



STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION

Chris Christie
Governor
Kim Guadagno
Lt. Governor

Robert M. Czech
Chair/Chief Executive Officer

**SUPPLEMENTAL AGENDA OF REGULAR MEETING OF
THE CIVIL SERVICE COMMISSION
FEBRUARY 12, 2014**

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

WITHDRAWAL OF APPEALS

The following appeals were withdrawn and removed from the hearing calendar:

Jon Andrews, Police Sergeant, Borough of Lavallette, Police Department, suspension.

James Caputo, Public Safety Telecommunicator, Jersey City, Police Department, suspension.

John Colon, Police Officer, City of Salem, Police Department, 2 removals.

John Colon, Police Officer, City of Salem, Police Department, suspension.

Devon Hausmann, Sheriff's Officer, Atlantic County, Sheriff's Department, removal.

Jessica C. Kirkland, Accountant, Camden County Municipal Utilities Authority, release at the end of the working test period.

Alyce Mcknight, Family Service Specialist 2, Department of Children and Families, return to the previously held title.

George Reyes, General Supervisor of Parks, Jersey City, Department of Public Works, indefinite suspension.

Carol Simon-Murphy, Clerk 1, Atlantic County, Department of Clerk, release at the end of the working test period.

ACTION:

SECTION B – MISCELLANEOUS MATTERS

B-100 CHANGE IN CLASSIFICATION PLAN – TITLE CREATION

The Division of Classification and Personnel Management requests renaming the Technical Assistant 1, Higher Education title to Technical Assistant, Higher Education and to designate as archaic the Technical Assistant 2, Higher Education title.



MEMORANDUM

DATE: January 17, 2014
TO: Civil Service Commission
FROM: Kenneth Connolly, Director *Kenneth Connolly*
Division of Classification and Personnel Management
SUBJECT: Change in State Classification Plan

TECHNICAL ASSISTANT, HIGHER EDUCATION TITLE SERIES

The Division of Classification and Personnel Management requests the renaming of the Technical Assistant 1, Higher Education title and the archaic designation of the Technical Assistant 2, Higher Education title.

The academic institutions have encountered difficulties promoting eligibles to the higher level due to the current bargaining unit assignments. The lower title, Technical Assistant 2 HE, assigned to "R" bargaining unit, does not currently supervise, however the higher title, Technical Assistant 1 HE, assigned to the "S" bargaining unit, requires supervisory experience which potential eligibles in the lower title do not meet.

We successfully petitioned the Office of Employee Relations (OER) to reassign the Technical Assistant 1, HE bargaining unit from "S" to "R". The title specification has been amended and all mandatory supervisory language has been removed. The title will also be renamed Technical Assistant, Higher Education.

We also plan to designate as archaic the Technical Assistant 2, HE title, and the title Technical Assistant 3, which is in the "A" Bargaining Unit, will be used moving forward; Technical Assistant 2, HE will be inactivated once it is unencumbered.

The removal of the supervisory experience requirement from the Technical Assistant 1, HE will allow incumbents of the Technical Assistant 3 admittance for promotional opportunities to the higher level.

The academic institutions and affected negotiations representatives have been given the opportunity to review this proposal and have no objections.

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

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VERBIAGE CHANGE

FROM

Technical Assistant 1, Higher Education
S15-82314 Competitive * 3512

TO

Technical Assistant, Higher Education
R15-82314 Competitive * 3512

TITLE TO BE MADE ARCHAIC

We request the following title be designated as archaic as it is no longer needed and there is no intention to make further appointments to it. The title shall be inactivated when it is vacated.

FROM

Technical Assistant 2, Higher Education
R12-82313 Competitive Y 3512

TO

Technical Assistant 2, Higher Education
R12-82313 Competitive # 3512

KC/JT/BP/DC

ACTION:

B-101 CHANGE IN CLASSIFICATION PLAN – TITLE CREATION

The Division of Classification and Personnel Management requests the establishment of the Compliance Officer Supervisor, Motor Vehicle Commission, title.

**MEMORANDUM**

DATE: January 9, 2014
TO: The Civil Service Commission
FROM: Kenneth Connolly, Director *Kenneth Connolly*
Division of Classification & Personnel Management
SUBJECT: Change in the State Classification Plan

MOTOR VEHICLE COMMISSION

The Motor Vehicle Commission seeks to create a new title, Compliance Officer Supervisor MVC.

The title will be utilized exclusively by the Motor Vehicle Commission (MVC).

The primary function of the title is to serve as a first level supervisor of compliance officers conducting audits and investigations of facilities regulated by the MVC.

There is no available title for a Compliance Officer 2 in which to gain supervisory experience, due to the class codes and bargaining units of the existing Supervisor MVC series. The creation of a first level supervisory title will enable a Compliance Officer 2 to gain the supervisory experience needed to advance to second level supervisory positions within the organization.

The salary level was established using the Hay evaluation method.

The bargaining unit was assigned by the Governor's Office of Employee Relations. A copy of their determination is attached.

ESTABLISHMENT OF NEW TITLE:

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

Compliance Officer Supervisor MVC
R23 Competitive O NE12

KC/JT/KP

ACTION:

B-102 SALARY REGULATIONS FOR FISCAL YEAR 2014

Submitted for the Civil Service Commission's review are the Salary Regulations for Fiscal Year 2014. These include the following: Aligned Salary Regulations, Non-Aligned Salary Regulation with attachments A and B, Emergency Conditions Salary Regulation, Special Incentive Salary Regulation, and Miscellaneous Salary Regulations. They have been approved by Robert M. Czech, Chair/CEO, Civil Service Commission, and Charlene M. Holzbaur, Director, Office of Management and Budget. It is recommended that the Commission record these salary regulations.

ACTION: