



The Reporter

News from the Civil Service Commission

<https://nj.gov/csc>

March 2023

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Welcome to Issue 14 of *The Reporter*!

The new year has brought changes to the Civil Service Commission (Commission). After 35 years of public service, Chair/Chief Executive Officer (CEO) Deirdré L. Webster Cobb, Esq. has retired. During her tenure with the Commission, Chair Webster Cobb implemented numerous programs and initiatives which focused on partnerships with stakeholders, streamlining Civil Service system processes, fair and equitable compensation, and diversity, equity and inclusion. We thank the Chair for her service and wish her all the best on her retirement.



Allison Chris Myers
Acting Chair/Chief Executive Officer

I am honored that Governor Philip D. Murphy has appointed me as the Acting Chair/CEO to succeed Chair Webster Cobb. I have been with the Commission for over 20 years in various positions, including Director of the Division of Appeals and Regulatory Affairs and Deputy Chair/CEO. In my new role, I will continue to assist public-sector employers and employees in addressing and resolving their employment concerns. As I have stated, our aim every day is to better serve the people of New Jersey through the selection and appointment of its public servants based on relative knowledge, skills, and abilities while ensuring equal employment opportunities at all levels of public service.

In this Issue of *The Reporter*, we highlight Commission decisions that discuss such opportunities through accommodation requests in examinations and a list bypass appeal. We also summarize several court decisions on appeal from Commission determinations. In addition, we present the organizational changes that have been made at the Commission to better serve our stakeholders. We hope you find Issue 14 informative, and I welcome you to contact my office and the operating divisions of the Commission for your employment needs.

May 2023 bring you continued good health and new and exciting opportunities.

Sincerely,

Allison Chris Myers
Acting Chair/Chief Executive Officer
Civil Service Commission

CIVIL SERVICE COMMISSION DECISIONS

N.J.A.C. 4A:4-2.14(a) provides that otherwise qualified applicants with disabilities may request an accommodation in taking an examination by indicating their request on the examination application and, upon receipt, the Commission shall make reasonable accommodation where appropriate and notify the candidate of the arrangements.

Set forth below are cases decided by the Commission where it found in one case that an accommodation must be requested in order to be afforded, equity dictated that a remedy be fashioned in another case when the requested accommodation was not provided, and in the third case, the proper accommodation was received.

Additionally, a reconsideration of a list bypass appeal is presented where the Commission remanded the matter to the appointing authority to re-interview candidates in person and to re-dispose a certification. This case illustrates the Commission's mandate to ensure that candidates are afforded equal employment opportunities.

Accommodation Request Not Communicated

In the Matter of C.N.
(CSC, decided September 21, 2022)

C.N. appealed the test administration and requested a make-up for the Senior Technician, MVC (PS2743T), Motor Vehicle Commission, promotional examination. C.N. took the examination and failed. She appealed, stating that she was unprepared for the examination type, administered by computer instead of by paper, and needed accommodations under the Americans with Disabilities Act (ADA) for the examination. She argued that she was not afforded such accommodations and should be permitted to retake the test with those accommodations although she did not check the box requesting an ADA accommodation on her application. C.N. also did not appeal the administration of the test on the examination date. Instead, she waited until she received the results of the examination to file an appeal.

The Commission found that it is the candidate's obligation to inform the Commission of a disability. Otherwise, it is unknown what type of accommodation may be needed. If candidates check "yes," they are contacted by staff who will request the necessary type of medical

documentation, verify the information, and provide approval. Without such approval, the Commission cannot provide accommodations and cannot know what accommodations should be provided. Candidates cannot request these accommodations after an examination has already been administered, and there are no provisions in the rules for a retest. Therefore, C.N.'s appeal was denied.

Accommodation Not Afforded

In the Matter of M.D.
(CSC, decided September 21, 2022)

M.D. was approved for an accommodation in accordance with the ADA for the Police Sergeant examination administered on February 26, 2022. A review of the Center Supervisor report indicated that after testing had concluded, M.D. approached the Center Supervisor and explained that he was an ADA candidate with an approved accommodation. The Center Supervisor also reported that when M.D. arrived at the test site, he did not approach testing staff to indicate that he was an ADA candidate. M.D. filed an appeal of the test administration.

Upon its review, the Commission noted that it was not clear from the record why M.D. did not notify testing staff upon arriving at the test site that he was to receive an accommodation of extra time. Nonetheless, the Commission indicated that this agency is in the best position to know when an examination is scheduled, who will be participating, and which of those candidates have been approved for an accommodation. As such, the Commission determined that equitable relief was warranted in M.D.'s case given that he had an approved accommodation that was not provided on the test date.

Accordingly, the Commission ordered that M.D. be offered the opportunity for a make-up examination. A make-up examination for Police Sergeant would contain substantially different or entirely different questions from the original examination. The Commission emphasized that M.D. was not required to take a make-up, but rather, this was the remedy that was being provided to him should he choose to accept it. The Commission further noted that should M.D. determine to take the make-up examination, his original score would remain active until his make-up score is issued, which would replace his original score at that time.

Accommodation Properly Received

In the Matter of B.M.
(CSC, decided September 21, 2022)

The Police Sergeant examination administered on February 26, 2022 consisted of two parts: a video-based portion and a multiple-choice portion. B.M. was approved for an accommodation, *i.e.*, additional time to complete the test, in accordance with the ADA. In an untimely appeal filed after the test administration date, B.M. claimed, in pertinent part, that for the video portion, he was not provided with a reasonable accommodation. Specifically, he argued that as he “began [his] exam [he] was surprised to hear that extra time would not be given to [him] for the video component because this part of the exam was a ‘real time’ scenario. Yet, the questions being asked [were] still written and need[ed] to be answered by reading them.”

Upon its review, the Commission noted that the video portion was guided. In that regard, candidates were instructed, in pertinent part, “During the video portion you will be shown two scenarios requiring your attention . . . The narration in the video will instruct you to bubble your responses on your answer sheets . . . As the video progresses, questions will be presented for you to answer in the time provided. The questions will be clearly indicated as they appear on the screen and will be read aloud by the narrator on the video.” As such, each question was read aloud to the candidates, and candidates were required to mark their response in the time provided for each item in their test booklet. All candidates were given the same amount of time to provide their responses, which were based on the situation presented in the scenario.

Accordingly, the Commission determined that B.M. received the proper accommodation on the test date, *i.e.*, additional time to complete the test only for those portions of the test that he was required to read the questions and for the supplemental material needed to answer those questions.

List Bypass Appeal

In the Matter of P.S.
(CSC, decided November 2, 2022)

P.S. had been bypassed on a certification for a position for Administrative Analyst 3 in the Department of Labor and Workforce Development. He argued that he had been bypassed due to his disabilities and experienced technical difficulties during his virtual interview, which impacted his performance. Upon its review, the Commission remanded the matter back to the appointing authority to re-interview the candidates in person and re-dispose of the certification. See *In the Matter of P.S.* (CSC, decided June 15, 2022).

In its request for reconsideration, the appointing authority argued that the Commission’s decision was a clear, material error as it did not receive P.S.’s reply to its response to the appeal. It petitioned the Commission to reconsider its decision to allow it the opportunity to thoroughly investigate the matter and provide a timely response. However, the Commission found that the appointing authority did not meet the standard for reconsideration. It indicated that the determinative facts in its decision were that P.S. has a disability, P.S. experienced technical difficulties during his virtual interview, and P.S. claimed that these technical difficulties impacted his performance. As such, there was no new evidence or clear material error that had been presented by the appointing authority that changed the Commission’s decision.

The Commission noted that, regardless of the appointing authority’s intentions, due to the extenuating circumstances presented in this matter, it could not determine whether the appointments were based on merit and fitness as required under the State Constitution and other applicable Civil Service law and rules. Therefore, the remand was appropriate.

**Fiscal Year 2023
State Salary Regulations**

At its meeting on September 21, 2022, the Commission recorded the Salary Regulations for Fiscal Year 2023 via the Compensation Compendium, which included the following sections: Section 1 - Aligned Salary Regulation, Deputy Attorneys General, State Investigator Detectives, Non-Aligned Salary Regulation, Management Salary Regulation, Management Salary Program, and Attachments A and B; Section 2 - Emergency Conditions Salary Regulation; Section 3 - Special Incentive Salary Programs; Section 4 - Miscellaneous Salary Regulation; Appendix A, including Employee Relations Group List, Collective Bargaining Representatives, Salary Schedules, Single Rates and Trainee/Apprentice Rates; and Appendix B, including State Benefits Programs and Index.

The Compensation Compendium had been approved by former Chair/CEO Deirdré L. Webster Cobb, Esq., and Lynn Azarchi, Acting Director, Office of Management and Budget, and may be found on the [Commission's website](#).

Set forth below are several decisions rendered during the first half of 2022 by the Superior Court of New Jersey, Appellate Division, on appeal from final determinations of the Commission. Unless otherwise noted, the Appellate Division opinions have not been approved for publication. As such, their use is limited in accordance with R. 1:36-3 of the New Jersey Court Rules. Full texts of the opinions may be searched on the [New Jersey Courts' website](#).

Protracted Proceedings

***In the Matter of Michael Chase,
Township of Irvington, Docket No. A-3724-19
(App. Div. January 11, 2022)***

The Appellate Division affirmed the Commission's decision in *In the Matter of Michael Chase (CSC, decided April 29, 2020)*, which modified a Police Chief's removal to a six-month suspension. Michael Chase was removed for ordering Police Officers to take his wife's vehicle to be repaired during work hours. Chase appealed to the Commission and the matter was transmitted to the Office of Administrative Law (OAL). The Administrative Law Judge (ALJ) recommended sustaining some of the charges and rejecting others. The ALJ also recommended modifying the removal to a six-month suspension. The Commission agreed that a six-month suspension was appropriate. The appointing authority appealed to the Appellate Division, arguing that Chase should have been terminated. It claimed that the Commission ignored Chase's prior disciplinary history and the severity of his offenses, asserting, as a Police Chief of Irvington, he was held to a higher standard. Moreover, it argued that, since Chase had reached the mandatory retirement age during the administrative proceedings, he would not experience repercussions from the six-month suspension because he was paid through his date of retirement. The Appellate Division affirmed the Commission's decision because it found that the ALJ did not ignore Chase's disciplinary history, but found it insignificant, and most of the charges were not sustained. It also found that since there was no allegation that Chase caused a delay in the hearings, which took more than five years, "[p]rotracted proceedings resulting in a favorable situation for Chase do not support the imposition of a harsher penalty than the one reasonably determined by the [Commission]."



Summary Decision***In the Matter of Alejandro Perez, Kean University*
Docket No. A-3769-19
(App. Div. February 15, 2022)**

The Appellate Division affirmed the Commission's decision in *In the Matter of Alejandro Perez* (CSC, decided May 20, 2020), which upheld the removal of a Campus Police Officer from employment via summary decision. Alejandro Perez was removed for, among other reasons, making derogatory and insensitive comments about a student he was called to assist and being untruthful. Perez appealed his removal to the Commission, and the matter was transmitted to the OAL. The ALJ recommended upholding Perez's removal via summary decision. The Commission adopted the ALJ's recommendation. Perez then appealed to the Appellate Division, arguing that there were deficiencies at the departmental hearing. The Appellate Division found that the Commission undertook an "independent evaluation of the record" by considering the evidence anew and its decision was not based on the departmental hearing. Further, it found that the expert report did not address material facts, which were not in dispute, and focused entirely on procedural aspects of the internal affairs investigation. Therefore, the Appellate Division determined that the "unassailable evidence in the record established the nature and severity of Perez's misconduct" and "summary decision was appropriate."

Resignation in Good Standing***In the Matter of Thalia Tretsis, Middlesex County, Sheriff's Officer, Docket No. A-3682-19*
(App. Div. February 15, 2022)**

The Appellate Division affirmed the Commission's decision in *In the Matter of Thalia Tretsis* (CSC, decided April 29, 2020), which adopted the ALJ's recommendation to modify the removal of a Sheriff's Officer to a resignation in good standing due to a work-related injury. Thalia Tretsis was removed in September 2017 for the inability to perform the essential functions of the job after she suffered a work-related knee injury in 2015 and did not make a full recovery. Tretsis appealed her removal to the Commission and the matter was transmitted to the OAL. The ALJ recommended modifying Tretsis'

removal to a resignation in good standing. The Commission adopted the ALJ's recommendation. Thereafter, Tretsis appealed to the Appellate Division, arguing that the Commission ignored evidence indicating that she recovered and can now perform the duties of a Sheriff's Officer. However, the Appellate Division affirmed, as it found that "the record amply support[ed] the Commission's determination that [the] appellant could not perform the duties of the [S]heriff's [O]fficer position when respondent removed her from employment in 2017."

Untimely Psychological Report***In the Matter of J.D., Police Officer (S9999U), City of Bayonne*
Docket No. A-1271-20 (App. Div. February 23, 2022)**

The Appellate Division affirmed the Commission's decision in *In the Matter of J.D.* (CSC, decided November 24, 2020), which denied a Police Officer candidate's request to reopen his appeal of removal from an eligible list due to psychological reasons. Upon J.D.'s appeal, the parties were notified that the City of Bayonne was required to submit its pre-appointment psychological report within 20 days and J.D. had 90 days from the date of his appeal to submit his rebuttal report. J.D.'s psychologist indicated that she needed additional documents to properly write her report, and J.D. sought two 45-day extensions, which were granted. Thereafter, J.D. was informed that his appeal was closed because, despite being granted a 90-day extension to submit an independent psychological report, he failed to do so. One and one-half months after his appeal was closed, J.D. requested to reopen his appeal and submit the report prepared by his psychologist, who found him psychologically suitable. The Commission denied his request. Although the time period for filing psychological reports could be extended for good cause, the Commission indicated that the timeframes needed to be strictly enforced and J.D. had failed to establish good cause for a third extension. J.D. appealed to the Appellate Division, which affirmed the Commission's decision as neither J.D. nor his psychologist provided any explanation why the independent psychological report could not have been prepared before the Commission's twice-extended deadline. The Appellate Division was satisfied that "the Commission appropriately weighed and considered the potential prejudice to employees of the City's police department after [J.D.'s] removal from the eligibility list in denying [J.D.'s] application."

Modification to Minor Discipline

***In re Young*
471 N.J. Super. 169 (App. Div. 2022)**

In a published decision, the Appellate Division affirmed the Commission’s decision in *In the Matter of Mickey Young* (CSC, decided September 16, 2020), which dismissed the disciplinary appeal due to the Commission’s lack of jurisdiction to review the appeal. Mickey Young, a Painter with the Department of Human Services (DHS), had been suspended for 15 days due to a disparaging email he wrote. Young appealed to the Commission. However, DHS reduced Young’s suspension to five days, rendering the matter as minor discipline and divesting the Commission of its jurisdiction and Young’s right to a hearing at the OAL. DHS moved for summary decision. Accordingly, the Commission dismissed Young’s appeal for its lack of jurisdiction. Young appealed to the Appellate Division, arguing, among other things, that the appeal process set forth in the collective negotiations agreement (CNA) for minor discipline denied him the opportunity to remove the charges from his personnel file. The CNA established a Joint Union Management Panel (JUMP) to review disciplinary suspensions of one through five days. Upon its review, the Appellate Division noted that JUMP could dismiss Young’s penalty and, if there were any misgivings about the adequacy of the appeal process set forth in the CNA, they should be directed to the union and the State which negotiated the agreement. Moreover, the Appellate Division affirmed the Commission’s decision, as there was no language in the Civil Service “Act or Administrative Code [that] prohibit[ed] an appointing authority from reducing a penalty after the [Final Notice of Disciplinary Action] FNDA is issued.”

Evidentiary Hearing Not Required

***In the Matter of David Niland,*
Police Chief (PM0169A), Clifton
Docket No. A-1775-20 (App. Div. March 16, 2022)**

The Appellate Division affirmed the Commission’s decision in *In the Matter of David Niland* (CSC, decided January 20, 2021), which denied a Police Chief candidate’s appeal of his bypass on an eligible list, finding that the denial of the appeal without an evidentiary hearing was supported by the record and consistent with applicable law. David Niland appealed his bypass on a certification for an appointment as a Police Chief. The appointing authority bypassed Niland

in favor of the second-ranked candidate. Niland appealed to the Commission, asserting, among other things, that he was the superior candidate and he was bypassed based on favoritism, nepotism, and political reasons. Additionally, Niland argued that no weight should be placed on the interview. He requested that the matter be transmitted to the OAL for a hearing as a contested case. The Commission denied his appeal as Niland did not provide any substantive evidence beyond mere allegations that his bypass was motivated by improper reasons. Therefore, there were no material facts in dispute that warranted a hearing. The Commission noted that it was proper for the appointing authority to rely on the second-ranked candidate’s “Acting” experience, as well as his other experience. Further, it was within the appointing authority’s discretion to conduct interviews and there is no requirement that they be structured. Thereafter, Niland appealed to the Appellate Division, which affirmed the Commission’s denial of Niland’s appeal without an evidentiary hearing since the “Commission’s decision was supported by the record and consistent with applicable law.”

Untimely Appeal

***In the Matter of Steven Ramzi, Weehawken*
Township, Department of Public Safety
Docket Nos. A-1976-19 and A-4540-19
(App. Div. April 8, 2022)**

The Appellate Division affirmed the Commission’s decision in *In the Matter of Steven Ramzi* (CSC, decided CSC, decided December 4, 2019), which denied a former Police Officer a hearing where his appeal of removal from employment was untimely, as his purported appeal letter demonstrated questionable authenticity. Steven Ramzi was removed for using and distributing steroids, a controlled dangerous substance. The FNDA was sent to him via certified mail on January 17, 2019. However, his letter of appeal was postmarked August 15, 2019. Therefore, Ramzi’s request for a hearing was denied since his appeal was not perfected within 20 days as required under N.J.S.A. 11A:2-15. In Ramzi’s request for reconsideration, he submitted certifications from his attorney and a paralegal from his attorney’s law office that indicated that Ramzi received the FNDA on January 22, 2019, and the appeal was sent to the Commission and the OAL via certified mail on February 11, 2019.

Continued on Page 7

Ramzi produced a copy of the appeal letter which stated, "VIA CERTIFIED MAIL," but his attorney indicated that the receipts could not be found due to the office relocating. Ramzi also stated that he was advised that the \$20 appeal fee was not submitted and he had to resubmit all documents. His attorney then resubmitted the appeal, where the February 11, 2019 letter clearly indicated "VIA REGULAR MAIL." The Commission noted that neither it nor the OAL received the appeal in February 2019 and the copy of the purported letter sent in February 2019 clearly stated, "VIA REGULAR MAIL." Therefore, the Commission found that the appeal was not mailed in February 2019, and it denied Ramzi's request for reconsideration since his appeal that was postmarked August 15, 2019 was untimely. On appeal to the Appellate Division, the court affirmed the Commission's decision "because its decision was supported by the evidence and it was not clearly mistaken." The Appellate Division also addressed issues in Ramzi's consolidated appeal of an August 14, 2020 order entered by the Law Division, which granted Weehawken's motion for summary judgment. In that case, Ramzi challenged his termination on procedural grounds, which included claims concerning the Faulkner Act and the Open Public Meetings Act (OPMA). The court indicated that the Commission had primary jurisdiction regarding Ramzi's removal from employment, but noted, among other things, that Weehawken had a "council-manager" form of government, its manager had the sole authority to terminate Ramzi, and OPMA was not violated as Ramzi was not entitled to a "Rice" notice.

Central Registry of Offenders

In the Matter of D.M., Department of Health, Ann Klein Forensic Center, Docket No. A-4909-18 and A-5705-18 (App. Div. June 2, 2022)

The Appellate Division affirmed the Commission's decision in [In the Matter of D.M. \(CSC, decided July 31, 2019\)](#), which removed a Senior Medical Security Officer from employment. D.M. was removed for committing an act of physical abuse against an individual with developmental disabilities, which resulted in the Office of Program Integrity and Accountability (OPIA) placing his name on the Central Registry of Offenders pursuant to *N.J.S.A. 30:6D-77*. In addition to appealing his placement on the Central Registry of Offenders, D.M. appealed his removal to the

Commission, and the matter was transmitted to the OAL. The ALJ recommended reversing the removal, finding that D.M. was not reckless or acting in careless disregard against the individual in question under the totality of the circumstances. The Commission rejected the ALJ's recommendation and upheld the removal. The Appellant Division affirmed OPIA's decision to place D.M. on the Central Registry of Offenders as it found that the ALJ failed to account for the extensive testimony of Ann Klein's Director of Training that D.M.'s actions were not in accord with his training. Consequently, it also found that the Commission's decision to remove D.M. was "justified" as no person who is placed on the Central Registry of Offenders can be employed by a State facility.

Unreliable Drug Test Results

In the Matter of Eric Beagin, City of Paterson, Fire Department, Docket No. A-1946-19 (App. Div. June 28, 2022)

The Appellate Division reversed the Commission's decision in [In the Matter of Eric Beagin \(CSC, decided December 4, 2019\)](#), which upheld the removal of a Fire Fighter from employment. Eric Beagin was removed for testing positive for oxycodone. Beagin appealed his removal to the Commission, and the matter was transmitted to the OAL. At the OAL, the only issue that Beagin was contesting was the validity of the drug test results at the State Laboratory (Lab). The ALJ recommended reversing the removal. However, the Commission upheld the removal, as the Acting Director of the Lab testified that the cutoffs and procedures that the Lab used in calibrating the equipment in this matter were industry standards which were well established based on the federal government's urine testing program for the military. Additionally, Beagin's expert did not refute that the industry standard exists or that the Lab inappropriately followed the standard. On appeal, the Appellate Division reversed Beagin's removal because it found that the Acting Director of the Lab never addressed the issue of whether the testing equipment was calibrated to be biased high and the Commission shifted the burden to Beagin to prove how the industry standard was applied. Further, the Appellate Division indicated that although it would normally remand for additional factfinding, since the parties stipulated that a finding that the testing was unreliable would result in the removal being reversed, it ordered Beagin to be reinstated.

REGULATORY UPDATE

Readoption of Chapters 1, 2, 5, 9, and 10 of the New Jersey Administrative Code

At its September 21, 2022 meeting, the Commission approved the readoption of rule chapters 1, 2, 5 (with amendment), 9, and 10. The readoptions were proposed at the Commission's April 27, 2022 meeting and published in the June 6, 2022 issue of the *New Jersey Register*. A public hearing was held on July 20, 2022, and no comments were received. The readoptions were published in the *New Jersey Register* on October 17, 2022. The effective date of the readoptions was September 21, 2022, and the new expiration date for these rule chapters is September 21, 2029.

N.J.A.C. 4A:1, General Rules and Department Organization, concerns the purpose and scope of the rules and definitions, public records, organization of the Commission and the responsibility of the Chairperson, definitions, delegations, pilot programs, and disability discrimination grievance.

N.J.A.C. 4A:2, Appeals, Discipline and Separations, addresses Civil Service appeals, including appeal processing fees, different appeal categories, major and minor discipline, resignations, and grievances.

N.J.A.C. 4A:5, Veterans and Disabled Veterans Preference, sets forth the types of military service qualifying an individual for veterans preference for purposes of Civil Service appointments and the definition of the preference. The rule was amended to expand the preference to individuals who were awarded a medal for serving in certain campaigns or expeditions.

N.J.A.C. 4A:9, Political Subdivisions, contains general provisions regarding the procedures that follow when a political subdivision of the State, by referendum, adopts Title 11A.

N.J.A.C. 4A:10, Violations and Penalties, concerns violations of Civil Service law and rules and prohibited types of political activity.

To view regulations and laws which affect Civil Service employees and employers, please visit our [Regulations and Laws](#) page. For information on proposed and recently adopted regulations, please visit our [Proposed and Recently Adopted Regulations](#) page. If you wish to register for the Rules e-Notification system, which emails recipients regarding Civil Service regulatory activity, please click [here](#).

Readoption of Chapters 3, 4, 6, 7, and 8 of the New Jersey Administrative Code

At its August 24, 2022 meeting, the Commission approved the readoption of expiring rule chapters 3, 4, 6, 7, and 8. The rule chapters are due to expire on April 20, 2024, June 21, 2024, November 15, 2023, November 5, 2022, and November 15, 2023, respectively. The Commission found that these chapters were necessary, proper, reasonable, efficient, understandable, and responsive to the purposes for which they were originally promulgated, as amended and supplemented over time, and should be readopted without amendment.

The effective date of the readoptions was August 25, 2022, and the readoptions were published in the *New Jersey Register* on October 3, 2022. The new expiration date for these rule chapters is August 25, 2029.

N.J.A.C. 4A:3, Classification, Services, and Compensation, concerns the allocation of titles in the career and unclassified services, the Senior Executive Service, the classification and compensation system, and overtime compensation.

N.J.A.C. 4A:4, Selection and Appointment, addresses types of appointments, competitive examinations, eligible lists, certifications from eligible lists, working test periods, examination and selection disqualification, including medical and psychological disqualification appeals, and employee movements, such as intergovernmental transfers and lateral title changes.

N.J.A.C. 4A:6, Leaves, Hours of Work, and Employee Development, sets forth rules pertaining to leaves of absence, hours of work in State service, Supplemental Compensation on Retirement, human resource development programs, the Performance Assessment Review program in State service, and the awards program.

N.J.A.C. 4A:7, Equal Employment Opportunity and Affirmative Action, contains provisions regarding equal employment opportunity and the State Policy Prohibiting Discrimination in the Workplace.

N.J.A.C. 4A:8, Layoffs, concerns procedures pertaining to layoffs and layoff rights.

Law Enforcement Examination Preparatory Course and Law Enforcement Mentoring Program

As reported in [Issue 10](#) of *The Reporter*, on September 28, 2021, Governor Philip D. Murphy signed bills into law relating to the promotion of diversity among law enforcement positions throughout the State. The first law, S2765 (P.L. 2021, c. 234), which took immediate effect, called for, among other things, the Commission’s sponsoring of a free or low cost preparatory course for the entry-level law enforcement examination.

The second law, S2766 (P.L. 2021, c. 235), required the Commission to establish and maintain a mentoring program for certain Civil Service law enforcement applicants with a purpose of helping them address obstacles unique to their circumstances. This law will take effect on March 1, 2023.

In response, the Commission’s Office of Diversity Programs (ODP) announced a free preparatory course for the entry-level law enforcement examination. Qualified applicants may register for the **Law Enforcement Examination Preparatory Course** on a dedicated [webpage](#). As noted in the law, the course is intended for New Jersey residents of any low-income community or any municipality in the State with at least one “qualified opportunity zone.”

ODP has also prepared the launch of the **Law Enforcement Mentoring Program**, which will commence in March 2023. Since its announcement, ODP has received great interest in the program. Mentors and Mentees were notified of their participation in January 2023.

The program guidelines include the Mentors:

- having regular engagement with their Mentees, monitoring progress, providing direction, and helping and giving advice as needed;
- scheduling recurring meetings and activities with their Mentees;
- attending scheduled meetings;
- maintaining confidentiality with their Mentees as appropriate; and
- completing and submitting program assessment reports as needed.

Mentees will be responsible for:

- regular engagement with and responsiveness to their Mentors;
- regular attendance at scheduled meetings;
- commitment to developing new skills and knowledge;
- seeking guidance and advice from their Mentors as needed;
- completing and submitting program reports to their Mentors as needed; and
- accepting responsibility for personal career development.

For more information about the various initiatives and events of ODP, please visit its webpage or contact the office at DiversityOffice@csc.nj.gov.

Next Advisory Board Meetings for 2023

Additional details will become available at a later date.

Human Resources Advisory Board Meetings

April 4, 2023
July 11, 2023
October 3, 2023

10:00 a.m. to 12:00 p.m.

Fire Advisory Board Meeting

July 25, 2023

1:00 p.m. to 2:30 p.m.

Police Advisory Board Meetings

April 25, 2023
July 25, 2023
October 24, 2023

10:00 a.m. to 11:30 p.m.

Organizational Changes at the Commission

The Commission has reorganized its operating divisions to more efficiently and effectively meet the needs of our stakeholders.

We have created a new **Division of Human Resource Information Services**, with Adeseye Sotimehin as Director, which will be responsible for business systems, the certifications units (for State and local government), the Personnel Management Information System (PMIS) Unit (for State government), the County and Municipal Personnel System (CAMPS) Unit (for local government), and the Office of Intergovernmental Services (OIS). These groups were formerly housed within the Division of Agency Services. The **Division of Agency Services** will continue to manage the Customer Service Teams that work closely with appointing authorities and the examination announcement process. The division also includes the Office of Classification and Compensation and the Announcements, Applications, and Eligibility Determinations Units. Scott Nance is the new Director of the Division of Agency Services.

In December 2022, Chief of Staff Joseph Greer has assumed responsibility for Administrative and Employee Services. The divisions and offices now reporting to him include the **Office of Community Outreach and Employee Engagement**, the **Division of Administration**, the **Office of Diversity Programs (ODP)**, the **Center for Learning and Improving Performance (CLIP)**, and the **Employee Advisory Service (EAS)**.

The **Office of Community Outreach and Employee Engagement** is the new name of the former Office of Strategic Communications. Jocelyne Timmons has been named the Manager of this office. Other key positions housed within the office include the Legislative Liaison, OPRA Custodian, Communications Officer, and Constituent Relations Coordinator. The office also collaborates with existing advisory boards and other community stakeholders.

Kelly Glenn shifted from serving as the Director of the Division of Agency Services to the Director of the **Division of Administration**. Additionally, Charlie Williams, Ph.D., took over as the Executive Director, **Equal Employment Opportunity (EEO) and Diversity Programs**, and heads the **ODP**, which develops and implements strategies to support and facilitate diversity, equity, and inclusion for the

State's Civil Service workforce. Jillian Hendricks and Shelby Pettis continue diligently to serve as the Acting Director of the **Division of EEO/Affirmative Action** and the Director of **EAS**, respectively. In January 2023, Lavida Stalworth was appointed as the new Director of **CLIP**. Further, Holly Foster has been selected to lead the newly created **Office of the Executive Ombudsperson**, which will serve as the liaison between the **Office of the Chair/Chief Executive Officer (CEO)** and our constituents in order to assist with meeting the high-level needs of the agencies we serve.

With her appointment, Acting Chair/CEO Allison Chris Myers will be the Chairperson of the Commission's voting board, which is a five-member, bipartisan public body charged with interpreting Title 4A of the New Jersey Administrative Code, adopting new rules and amending existing rules, rendering decisions on appeals, and enforcing its rulings. Currently, there are three other members who serve on the Commission: Dolores Gorczyca, Daniel W. O'Mullan, and Diomedes Tsitouras. The operating division that functions as support for the Commission is the **Division of Appeals and Regulatory Affairs (DARA)**, which provides all the professional, technical, and clerical support services which are necessary for the Commission to perform its statutorily mandated duties. As previously announced, Nicholas F. Angiulo was named Director of DARA. Please see [Issue 9](#) for more information on CLIP and [Issue 13](#) for OIS, ODP, and DARA. Webpage links for the Commission's various divisions and offices are listed on the next page of this Issue.

2023 Commission Meetings

In accordance with Chapter 231 of the Public Laws of 1975, the following is the schedule of the Commission board meetings. All meetings are open to the public and will be held at 10:00 a.m. telephonically. The public may listen to the meetings by calling 1-877-336-1831 and entering Access Code 8654076. Public comments and questions about items on the agenda may be sent to DARA@csc.nj.gov.

January 18, 2023	July 19, 2023
February 1, 2023	August 2, 2023
February 22, 2023	August 23, 2023
March 15, 2023	September 20, 2023
March 29, 2023	October 11, 2023
April 12, 2023	November 1, 2023
May 3, 2023	November 22, 2023
May 24, 2023	December 6, 2023
June 7, 2023	December 20, 2023
June 28, 2023	

HELPFUL LINKS

In the coming weeks, the Commission's website will be re-designed for easier access to up-to-date information. We hope the refreshed pages will be beneficial for the community's needs.

Accessing Commission Decisions

The Commission website, located at <https://nj.gov/csc/>, is where you can find information regarding job announcements and examinations, employee programs, forms and publications, regulations and laws governing Civil Service, Commission meeting agendas, and Commission decisions.

The full texts of decisions are available online for cases decided on or after July 16, 2014. To access the text of a decision, first use the search function for Search Minutes/Decisions (<https://nj.gov/csc/about/meetings/search>).

You can search by meeting date, appellant or appointing authority name, or keyword. When you retrieve the minutes for the meeting, look for the agenda item pertaining to your search. The decision can be accessed through a link in the item. If you know the meeting date on which the appeal was decided, you can access the minutes directly through the Minutes of Previous Meetings page (<https://nj.gov/csc/about/meetings/minutes/>).

Click the meeting date, and a list of agenda items will appear. Minutes of meetings and associated decisions are posted after approval of the minutes, usually at the next scheduled meeting of the Commission.

Civil Service Commission Website

<https://nj.gov/csc>

Office of the Chair/Chief Executive Officer

<https://www.state.nj.us/csc/about/chair/>

Commission Decisions

(July 16, 2014 to the present)

<https://nj.gov/csc/about/meetings/search> or

<https://nj.gov/csc/about/meetings/minutes/>

Civil Service Regulations and Laws

www.nj.gov/csc/about/about/regulations/index.html

Filing Appeals with the Civil Service Commission

www.nj.gov/csc/authorities/faq/appeals

Division of Appeals and Regulatory Affairs

www.nj.gov/csc/about/divisions/merit/

Job Announcements and Testing

www.nj.gov/csc/seekers/jobs/announcements

Public Safety Testing News

www.nj.gov/csc/about/news/safety/index.html

Division of Test Development, Analytics and Administration

<https://nj.gov/csc/about/divisions/selection/>

Division of Agency Services

www.nj.gov/csc/about/divisions/slo/

Division of Equal Employment Opportunity/Affirmative Action

<https://www.state.nj.us/csc/about/divisions/eeo/index.html>

Employee Advisory Service

<https://www.state.nj.us/csc/employees/programs/advisory/eas.html>

Employee Advisory Service Publications

<https://www.nj.gov/csc/employees/programs/advisory/publications.html>

Center for Learning and Improving Performance (CLIP)

www.nj.gov/csc/employees/training/index.html

The Training Post Newsletter

www.nj.gov/csc/employees/training/training_newsletter.html

Issues of *The Reporter*

<https://nj.gov/csc/about/publications/merit/>

If you wish to subscribe to *The Reporter*, please click the link: https://www.surveymonkey.com/r/The_Reporter. If you wish to unsubscribe, please email us.

Please check the Commission's social media pages for specific dates and times of upcoming events.

Facebook: [NJ Civil Service Commission](#)

Twitter: [@NJCivilService](#)

Instagram: [@NJCivilService](#)

Hashtag: #CSCWorksForYou



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