



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
NOVEMBER 5, 2015**

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

WITHDRAWAL OF APPEALS

The following appeals were withdrawn and removed from the hearing calendar:

Brad Pearson, Senior Correction Officer, Juvenile Justice Commission, Department of Law and Public Safety, suspension.

Dawn Williams, Judiciary Clerk 2, Judiciary, Camden Vicinage, release at end of working test period.

ACTION:

DISMISSAL FOR FAILURE TO APPEAR

The Civil Service Commission dismissed the following case without prejudice for failure to appear at the scheduled hearing before the Office of Administrative Law:

James Redmond, Senior Correction Officer, Southern State Correctional Facility, Department of Corrections, suspension.

ACTION:

SECTION A - HEARING MATTERS

A-1 SETTLEMENTS

Thomas Cottrell
South Woods State Prison
Department of Corrections
Removal

Jessica Leys
Woodbine Developmental Center
Department of Human Services
Removal

Perrin Maynes
Albert C. Wagner Youth Correctional Facility
Department of Corrections
Removal

Mariela Rivera
Essex County
Department of Corrections
Removal

Francis Sarno
Juvenile Justice Commission
Removal

Brian Skoblar
Judiciary
Cumberland/Gloucester/Salem Vicinage
Removal

Nancy Wilson
Superior Court of New Jersey
Camden Vicinage
Suspension

**RECOMMENDATION OF THE ADMINISTRATIVE LAW JUDGE IN
THE ABOVE CASES – SETTLEMENT**

ACTION:

A-2 CONNIE BREECH

Connie Breech, Police Sergeant, City of Asbury Park, Police Department, demotion to Police Officer and 30 working day suspension on charges of incompetency, inefficiency, or failure to perform duties; neglect of duty; and other sufficient cause.

Recommendation of the Administrative Law Judge – Uphold the demotion and reverse the suspension.

ACTION:

A-3 JOHN HUGATE

John Hugate, Automotive Mechanic, Department of Transportation, 20 working day suspension and removal effective November 18, 2014, on charges of other sufficient cause.

Recommendation of the Administrative Law Judge – Uphold the removal.

ACTION:

A-4 MARIE JEANPIERRE

Marie Jeanpierre, Human Services Assistant, North Jersey Developmental Center, Department of Human Services, removal effective October 8, 2013, on charges of conduct unbecoming a public employee and other sufficient cause.

Recommendation of the Administrative Law Judge – Reverse the removal.

ACTION:

A-5 NARESH RAJRAM

Naresh Rajram, Senior Building Maintenance Worker, Montclair State University, removal effective October 4, 2014, on charges of conduct unbecoming a public employee.

Recommendation of the Administrative Law Judge – Uphold the removal.

ACTION:

A-6 ABENA SIMON

Abena Simon, County Correction Officer, Hudson County, Department of Corrections, removal effective October 2, 2014, on charges of insubordination, conduct unbecoming a public employee, neglect of duty, and other sufficient cause.

Recommendation of the Administrative Law Judge – Uphold the removal.

ACTION:

SECTION B – MICELLANEOUS MATTERS

B-1 J.L. – CSC DOCKET NO. 2015-2237

J.L. appeals his rejection as a County Correction Officer candidate by Passaic County and its request to remove his name from the eligible list for County Correction Officer (S9999R) on the basis of psychological unfitness to perform effectively the duties of the position.

ACTION:

B-2 J.S. – CSC DOCKET NO. 2015-1067

J.S., represented by Melissa J. Brown, Esq., appeals his rejection as a Police Officer candidate by the Wildwood City Police Department and its request to remove his name from the eligible list for Police Officer (S9999R) on the basis of psychological unfitness to perform effectively the duties of the position.

ACTION:

B-3 KEVIN BISCHOFF – CSC DOCKET NO. 2015-2871

Kevin Bischoff appeals the decision of the Borough of Roselle which removed the appellant's name from the Fire Fighter (M2568M), Borough of Roselle eligible list on the basis that he refused to submit a urine sample during pre-employment processing.

ACTION:

B-4 TAIA CARTER – CSC DOCKET NO. 2015-2737

Taia Carter, represented by Charles M. Grossman, Esq., appeals the decision of the Division of Classification and Personnel Management, which upheld the removal of her name from the County Correction Officer (C9979M), Essex County eligible list, on the basis of her failure to properly complete pre-employment processing.

ACTION:

B-5 ROBERT REITZ – CSC DOCKET NO. 2015-2826

Robert Reitz, represented by Nancy A. Valentino, Esq., appeals the decision of the Division of Agency Services, which upheld the bypass of his name on the Police Sergeant (PM5156N), South Toms River, eligible list.

ACTION:

B-6 MARJORIE ARMENTA – CSC DOCKET NO. 2015-3062

Marjorie Armenta appeals the decision of the Division of Agency Services which found that her position with the Department of Military and Veterans Affairs is properly classified as Social Work Supervisor 3 Geriatrics. She seeks a Social Work Supervisor 2 Medical job classification.

ACTION:

B-7 MARIETTA CONTICELLI – CSC DOCKET NO. 2015-1639

Marietta Conticelli appeals the decision of the Division of Agency Services which found that her position with the Department of the Treasury is properly classified as Investigator 2, Taxation. She seeks an Investigator 1, Taxation job classification.

ACTION:

B-8 JESSICA COLLINS – CSC DOCKET NO. 2016-3

Jessica Collins appeals the decision of the Division of Agency Services that the proper classification of her position with the Department of Corrections is Personnel Aide 1. She seeks a Personnel Assistant 3 job classification.

ACTION:

B-9 KEVIN DICK – CSC DOCKET NO. 2015-2780

Kevin Dick appeals the decision of the Division of Agency Services which found that his position with the Millville School District is properly classified as Building Maintenance Worker/Maintenance Repairer. He seeks a Maintenance Repairer job classification.

ACTION:

B-10 EMMANUEL LEWIS – CSC DOCKET NO. 2016-612

Emmanuel Lewis appeals the decision of the Division of Classification and Personnel Management that determined the proper classification of his position with the Department of the Treasury is Senior Postal Clerk. He seeks a Principal Postal Clerk job classification.

ACTION:

B-11 KEVIN MORRISSEY – CSC DOCKET NO. 2015-2675

Kevin Morrissey appeals the decision of the Division of Agency Services which found that his position with the Department of Law and Public Safety's Division of State Police is properly classified as Senior Planner, Emergency Management. He seeks a Supervising Planner, Emergency Management job classification.

ACTION:

B-12 COMMUNITY SERVICE WORKER, BILINIGUAL IN SPANISH AND ENGLISH (M0331P), JERSEY CITY – CSC DOCKET NO. 2015-2777

The appointing authority requests permission not to make an appointment from the certification for Community Service Worker, Bilingual in Spanish and English (M0331P), Jersey City.

ACTION:**B-13 POLICE OFFICER (S9999R), BOROUGH OF LINCOLN PARK – CSC DOCKET NO. 2015-3221**

The Division of Agency Services requests that the Civil Service Commission order the Borough of Lincoln Park to return the November 14, 2014 certification (OL141501) of the eligible list for Police Officer (S9999R) for proper disposition.

ACTION:**B-14 MICHELE BADO – CSC DOCKET NO. 2015-2964**

The Division of Agency Services, on behalf of Jackson Township, requests that Michele Bado's out-of-title work experience be accepted as qualifying experience for the title of Assistant Purchasing Agent, Jackson Township.

ACTION:**B-15 JAMES JENKINS - CSC DOCKET NO. 2016-944**

The Division of Agency Services, on behalf of the Department of the Treasury, requests that James Jenkins' out-of-title work experience be accepted as qualifying experience for the title Records Analyst 3, Department of the Treasury.

ACTION:**B-16 CAROL RAINES – CSC DOCKET NO. 2016-1422**

The Division of Agency Services, on behalf of the Department of the Treasury, requests that Carol Raines' out-of-title work experience be accepted as qualifying experience for the title Technical Assistant 3, Department of the Treasury.

ACTION:

B-17 BYRON WRIGHT – CSC DOCKET NO. 2015-2858

The Division of Agency Services, on behalf of the Department of the Treasury, requests that Bryon Wright's out-of-title work experience be accepted as qualifying experience for the title Technical Assistant, Management Information Systems, Department of the Treasury.

ACTION:

B-18 STEPHANIE BARLAM - CSC DOCKET NO. 2016-1002

Stephanie Barlam appeals the determination of the Division of Agency Services which found that she did not meet the experience requirement for the open-competitive examination for Institutional Trade Instructor 1 Cooking (S0437T), Statewide.

ACTION:

B-19 THURMAN MILLER – CSC DOCKET NO. 2016-580

Thurman Miller appeals the determination of the Division of Agency Services that he was below the minimum requirements in experience for the promotional examination for Executive Assistant 2 (PS0469I), Department of Corrections, Garden State Youth Correctional Facility.

ACTION:

B-20 JOHN SEIGLE – CSC DOCKET NO. 2016-569

John Seigle appeals the determination of the Division of Agency Services that he was below the minimum requirements in experience for the promotional examination for Administrative Secretary (PM0106T), Trenton.

ACTION:

B-21 JOSHUA ZAITZ - CSC DOCKET NO. 2016-1036

Joshua Zaitz appeals the determination of the Division of Agency Services which found that he did not meet the experience requirements for the promotional examination for Contract Administrator 1 (PC0754S), Essex County.

ACTION:

B-22 S.J. - CSC DOCKET NO. 2015-2682

S.J., a Staff Clinical Psychologist 3 with the Woodbine Developmental Center, Department of Human Services, requests reconsideration of the final administrative decision, rendered on March 4, 2015, which denied her appeal of the determination of the Assistant Commissioner, 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-23 S.J. - CSC DOCKET NO. 2015-2679

S.J., a Staff Clinical Psychologist 3 with the Woodbine Developmental Center, Department of Human Services, requests reconsideration of the final administrative decision, rendered on March 4, 2015, which denied her appeal of the determination of the Assistant Commissioner, stating that only one of four allegations of a violation of the New Jersey State Policy Prohibiting Discrimination in the Workplace had been substantiated.

ACTION:

B-24 P.O. - CSC DOCKET NO. 2015-1865

P.O., an Inspector 3, Multiple Dwellings, appeals the determination of the Commissioner of the Department of Community Affairs, stating that the appellant failed to present sufficient evidence to support a finding that he had been subjected to a violation of the New Jersey State Policy Prohibiting Discrimination in the Workplace.

ACTION:

B-25 RUDDY CASTILLO – CSC DOCKET NO. 2015-3120

Ruddy Castillo, a former Laborer 1 with Union City, represented by John T. Herbert, Esq., requests that his withdrawn appeal of this removal, effective December 12, 2011, be reinstated and transmitted to the Office of Administrative Law for a hearing.

ACTION:

B-26 FRANCESCA MILLER - CSC DOCKET NO. 2016-440

Francesca Miller, a Clinical Nutritionist with the Department of Human Services, New Lisbon Developmental Center, appeals her lateral displacement in lieu of layoff to the same title at Trenton Psychiatric Hospital.

ACTION:

B-27 ASSISTANT BUSINESS ADMINISTRATOR (M0270R), JERSEY CITY SCHOOL DISTRICT – CSC DOCKET NO. 2015-3201

The Division of Agency Services requests enforcement of the decision rendered on November 6, 2014 that ordered a classification review of the position encumbered by Rhonda Curry, Jersey City School District.

ACTION:

B-28 AH’KALEEM FORD – CSC DOCKET NO. 2015-2281

Ah’Kaleem Ford, a County Correction Officer with Hudson County, requests enforcement of the decision rendered on July 31, 2013 which ordered that he be granted back pay, benefits, and seniority pursuant to *N.J.A.C. 4A:2-2.10* if he was reinstated following a determination of psychological fitness for duty.

ACTION:

B-29 DAVID NEGRA - CSC DOCKET NO. 2016-644

David Negra, a Police Officer with the City of East Orange, represented by Wolodymyr P. Tyshchenko, Esq., seeks enforcement of the decision of the Civil Service Commission in *In the Matter of David Negra, City of East Orange* (CSC, decided May 20, 2015), with respect to the scheduling of a fitness for duty examination.

ACTION:

B-30 CIVIL SERVICE COMMISSION MINUTES

Submitted for adoption are the Civil Service Commission minutes of its meeting of October 21, 2015.

ACTION:

B-31 DONNA EBERLE AND JENNIFER RODRIGUEZ – CSC DOCKET NO. 2016-1 AND 2016-2

Donna Eberle appeals the decision of the Division of Agency Services (Agency Services) that the proper classification of her position with the Department of Corrections (Corrections) is Manager 1, Human Resources. Jennifer Rodriguez appeals the decision of Agency Services that the proper classification of her position with Corrections is Personnel Assistant 1. The appellants seek a Manager 2, Human Resources job classification.

ACTION:

B-32 DONALD JERVIS – CSC DOCKET NO. 2016-439

Bloomfield Fire Officers FMBA Local 219, represented by Craig Gumpel, Esq., appeals the June 24, 2015 decision of the Division of Agency Services which found that Donald Jervis' position is properly classified as Fire Captain. It seeks a Deputy Fire Chief job classification.

ACTION:

B-33 GREGORY LARSEN – CSC DOCKET NO. 2015-2723

Gregory Larsen appeals the decision of the Division of Agency Services which found that his position with the Department of Law and Public Safety's Division of State Police is properly classified as Senior Planner, Emergency Management. He seeks a Principal Planner, Emergency Management job classification.

ACTION:

B-34 GAIL TARR – CSC DOCKET NO. 2015-2505

Gail Tarr appeals the decision of the Division of Agency Services which found that her position with the Department of Banking and Insurance is correctly classified as Administrative Assistant 2. She seeks an Administrative Assistant 1 job classification.

ACTION:

B-35 STEPHEN MATIS – CSC DOCKET NO. 2015-3220

Stephen Matis, a Supervising Auditor with the Department of Environmental Protection, appeals the determination of the Division of Agency Services that he does not meet the experience requirements for the promotional examination for Manager 3 Fiscal Resources (PS9630G), Department of Environmental Protection.

ACTION:

B-36 CHAD REED – CSC DOCKET NO. 2016-951

Chad Reed appeals the determination of the Division of Agency Services which found that he did not meet the experience requirements for the open competitive examination for Fire Official (M0314T), Lawrence.

ACTION:

B-37 STUART COBB – CSC DOCKET NO. 2016-572

Stuart Cobb appeals the determination of the Division of Agency Services that he did not meet the experience requirements for the open-competitive examination for Occupational Safety Consultant 2 (S0186T), Statewide.

ACTION:

B-38 SUSSANA EISENMANN – CSC DOCKET NO. 2016-1031

Sussana Eisenmann appeals the decision of the Division of Agency Services which found that she did not meet the educational requirements for the promotional examination for Accounting Assistant (PM0698T), Oakland.

ACTION:

B-39 KEITH JONES – CSC DOCKET NO. 2015-2696

Keith Jones, a former Senior Building Maintenance Worker with New Jersey City University, requests that the Civil Service Commission reinstate his appeal of his removal, which was dismissed based on his failure to appear at a scheduled settlement conference.

ACTION:

B-40 KEVIN JONES, JR. – CSC DOCKET NO. 2016-1522

The Borough of Belmar requests that the provisions of *N.J.A.C. 4A:4-7.1A(b)* be relaxed in order to permit the retroactive intergovernmental transfer of Kevin Jones, Jr. to the title of Police Officer from the Borough of Lake Como.

ACTION:

B-41 KIYRA JONES-THOMPSON – CSC DOCKET NO. 2016-1027

Kiyra Jones-Thompson appeals the determination of the Division of Agency Services which found that she did not meet the education requirements for the open competitive examination for Classification Officer Apprentice (S0424T), Statewide.

ACTION:

B-42 CYNTHIA FERGUSON *ET AL.* – CSC DOCKET NO. 2016-1014

Cynthia Ferguson, Therese McGrath, Shonette Trotman and Robert Wranovics appeal the determinations of the Division of Agency Services which found that Cynthia Ferguson, Therese McGrath, and Robert Wranovics did not meet the experience requirements, and Shonette Trotman did not meet the experience requirements, per the substitution clause for education, for the open-competitive examination for Field Representative, Housing (Housing Assistance Program) (S0517T), Statewide.

ACTION:

B-43 DANA BASILE, ET AL. – CSC. DOCKET NO. 2015-978

Dana Basile, Errol English, Craig Leshner, Cynthia Rome and Carol Seekamp appeal the determinations of the Division of Classification and Personnel Management that their positions with the Department of Banking and Insurance are properly classified as Investigator 2. The appellants seek Investigator 1 job classifications.

ACTION:

B-44 JEHAN HALIM – CSC DOCKET NO. 2016-627

Jehan Halim appeals the decision of the Division of Agency Services that the proper classification of her position with the Department of Environmental Protection is Environmental Engineer 3. She seeks an Environmental Engineer 4 job classification.

ACTION:

B-45 TARSHA MORTON-COOK – CSC DOCKET NO. 2015-3275

Tarsha Morton-Cook appeals the decision of the Division of Agency Services that the proper classification of her position in the Office of the Public Defender is Senior Clerk Typist. She seeks a Legal Secretary 2 job classification.

ACTION:

B-46 C.G. – CSC DOCKET NO. 2015-3229

C.G., a Secretarial Assistant 1 (Non-Stenographic) with the Department of Transportation, appeals the decision of the Deputy Commissioner, which found that the appellant did not 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 (State Policy).

ACTION:

B-47 C.G. – CSC DOCKET NO. 2015-3130

C.G., a Secretarial Assistant 1 (Non-Stenographic) with the Department of Transportation, appeals the decision of the Deputy Commissioner, which found that the appellant did not 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-48 P.F. – CSC DOCKET NO. 2015-2571

P.F., a management-level employee with Greystone Park Psychiatric Hospital, Department of Human Services, appeals the determination of the Equal Employment Opportunity Director, which did not substantiate the appellant's allegation of retaliation.

ACTION:


B-49 DARIN MCCLENNY – CSC DOCKET NO. 2016-668

Darin McClenny, a Senior Correction Officer, Central Reception and Assignment Facility, Department of Corrections, petitions the Civil Service Commission for reconsideration of the final decision rendered on July 15, 2015, which granted the appointing authority’s motion for summary decision and upheld the removal of McClenny, effective January 2, 2015.

ACTION:

B-50 CHANGE IN CLASSIFICATION PLAN – TITE INACTIVATION

The Division of Agency Services requests the inactivation of the Audit Account Clerk, Typing title series in State service and the Senior Account Clerk Typing, Bilingual in Spanish and English title in local service.



MEMORANDUM

DATE: October 22, 2015

TO: Civil Service Commission

FROM: Kenneth Connolly, Director
Division of Agency Services *KC*

SUBJECT: Change in State Classification Plan

State and Local Government

The Division of Agency Services requests the inactivation of four typing variant titles which have been identified as superfluous. Most positions now require some level of proficiency in keyboarding/typing information into a computer or other key entry device. Maintaining separate titles for this function is unnecessary by today’s standards. The titles are all unencumbered.

We have notified union representatives of our plans to inactivate and provided them with the opportunity to review and comment.

The effective date of inactivation will be the first pay period that follows the Commission’s approval of the action.

State Title Inactivations

Principal Audit Account Clerk, Typing
R12-21634C C 3512

Senior Audit Account Clerk, Typing
A08-21633C C 3512

Audit Account Clerk, Typing
A06-21632C C 3512

Local Title Inactivation

Senior Account Clerk Typing, Bilingual Spanish and English
05225 C Local

KC/JT/GB/TL

www.state.nj.us/csc

ACTION:

**B-51 FINGERPRINT PROCESSING TECHNICIAN APPRENTICE
CSC DOCKET NO. 2016-1466**

The Division of Agency Services recommends reallocation of the Fingerprint Processing Technician Apprentice title to the non-competitive division of the career service in accordance with *N.J.A.C. 4A:3-1.2*.

ACTION:

**B-52 REGULATORY OFFICER 3, BANKING AND INSURANCE
CSC DOCKET NO. 2016-1468**

The Division of Agency Services recommends reallocation of the Regulatory Officer 3, Banking and Insurance title to the non-competitive division of the career service in accordance with *N.J.A.C. 4A:3-1.2*.

ACTION:

B-53 J.W. – CSC DOCKET NO. 2016-634

J.W., a Charge Nurse, 12 months with the Department of Human Services, Ancora Psychiatric Hospital, appeals the decision of the Assistant Commissioner, Human Resources, which found that the appellant did not 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-54 THOMAS HUBBARD – CSC DOCKET NO. 2015-2811

Thomas Hubbard, an Assistant District Parole Supervisor with the State Parole Board, request a waiver of repayment of a salary overpayment, pursuant to *N.J.S.A. 11A:3-7*

ACTION: