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STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matters of Lisa Skarpetowski,
Clerk Typist 2, Evidence Handling
(PS0519P), Department of Law and
Public Safety

List Revival

CSC Docket Nos. 2015-1585

ISSUED: FEB - 9 2015 (LDH)

The Department of Law and Public Safety requests that the eligible list for Clerk Typist 2, Evidence Handling (PS0519P) be revived to allow for the retroactive permanent appointment of Lisa Skarpetowski (formerly VanCamp), effective February 8, 2014.

By way of background, the subject eligible list, which contained 13 names, promulgated on February 24, 2011 and expired on February 23, 2014. Skarpetowski was tied at rank three with five other eligibles. Two eligibles ranked third were appointed effective February 24, 2011. The appointing authority requested that the subject list be revived to effectuate the appointment of Skarpetowski, effective February 8, 2014 based on a classification review of her position completed by the Division of Classification and Personnel Management (CPM) on October 1, 2014 which determined that she had been performing the duties of a Clerk Typist 2, Evidence Handling.

The Director of Classification and Personnel Management recommends that the subject list be revived to effectuate Skarpetowski's permanent appointment.

CONCLUSION

N.J.S.A. 11A:4-6 and N.J.A.C. 4A:4-3.4 provide that an eligible list may be revived in order to implement a court order or decision of the Civil Service Commission in the event of a successful appeal instituted during the life of a list, to correct an administrative error, or for other good cause. Additionally, N.J.A.C.

4A:4-1.10(c) states that an individual may receive a retroactive date of appointment to correct an administrative error, for an administrative delay or for other good cause.

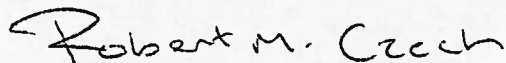
In the instant matter, the record establishes that Skarpetowski is tied at rank three on the eligible list for Clerk Typist 2, Evidence Handling (PS0519P) and is reachable for appointment. Pursuant to an October 1, 2014 decision from CPM, Skarpetowski's position was reclassified to a Clerk Typist 2, Evidence Handling classification effective February 8, 2014. This effective date fell within the life of the eligible list. Therefore, good cause has been established to revive the subject eligible list so that Skarpetowski may be appointed to the title of Clerk Typist 2, Evidence Handling. Moreover, Skarpetowski shall also be given a retroactive date of appointment to February 8, 2014, upon successful completion of a current working test period, for salary step placement and seniority-based purposes only.

ORDER

Therefore, it is ordered that this request be granted and the eligible list for Clerk Typist 2, Evidence Handling (PS0519P), Department of Law and Public Safety, be revived to effectuate the appointment of Skarpetowski. It is also ordered that upon successful completion of a current working test period, Skarpetowski be given a retroactive date of appointment of February 8, 2014, for salary step placement and seniority-based purposes only.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 4TH DAY OF FEBRUARY, 2015



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