



STATE OF NEW JERSEY  
CIVIL SERVICE COMMISSION

Chris Christie  
*Governor*  
Kim Guadagno  
*Lt. Governor*

Robert M. Czech  
*Chair/Chief Executive Officer*

**AGENDA OF REGULAR MEETING OF  
THE CIVIL SERVICE COMMISSION  
FEBRUARY 6, 2013**

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

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:****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:****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:**



**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:**

**B-23 CIVIL SERVICE COMMISSION MINUTES**

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

**ACTION:**

**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:**

**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:****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:****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:****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:**

**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.

<b>FROM:</b>	<b>TO:</b>
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

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**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:**

**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

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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.

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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.

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**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

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**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



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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

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

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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

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**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

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

KC/JT/BP/GB

**ACTION:**

**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).

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- 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

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04243 Veterinarian  
Local Competitive

Local Non-Competitive

KC/JT/GS

**ACTION:**