendered her initial decision on June 29, 2015. At its meeting on July 29, 2015, the Civil Service Commission (Commission) accepted the recommendation to reverse the removal. However, the Commission found it necessary to address the exceptions and reply to exceptions in this matter. The proposed decision is now submitted for the Commission's review.

ACTION: The Civil Service Commission adopted the decision.

B-37 NANCY LAGROTTERIA – CSC DOCKET NO. 2014-0901

The appeal of Nancy LaGrotteria, a Human Services Specialist 2 with Ocean County, of her 60 working day suspension, on charges, was heard by Administrative Law Judge Sara G. Crowley (ALJ), who rendered her initial decision on July 9, 2015. At its meeting on July 29, 2015, the Civil Service Commission (Commission) did not adopt the ALJ's recommendation to modify the penalty to a 10 working day suspension. Rather, the Commission modified the penalty to a 30 working day suspension. The proposed decision is now submitted for the Commission's review.

ACTION: The Civil Service Commission adopted the decision.

B-38 KESTER TANNIS – CSC DOCKET NO. 2015-315

The appeal of Kester Tannis, a Human Services Assistant with Hunterdon Developmental Center, of his removal, effective May 23, 2014, on charges, was heard by Administrative law Judge Sara G. Crowley, who rendered her initial decision on June 25, 2015. At its meeting on July 29, 2015, the Civil Service Commission (Commission) ordered that this 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.

B-39 RECENT COURT DECISIONS

Submitted for the Civil Service Commission's review are summaries of recent court decisions involving Civil Service Commission determinations.

ACTION: The Civil Service Commission noted the decisions.

B-40 CIVIL SERVICE COMMISSION MINUTES

Submitted for adoption are the Civil Service Commission minutes of its meeting of July 29, 2015.

ACTION: The Civil Service Commission adopted the minutes of its meeting on July 29, 2015.

B-41 CHANGE IN CLASSIFICATION PLAN – TITLE CONSOLIDATION

The Division of Agency Services requests the consolidation of the State File Clerk, Vault Clerk and Microfilm Machine Operator title series into the newly established title series of Clerk, Records. It also requests that the Microfilm Machine Operator title be made archaic and the Vault Clerk title be inactivated.



MEMORANDUM

DATE: August 11, 2015
TO: Civil Service Commission
FROM: Kenneth Connolly, Director
Division of Agency Services
SUBJECT: Change in State Classification Plan

State Title Consolidation

The Division of Agency Services requests the consolidation of several titles responsible for clerical filing work.

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 that the File Clerk, Vault Clerk and Microfilm Machine Operator titles can be consolidated into a newly established, broader title series called Clerk, Records. Incumbents will be responsible for performing clerical work involving the systematic arrangement of records for storage and reference purposes.

This consolidation will provide state agencies with the flexibility needed to more efficiently meet their responsibilities, while also providing employees with enhanced career advancement opportunities.

This plan includes the inactivation of the unencumbered Vault Clerk (A05-20642) title. This plan also includes making the Microfilm Machine Operator (A05-22022) title archaic. The noncompetitive title, Clerk (A04-020042) may be used to gain the required experience for movement into the title series.

Title specifications have been developed to accommodate this consolidation.

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

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

Upon successful completion of the consolidation process, the identified titles 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 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.

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

TITLE CONSOLIDATION AND MOVEMENT OF INCUMBENTS:

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

From:

To Proposed Title Series:

Senior File Clerk
 A08-20723 C * 35/12

Clerk 1, Records
 A08-20723 C * 35/12



Senior Vault Clerk
 A08-20623 C * 35/12

Senior Microfilm Machine Operator
 A08-22023 C * 35/12

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Principal File Clerk
R11-20724 C * 35/12

Clerk 2, Records
A11-20724 C * 35/12



Principal Vault Clerk
R11-20624 C * 35/12

Principal Microfilm Machine Operator
R11-22024 C * 35/12

Head File Clerk
R15-20725 C * 35/12

Clerk 3, Records
R15-20725 C * 35/12



Head Vault Clerk
S15-20625 C * 35/12

Head Microfilm Machine Operator
R15-22025 C * 35/12

TITLE TO BE MADE ARCHAIC

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

Microfilm Machine Operator
A05-22022 C * 35/12

TITLE INACTIVATION:

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

Vault Clerk
A05-20642 C * 35/12

KC/JT/GB/TL

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

B-42 STEFFON JOSEY-DAVIS – CSC DOCKET NO. 2015-3299

Steffon Josey-Davis appeals the removal of his name from the Police Officer (S9999R), North Brunswick, eligible list due to his failure to respond to the Notice of Certification.

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

B-43 BRUCE HURLBURT – CSC DOCKET NO. 2014-2496

Bruce Hurlburt challenges the processing of his request for position classification review by the Department of Law and Public Safety. Additionally, the appellant appeals the determination of the Division of Agency Services that his position is properly classified as an Investigator 3, Law and Public Safety. The appellant seeks an Investigator 2, Law and Public Safety job classification.

ACTION: The Civil Service Commission directed that these appeals be granted in part, and the appointing authority pay the appellant differential pay.

**B-44 DAVID LERNER AND FERDINAND PICARIELLO
CSC DOCKET NO. 2015-1769**

David Lerner and Ferdinand Picariello, represented by Steven I. Adler, Esq., appeal the termination of their employment.

ACTION: The Civil Service Commission directed that these appeals be dismissed for lack of jurisdiction.

B-45 CHANGE IN THE CLASSIFICATION PLAN

The Division of Agency Services, pursuant to a request from the Department of Transportation, requests the establishment of the titles of Highway Operations Training and Quality Assurance Specialist and Highway Operations Training and Quality Assurance Supervisor.



MEMORANDUM

DATE: August 12, 2015
 TO: Civil Service Commission
 FROM: Kenneth Connolly, Director
 Division of Agency Service *Kenneth Connolly*
 SUBJECT: Change in the State Classification Plan

TITLE INACTIVATION

We request the inactivation of twelve (12) state titles, all of which have been unencumbered for one (1) year or more.

The State Appointing Authorities have been advised of our plans to inactivate the titles identified below. No plans exist for their future use.

We ask that one (1) title will be designated archaic and subsequently inactivated once unencumbered.

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

TITLE INACTIVATION:

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

Head Drafting Technician
 R21-14029 Career * 40/12

Head Drafting Technician
 R19-14035 Career * 35/12

Librarian 1, Law Library
 R25-74084c Career * NL/12

Supervising Librarian, Law Library
 S27-74085C Career * NL/12

Social Scientist I
 R29-60366 Career * NL/12

Senior Clerk Stenographer, 10 months
 A06-23820 Career * 35/10

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Principal Clerk Stenographer, 10 months
R10-23825 Career * 35/10

Principal Clerk Stenographer, Bilingual in Spanish & English
R13-23824c Career * 35/12

Senior Area Coordinator, Community Involvement
P22-54345 * 40/12

Mortality Coding Clerk 3
A08-21032 Career* 35/12

Mortality Coding Clerk 2
A11-21033 Career * 35/12

Mortality Coding Clerk 1
R15-21034 Career * 35/12

TITLE TO BE DESIGNATED ARCHAIC:

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

Principal Field Operations Analyst
R26-60654 Career P NL/12

KC/JT//GB/KG

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

B-46 CHANGE IN THE CLASSIFICATION PLAN – TITLE INACTIVATION

The Division of Agency Services requests the inactivation of 13 State titles.



MEMORANDUM

DATE: August 11, 2015
TO: Civil Service Commission
FROM: Kenneth Connolly, Director
Division of Agency Services
SUBJECT: Change in State Classification Plan

A handwritten signature in blue ink, appearing to read "Ken Connolly".

DEPARTMENT OF TRANSPORTATION

The Department of Transportation (DOT) requests establishment of two new titles to meet the training needs for its Highway Operations crew.

The primary function of these titles would be to prepare, develop, implement, monitor and deliver technical in-service training programs for the Highway Operations crew and conduct reviews for quality assurance purposes. The titles require a bachelor's degree and related experience.

Incumbents in the Highway Operations Training and Quality Assurance Supervisor title will be responsible for supervision of staff, including conducting official performance evaluations.

The titles will be assigned exclusively to the Department of Transportation.

We have submitted a request seeking the bargaining units for these new titles to the Governor's Office of Employee Relations. The request letter is attached.

The intent of the Department is to create two professional level training titles. Based on that, the appropriate negotiation representative have been notified as required by N.J.A.C. 4A:3-3.3(f).

ESTABLISHMENT OF TITLES

Effective date: 10/3/2015

Highway Operations Training and Quality Assurance Specialist
__21 - _____ Career O 4012

Highway Operations Training and Quality Assurance Supervisor
__25 - _____ Career O 4012

KC/JT/PM

www.state.nj.us/csc

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

**B-47 CHANGES IN THE STATE CLASSIFICATION PLAN AND JOB BANDING REQUEST, DEPARTMENT OF TRANSPORTATION
CSC DOCKET NO. 2016-778**

On behalf of the Department of Transportation (DOT), the Division of Agency Services (Agency Services) requests changes to the State Classification Plan, which includes the establishment of new titles, verbiage changes to existing titles, consolidation of title series, inactivation of titles, and the cross walk of employees to new or existing titles to accommodate the proposed reorganization of DOT. Additionally, Agency Services requests that the new titles of Highway Operations Technician 3, Highway Operations Technician 2, and Highway Operations Technician 1 be approved for job banding in accordance with *N.J.A.C. 4A:3-3.2A(b)*.

ACTION: The Civil Service Commission approved the changes to the State Classification Plan and granted job banding request.

Statement of Robert M. Czech
August 19, 2015

The Commission approved the job banding of a new title today. It is part of a restructuring of essential Department of Transportation functions to reflect the reality that the prior organizational structure is based on a 2000 person workforce and not the current 1300 person workforce. Along with other actions taken, this banding will allow for the necessary flexibility required in employee job functions, while ensuring that merit and fitness are enhanced by now requiring that employee advancements for the banded title be based on knowledge, experience and performance. In other words, ensuring that the competencies necessary to do the job are at the core of employee advancement.

Thank you.

**B-48 SUPERVISOR EMPLOYMENT AND TRAINING PROGRAM
(PS4833N), DEPARTMENT OF LABOR AND WORKFORCE
DEVELOPMENT – CSC DOCKET NO. 2016-742**

The Department of Labor and Workforce Development requests the extension of the eligible list for Supervisory Employment and Training Programs (PS4833N), Department of Labor and Workforce Development.

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

There being no further business before the Civil Service Commission, the meeting was adjourned to convene on Wednesday, September 2, 2015, at 10:00 a.m., at 3 Station Plaza, Trenton, New Jersey.

Robert M. Czech
Chairperson
Civil Service Commission