



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
APRIL 17, 2013**

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

SECTION B – MISCELLANEOUS MATTERS**B-60 WANDA HUNT**

The appeal of Wanda Hunt, a Senior Therapy Program Assistant with the Senator Garrett W. Hagedorn Psychiatric Hospital, Department of Human Services, of her removal, effective May 20, 2011, on charges, was heard by Administrative Law Judge Patricia M. Kerins (ALJ), who rendered her initial decision on January 30, 2013. At its meeting on April 3, 2013, the Civil Service Commission (Commission) did not adopt the ALJ's recommendation to modify the removal to a three-month suspension. Rather, the Commission modified the penalty to a four-month suspension. The proposed decision is now submitted for the Commission's review.

ACTION

B-61 CHANGE IN CLASSIFICATION PLAN

The Office of Legislative Services (OLS) requests the establishment of the unclassified title of Principal Human Resources Assistant, OLS and the inactivation of the title of Human Resources Assistant 4, OLS. In accordance with *N.J.S.A.* 11A:3-4(c), employees in the Legislative branch of State government shall be in the unclassified service.

**MEMORANDUM**

DATE: April 3, 2013
TO: Civil Service Commission
FROM: Kenneth Connolly, Director
State and Local Operations
SUBJECT: Change in the Classification Plan

Legislature

The Office of Legislative Services (OLS) requests the following establishment of a new unclassified title. OLS is willing to relinquish an unencumbered title in exchange for approval of this request.

In accordance with *N.J.S.A.* 11A:3-4(c), employees in the Legislative branch of State government shall be in the unclassified service.

The use of this title will be restricted to OLS.

Create Title Effective April 5, 2013

Principal Human Resources Assistant, OLS (NL) X98

Inactivate Title Effective April 5, 2013

Human Resources Assistant 4, OLS
X-98 90186 unclassified (3512)

KC/JT/BP/KP

ACTION:

B-62 CHANGE IN CLASSIFICATION PLAN

The Division of Classification and Personnel Management requests the consolidation of the Investigator title series.

**MEMORANDUM**

DATE: April 4, 2013

TO: Civil Service Commission

FROM: Kenneth Connolly, Director
Classification and Personnel Management *Kenneth Connolly*

SUBJECT: Change in State Classification Plan

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

The Department of Labor and Workforce Development requests the consolidation of a few of their Investigator series. All the impacted titles are currently assigned to Department of Labor and Workforce Development (LWD).

The existing Investigator, Unemployment Insurance and Investigator, Disability Insurance title series are being consolidated into one broad Investigator series. This consolidation initiative will provide the agency with the flexibility needed to more effectively meet its responsibilities while also providing employees with enhanced career opportunities.

The title actions will be processed as lateral employee movements; appointment type to appointment type, with retention of existing status. There are no changes in class code or salary.

The new consolidated title series will be numbered in accordance with the current practice, with the numerical suffix "1" representing the lowest level (entry level) to "2" representing the experienced worker level in this series and so on and so forth.

Upon successful completion of the consolidation process, the titles which have been consolidated 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 the 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.

Civil Service Commission
April 4, 2013

- 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 title and unit scopes which have expired will be revived as necessary to address unanticipated situations which may arise.
- An employee's prior held title rights will not be impacted by this action.

Collective negotiation representatives have been notified. Copy of the notice is attached.

The effective date of all actions listed below will be the beginning of the first pay period that follows the Commission's approval of the change in the State Classification plan.

TITLE TO BE CREATED

Supervisor of Investigations, UI/DI
S 28 - _____ Career L NL12

TITLE TO BE INACTIVATED

Supervisor of Investigations Labor
S 28 – 65116A Career L NI12

VERBIAGE CHANGE

FROM

Investigator **2**, UI
P 19 – 56082 Career L NE12

Investigator **1**, UI
P 22 – 56083 Career L NE12

Supervising Investigator UI
R 25 – 56084 Career L NI12

TO

Investigator **1**, UI/DI
P 19 – 56082 Career L NE12

Investigator **2**, UI/DI
P 22 – 56083 Career L NE12

Investigator **3**, UI/DI
R 25 – 56084 Career L NI12

Civil Service Commission
April 4, 2013

CONSOLIDATION OF TITLE SERIES

LEVEL 1

FROM
Investigator Disability Insurance
P 19 – 65052 Career L NE12

Investigator 3, Labor
P 19 – 65046 Career L NE12

TO
Investigator 1, UI/DI
P 19 – 56082 Career L NE12

LEVEL 2

FROM
Sr. Investigator Disability Insurance
R 22 – 65053 Career L NE12

Investigator 2, Labor
P 22 – 65047 Career L NE12

TO
Investigator 2, UI/DI
P 22 – 56083 Career L NE12

LEVEL 3

FROM
Investigator 1, Labor
R 25 – 65048 Career L NI12

TO
Investigator 3, UI/DI
R 25 – 56084 Career L NI12

SUPERVISING LEVEL

FROM
Supervisor of Investigations Labor, UI
S 28 – 65116D Career L NI12

TO
Supervisor of Investigations, UI/DI
S 28 - _____ Career L NL12

KC/JT/BP/PM

ACTION:

B-63 CHANGE IN CLASSIFICATION PLAN

The Division of Classification and Personnel Management requests that the State government Bridge Operator title be made common and the incumbents in the local government Bridge Operator title be cross-walked into the common title.

**MEMORANDUM**

DATE: April 9, 2013
TO: The Civil Service Commission
FROM: Kenneth Connolly, Director
Division of Classification & Personnel Management
SUBJECT: Change in the State Classification Plan

BRIDGE OPERATOR (O14-40350)

The Division of Classification and Personnel Management (CPM) intends to clarify and elaborate on the recent changes to the subject title which were approved by the Civil Service Commission at its board meeting on February 6, 2013.

The subject title is responsible for the performance of work involving the operation of equipment to open and close drawbridges allowing for the safe and efficient flow of marine traffic on NJ waterways. Two titles are presently utilized to perform this function, one non-competitive title used exclusively by state government (O14-40350) and the other a competitive title used by local government (L-00911).

A consolidation study involving the aforementioned titles found no difference in function or requirements between them. Thus, CPM recommends the titles be consolidated into a single title classification.

Multiple steps are required to implement this process. The first step, making the state title common, was previously approved. CPM now requests the local incumbents be cross-walked into the common title. The title actions will be processed as lateral employee movements; appointment type to appointment type, with retention of existing status. Lastly, subsequent to the movement of all local employees to the common title, the local title will be inactivated. Any existing eligibility lists 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.

The Civil Service Commission
April 9, 2013
Page 2

The effective date of this action is February 9, 2013, as approved by the board at its meeting on February 6, 2013.

The impacted local Appointing Authorities were given the opportunity to review this proposal and all articulated issues have been reviewed and addressed.

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

COMMON TITLE, TITLE CONSOLIDATION, & MOVEMENT OF INCUMBENTS:

Effective: February 9, 2013

FROM:

Bridge Operator
L-00911 Career (C) Local



TO:

Bridge Operator
O14-40350 Career (NC) Common 40/12

KC/JT/BP/GB

ACTON:

B-64 JOYCE WILSON

Joyce Wilson, a Speech/Hearing Specialist with Woodbine Developmental Center, Department of Human Services (DHS), appeals the determination of the Office of Equal Employment Opportunity Director, DHS, 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 Policy Prohibiting Discrimination in the Workplace.

ACTION:

B-65 LISA EHRLICH

The Department of Environmental Protection, on behalf of Lisa Ehrlich, requests the relaxation of the provisions of *N.J.A.C. 4A:6-1.22* so as to permit Ms. Ehrlich to receive more than the 260 donated leave days allowed to a recipient.

ACTION:

B-66 INTERIM DISASTER RECOVERY DIVISION, DEPARTMENT OF COMMUNITY AFFAIRS

The Division of Classification and Personnel Management (CPM) seeks Civil Service Commission approval to make temporary unclassified appointments to various career service titles in order to allow expedited staffing of the interim Disaster Recovery Division, Department of Community Affairs.

ACTION:

B-67 JAMES GILLESPIE

The appeal of James Gillespie, a former Road Repairer with Cape May County, of his 120 working day suspension, on charges, was heard by Administrative Law Judge Bruce M. Gorman (ALJ), who rendered his initial decision on February 28, 2013. At its meeting on April 3, 2013, the Civil Service Commission (Commission) did not adopt the ALJ's recommendation to modify the 120 working day suspension to a one working day suspension. Rather, the Commission modified the 120 working day suspension to a six working day suspension. The proposed decision is now submitted for the Commission's review.

ACTION: