AGENDA OF REGULAR MEETING OF THE CIVIL SERVICE COMMISSION
JULY 17, 2013

Robert M. Czech, Chairperson
Robert E. Brenner
Thomas J. Perna
Richard E. Williams
SECTION A – HEARING MATTERS

A-1 SETTLEMENTS

In the Matter Damian Barrett
Hudson County
Department of Family Services
Removal

In the Matter of Qareeb Bashir
Mercer County
Department of Public Safety
Fines (2)

In the Matter of Krystal Deegan
Department of Children and Families
Release at the end of the working test period

In the Matter of William Hall
City of Atlantic City
Department of Public Works
Removal

In the Matter of Bryan E. Hughes
Monmouth County
Department of Corrections
Removal

In the Matter of Jeffrey S. Lewis
Monmouth County
Department of Highways
Removal

In the Matter of Edite Martins
City of Newark
Department of Engineering
Resignation not in good standing

In the Matter of Melvin Robinson, Jr.
Albert C. Wagner Youth Correctional Facility
Department of Corrections
Suspension
In the Matter of Stephen Scott
Trenton Psychiatric Hospital
Department of Human Services
Suspension

In the Matter of Shaquanda Smith
Trenton Psychiatric Hospital
Department of Human Services
Removal

In the Matter of Shameka Williams
Monmouth County
Department of Health Care Facility
Removal

RECOMMENDATION OF THE ADMINISTRATIVE LAW JUDGE IN
THE ABOVE CASES – SETTLEMENTS

ACTION:

A-2 ARTHUR AHR

Arthur Ahr, County Correction Officer, Mercer County, Department of Public Safety, 20 working day suspension on charges of conduct unbecoming a public employee, other sufficient cause and violation of administrative procedures and/or regulations involving safety and security.

Recommendation of the Administrative Law Judge – Uphold the 20 working day suspension.

ACTION:

A-3 RHONDA DENSON-JOHNSON

Rhonda Denson-Johnson, County Correction Officer, Atlantic County, Department of Public Safety, six working day suspension on the charge of insubordination.

Recommendation of the Administrative Law Judge – Uphold the six working day suspension and grant appointing authority’s cross motion for summary decision.

ACTION:
A-4 KENNETH GABURO (REMAND)

Kenneth Gaburo, Operating Engineer Heating and Air Condition, South Woods State Prison, Department of Corrections, 10 working day suspension on charges of incompetency, inefficiency or failure to perform duties, neglect of duty, and violation of a rule, regulation, policy, procedure, order or administrative decision.

Recommendation of the Administrative Law Judge – Reverse the 10 working day suspension.

ACTION:

A-5 PATRICIA KINES (CONSOLIDATION)

Patricia Kines, Police Officer, City of Newark, Police Department, two 30-day suspensions on charges of chronic inefficiency or incompetency, or failure to perform duties.

Recommendation of the Administrative Law Judge – Modify the two 30-day suspensions to a 30-day suspension.

ACTION:

A-6 IMRE BALLA

Imre Balla, Mason/Plasterer, Hudson County, Department of Roads and Public Property, removal effective June 14, 2013, on charges of conduct unbecoming a public employee, neglect of duty and other sufficient cause.

Recommendation of the Administrative Law Judge – Uphold the removal.

ACTION:

A-7 JOHN BATIUK

John Batiuk, Police Officer, Woodridge Township, Police Department, two removals effective November 5, 2012, on charges of violation of Police Department rules and regulations.

Recommendation of the Administrative Law Judge – Uphold the removals.

ACTION:
A-8  CHRISTINE CRUZ

Christine Cruz, Police Officer, City of Newark, Police Department, removal effective June 1, 2012 on charges of mental and physical capability, inability to perform duties and other sufficient cause.

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

ACTION:

A-9  DENNIS LEWIS

Dennis Lewis, Senior Correction Officer, East Jersey State Prison, Department of Corrections, removal effective October 10, 2012, on charges of conduct unbecoming a public employee, other sufficient cause, violation of a rule, regulation, policy, procedure, order or administrative decision, undue familiarity, improper or unauthorized contact with inmates, parolees, their families, or friends and falsification.

Recommendation of the Administrative Law Judge – Uphold the removal.

ACTION:

A-10  ROBERT PETRY

Robert Petry, Fire Fighter, City of Hackensack, Fire Department, removal effective June 12, 2012, on the charge of other sufficient cause.

Recommendation of the Administrative Law Judge – Uphold the removal.

ACTION:

A-11  LAshonda SMith

LaShonda Smith, Juvenile Detention Officer, Union County Department of Human Services, removal effective August 20, 2009, on charges of inability to perform duties, conduct unbecoming a public employee, other sufficient cause and violation of Juvenile Justice Commission Training Academy rules.

Recommendation of the Administrative Law Judge – Uphold the dismissal from the Juvenile Justice Commission Training Academy and removal.

ACTION:
SECTION B – MISCELLANEOUS MATTERS

B-1 CHANGE IN CLASSIFICATION PLAN – TITLE CREATION

The Division of Classification and Personnel Management requests that the State government Customer Service Representative and Support Services Representative title series be consolidated into the newly established Agency Services Representative title series.

MEMORANDUM

DATE: June 25, 2013
TO: The Civil Service Commission
FROM: Kenneth Connolly, Director
Division of Classification & Personnel Management
SUBJECT: Change in the State Classification Plan

STATE TITLE CONSOLIDATION

The Division of Classification and Personnel Management requests the consolidation of several titles responsible for providing customer service and related clerical support functions.

The Customer Service Representative (CSR) and Support Services Representative (SSR) titles were developed for use by the Motor Vehicle Commission (MVC) in 1985. Over time these titles have migrated to other state agencies. The MVC, as part of their restructuring effort in 2010, consolidated the duties and functions of these titles, along with the Examinaton Technician titles, into a new title series called Technician, MVC. This action impacted MVC staff only. Thus, the CSR and SSR titles continue to be utilized in other state agencies.

Historically, the CSR titles have been responsible for performing front-line customer support functions. The SSR titles handled the behind the scenes work involving the processing of agency documents. We propose combining these functions into a newly established, broader title series called Agency Services Representative. Incumbents will be responsible for providing customer and other support services involving the review, processing and issuance of agency documents.

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.

The identified titles have multiple workweek designations. The existing workweek designations will be retained.

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.

The agencies presently utilizing these titles have been given the opportunity to review the changes and all articulated issues have been addressed.

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

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- 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.

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

**TITLE CONSOLIDATION & MOVEMENT OF INCUMBENTS:**  
**Effective:** Changes will be effective the first pay period following the Commission's approval.

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ACTION:
B-2  **CHERYL HOFFMAN**

Cheryl Hoffman, a Senior Correction Officer with New Jersey State Prison, Department of Corrections, appeals the denial of sick leave injury (SLI) benefits.

**ACTION:**

B-3  **PAMELA MARSH**

Pamela Marsh, a Court Services Officer 1 with Vicinage 9, Monmouth County, appeals the denial of sick leave injury (SLI) benefits.

**ACTION:**

B-4  **WENDY SUMMA**

Wendy Summa, a Repairer with Ancora Psychiatric Hospital, Department of Human Services, appeals the denial of sick leave injury (SLI) benefits.

**ACTION:**

B-5  **NICHOLAS DEFILIPPO**

Nicholas DeFilippo, represented by Robert J. DeGroot, Esq., appeals his rejection as a Police Officer candidate by Woodbridge and its request to remove his name from the eligible list for Police Officer (S9999M) on the basis of psychological unfitness to perform effectively the duties of the position.

**ACTION:**

B-6  **GENINE J. KUMISKI**

Genine J. Kumiski appeals her rejection as a Correction Officer Recruit candidate by the Department of Corrections and its request to remove her name from the eligible list for Correction Officer Recruit (S9987M) on the basis of psychological unfitness to perform effectively the duties of the position.

**ACTION:**
B-7  ANTONIO SANCHEZ

Antonio Sanchez, represented by Stephen B. Hunter, Esq., appeals his rejection as a Fire Fighter candidate by Elizabeth and its request to remove his name from the eligible list for Fire Fighter (M2339H) on the basis of psychological unfitness to perform effectively the duties of the position.

ACTION:

B-8  CARLOS SANTIAGO

Carlos Santiago, represented by Stephen B. Hunter, Esq., appeals his rejection as a Police Officer candidate by the City of Hackensack and its request to remove his name from the eligible list for Police Officer (S9999M) on the basis of psychological unfitness to perform effectively the duties of the position.

ACTION:

B-9  FRANK CROCE

The Department of Law and Public Safety, on behalf of Frank Croce, requests the relaxation of the provisions of N.J.A.C. 4A:6-1.22 so as to permit him to donate more than 30 sick days to Deirdre Hartman, who is participating in the donated leave program.

ACTION:

B-10  JAMES MACINNES

The Department of Law and Public Safety, on behalf of James Macinnes, requests the relaxation of the provisions of N.J.A.C. 4A:6-1.22 so as to permit him to donate more than 30 sick days to Deirdre Hartman, who is participating in the donated leave program.

ACTION:
B-11 DOMINICK MARCHETTI

The Department of Labor and Workforce Development, on behalf of Dominick Marchetti, requests the relaxation of the provisions of N.J.A.C. 4A:6-1.22 so as to permit him to donate more than 30 sick days to Eric Weber, who is participating in the donated leave program.

ACTION:

B-12 LISA ASARE

The Department of Health requests that the provisions of N.J.A.C. 4A:4-1.1(c) be relaxed and Lisa Asare’s out-of-title experience be accepted to qualify her to be provisionally appointed, pending promotional examination procedures, to the competitive title of Executive Assistant 1 from the non-competitive title of Research Scientist 2.

ACTION:

B-13 DERRICK SMITH

Derrick Smith requests that he be assigned a retroactive appointment date to the Correction Sergeant title for record purposes.

ACTION:

B-14 JEANINA GOOS

Jeanina Goos, an employee with the Department of Children and Families, requests a waiver of repayment of a salary overpayment pursuant to N.J.S.A. 11A:3-7, which provides that when an employee has erroneously received a salary overpayment, the Civil Service Commission may waive repayment based on a review of the case.

ACTION:

B-15 JULIA VERWERS

The Township of Ewing, on behalf of Julia Verwers, requests that she be permitted to participate in the intergovernmental transfer program and to complete her working test period as a Police Officer with Ewing.

ACTION:
B-16 PAWEL Wcislo

The Township of Marlboro, on behalf of Pawel Wcislo, requests that he be permitted to participate in the intergovernmental transfer program with a new working test period as a Police Officer with Marlboro.

ACTION:

B-17 WILLIAM CULLEN

William Cullen, represented by Bassel Bakhos, Esq., appeals his non-selection on the Police Sergeant (PM2571J), Berkeley Township eligible list.

ACTION:

B-18 SCOTT HANDSON

Scott Handson, represented by Carl N. Tripician, Esq., appeals the bypass of his name on the Police Sergeant (PM2742L), Somers Point eligible list.

ACTION:

B-19 CHRISTINE DEVER

The Department of Children and Families requests that Christine Dever be added to the promotional list for Family Service Specialist 1 (PS3420K).

ACTION:

B-20 STEVEN GASKILL

Steven Gaskill appeals the determination of the Division of Selection Services and Recruitment denying his request for a make-up examination for Crew Supervisor, Electricians (S0513P).

ACTION:

B-21 GARRICK VERMEAL

Garrick Vermeal appeals the determination of the Division of Selection Services denying his request for a make-up examination for the open competitive examination for Correction Officer Recruit (S9988R), Statewide.

ACTION:
B-22 STEVEN HICKS

Steven Hicks, a former Institutional Attendant with Atlantic County, Department of Human Services, represented by Johnny Rice, AFSCME Council 71, requests that the Civil Service Commission reinstate his appeal of his release at the end of the working test period effective November 26, 2012, which was dismissed based on his failure to appear at his scheduled settlement conference.

ACTION:

B-23 KRISTA JOHNSON

Krista Johnson appeals the determination by the Division of Classification and Personnel Management which found that the appointing authority had presented a sufficient basis to remove her name from the Family Service Specialist 2, Department of Children and Families, regular reemployment list due to an unsatisfactory driving record.

ACTION:

B-24 JENNIFER PICONE

Jennifer Picone appeals the removal of her name from the County Correction Officer (C9972M), Morris County, eligible list on the basis of falsification of her pre-employment application.

ACTION:

B-25 JAMES SCHULKES

James Schulkes appeals the removal of his name from the Police Lieutenant (PM2547K), Plainfield eligible list, on the basis of an unsatisfactory employment record.

ACTION:
B-26 UBONG UTUK

Ubong Utuk appeals the decision of the Division of Classification and Personnel Management which found that the appointing authority had presented a sufficient basis to remove his name from the eligible list for Correction Officer Recruit (S9987M), Department of Corrections, because he did not have a satisfactory employment record.

ACTION:

B-27 SHAUN WOODRUFF

Shaun Woodruff appeals the determination of the former Division of State and Local Operations which found that the appointing authority had presented a sufficient basis to remove his name from the Correction Officer Recruit (S9987M), Department of Corrections eligible list due to an unsatisfactory background report.

ACTION:

B-28 DONNA ARCIERI

Donna Arcieri appeals the determination of the Division of Classification and Personnel Management which found that her position with the Department of Health is properly classified as Principal Laboratory Technician, Microbiology. The appellant seeks a Microbiologist 4 job classification.

ACTION:

B-29 VINCENT BONICA, JR.

Vincent Bonica, Jr., appeals the decision of the Division of Classification and Personnel Management that his position with the Department of the Environmental Protection is properly classified as a Superintendent Parks and Forestry 2. The appellant seeks a Superintendent Parks and Forestry 1 job classification.

ACTION:
B-30 MEENAKSHI MISRA

Meenakshi Misra appeals the determination of the Division of Classification and Personnel Management that her position with the Office of Information Technology is properly classified as a Software Development Specialist 2. The appellant seeks a Software Development Specialist 3 job classification.

ACTION:

B-31 LISA SARGENT

Lisa Sargent appeals the determination of the Division of Classification and Personnel Management which found that her position with West Milford Township is properly classified as Records Support Technician 2. The appellant seeks a Records Support Technician 3 job classification.

ACTION:

B-32 E. M.

E. M., a Senior Investigator, Parle and Secured Facilities at New Jersey State Prison, Department of Corrections, appeals the determination of the Equal Employment Division, stating that the appellant failed to present sufficient evidence to support a finding that she had been subjected to a violation to the New Jersey State Policy Prohibiting Discrimination in the Workplace.

ACTION:

B-33 M. M.

M. M., a former Family Service Specialist 2 with the Department of children and Families, appeals the determinations of the Director of Administration and Legal Affairs, DCF, stating that the appellant failed to present sufficient evidence to support a finding that she had been subjected to a violation to the New Jersey State Policy Prohibiting Discrimination in the Workplace.

ACTION:
B-34  T. S.

T. S., a Communications Operator, Secured Facilities, with the Adult Diagnostic and Treatment Center, Department of Corrections, appeals the determination of the Assistant Director, Equal Employment Division, DOC, stating that the appellant failed to present sufficient evidence to support a finding that she had been subjected to a violation to the New Jersey State Policy Prohibiting Discrimination in the Workplace.

ACTION:

B-35  CHIEF AUDIT ACTIVITY, TREASURY (PS2347U)

The Department of the Treasury, on behalf of Jack Griffiths, petitions the Civil Service Commission for revival of the Chief Audit Activity, Treasury (PS2347U), Department of the Treasury, eligible list, in order to effectuate his permanent appointment to the subject title.

ACTION:

B-36  DEPUTY FIRE CHIEF (PM3645L), IRVINGTON TOWNSHIP

Irvington Township requests the extension of the eligible list for Deputy Fire Chief (PM3645L), Irvington Township.

ACTION:

B-37  HUMAN SERVICES SPECIALIST 1, BILINGUAL SPANISH/ENGLISH (C0056P), MORRIS COUNTY

Morris County requests permission to utilize the Human Services Specialist 1, Bilingual Spanish/English (C0056P), Morris County eligible list to permanently appoint Marisol Heredia, Claudia Hinojosa, Beatriz Ospina and Marilyn Fresse to the Human Services Specialist 1 title.

ACTION:
B-38 PROBATION OFFICER AND PROBATION OFFICER, BILINGUAL IN SPANISH AND ENGLISH

The Administrative Office of the Courts requests the reallocation of the Probation Officer and Probation Officer, Bilingual in Spanish and English, titles from the competitive to the noncompetitive division of the career service in accordance with N.J.A.C. 4A:3-1.2.

ACTION:

B-39 CLARICE KATTY

The appeal of Clarice Katty, a Human Services Assistant with Trenton Psychiatric Hospital, Department of Human Services, of her removal, effective June 6, 2012, on charges, was heard by Administrative Law Judge Linda M. Kassekert (ALJ), who rendered her initial decision on May 20, 2013. At its meeting on June 26, 2013, the Civil Service Commission adopted the ALJ’s recommendation to modify the removal to a 180 calendar day suspension. The proposed final decision is now submitted for the Commission’s review.

ACTION:

B-40 LINDA TISBY

The appeal of Linda Tisby, a County Correction Officer with Camden County, of her resignation not in good standing and removal, effective June 27, 2012, on charges, was heard by Acting Director and Chief Administrative Law Judge Laura Sanders (ALJ), who rendered her initial decision on May 17, 2013. At its meeting on June 26, 2013, the Civil Service Commission did not adopt the ALJ’s recommendation to modify the resignation not in good standing and removal to a 30 working day suspension. Rather, the Commission imposed a 60 working day suspension. The proposed decision is now submitted for the Commission’s review.

ACTION:
B-41 JAMES COSTA

James Costa, represented by Craig Gumpel, Esq., petitions the Civil Service Commission for reconsideration of the final decision, rendered on April 3, 2013, which found that his scores are correct on the promotional examination for Deputy Fire Chief (PM1145N), Newark.

ACTION:

B-42 CHRISTOPHER W. CUCCINIELLO

Christopher W. Cucciniello requests reconsideration of the final administrative determination rendered on April 3, 2013, which upheld his ineligibility for the promotional examination for Network Administrator 1 (PM0346P), Vineland School District.

ACTION:

B-43 YOBANY MARTI

Yobany Marti, represented by Stuart J. Alterman, Esq., petitions the Civil Service Commission for reconsideration of its final decision, rendered on November 22, 2011, which upheld the bypass of her name on the County Correction Sergeant (PC2666J), Cumberland County, eligible list.

ACTION:

B-44 SHELLY DANENSE, ET AL.

Shelly Danese, Manzer Hussain and Andrew Keller appeal the determinations of the Division of Selection Services and Recruitment which found that they did not meet the minimum experience requirements for the promotional examination for Supervisor of Claims (PS2583U), Department of the Treasury.

ACTION:

B-45 PAUL DEAMICIS

Paul DeAmicis appeals the promotional examination for County Correction Lieutenant (PC1203P), Middlesex County.

ACTION:
B-46 FRANK MATTIACCI

Frank Mattiacci appeals the determination of the Division of Selection Services and Recruitment that found that he did not meet the experience requirements for the promotional examination for Personnel Assistant 4 (PS3673N), Department of Labor and Workforce Development.

ACTION:

B-47 GERARD MOSSEY

Gerard Mossey appeals the promotional examination for Sheriff’s Officer Sergeant (PC1228P), Bergen County.

ACTION:

B-48 STEVEN RICCIO

Steven Riccio appeals the determination of the Division of Selection Services and Recruitment which found that he was not eligible for the promotional examination for Senior Systems Analyst (PC1047P), Morris County.

ACTION:

B-49 RUTH ROSADO

Ruth Rosado appeals the determination of the Division of Selection Services and Recruitment which found that she did not meet the experience requirements for the promotional examination for Program Technician (PS3687N), Department of Labor and Workforce Development.

ACTION:

B-50 TRACY TARANTINO

Tracy Tarantino appeals the decision of the Division of Selection Services and Recruitment which found that she did not meet the experience requirements for the promotional examination for Standards and Procedures Technician 1 (PS4837P), Department of Law and Public Safety.

ACTION:
B-51 AMY WELLS

Amy Wells appeals the determination of the former Division of Selection Services which found that she was below the minimum requirements in experience for a prospective provisional appointment to the title of Environmental Specialist 2.

ACTION:

B-52 CIVIL SERVICE COMMISSION MINUTES

Submitted for adoption are the Civil Service Commission minutes of its meeting of June 26, 2013.

ACTION:

B-53 POLICE AIDE (M1372L), IRVINGTON TOWNSHIP

The Division of Classification and Personnel Management requests that the Civil Service Commission order Irvington Township to return the July 16, 2012 certification of the eligible list for Police Aide (M1372L), for proper disposition.

ACTION:

B-54 SUPERVISING FAMILY SERVICE SPECIALIST 2 (PS6691K) (PS6693K) (PS6696K) AND SUPERVISING FAMILY SERVICE SPECIALIST 2 (BILINGUAL IN SPANISH AND ENGLISH) (PS6692K) (PS6694K) AND (PS6697K)

Various applicants appeal the determinations of the Division of Selection Services and Recruitment which found that they were not eligible for the promotional examinations for Supervising Family Service Specialist 2 (PS6691K) (PS6693K) (PS6696K) and Supervising Family Service Specialist 2 (Bilingual in Spanish and English) (PS6692K) (PS6694K) and (PS6697K) because they were not employed in the announced unit scopes.

ACTION:
B-55 DWAYNE PATRICK

Dwayne Patrick, represented by James Prusinowski, Esq., appeals the April 19, 2013 decision of the Division of Classification and Personnel Management which found that his position with the City of East Orange is properly classified as Fire Fighter. The appellant seeks a Fire Captain job classification.

ACTION:

B-56 CLAY SHERMAN

Clay Sherman appeals the decision of the Division of Classification and Personnel Management that the proper classification of his position with the Department of Environmental Protection is Environmental Specialist 3. The appellant seeks a Research Scientist 2 job classification.

ACTION:

B-57 MARVINA JACKSON

Marvina Jackson appeals the determination of the Division of Selection Services which found that she did not meet the requirements for the promotional examination for Supervising Program Support Specialist, Assistance Programs (PS8064K), Department of Human Services.

ACTION:

B-58 GEORGE ROSENTHAL

George Rosenthal appeals the promotional examination for Sheriff’s Officer Lieutenant (PC1226P), Passaic County.

ACTION:

B-59 SCOTT S. GODLEY

Scott S. Godley appeals his test results from the open competitive examination for Housing Inspector (M2268N), Middletown Township.

ACTION: