



# COUNTY OF UNION

## Part C - GOVERNMENT RECORDS REQUEST RESPONSE

Requestor: Tina Renna

Request Date: 12/6/13

- Document(s) provided: one e file pages, at a total cost of: no Fee. Job posting and Correspondence re:
- Special Service Charge imposed - Reason: \_\_\_\_\_, cost: \_\_\_\_\_
- Document(s) have been inspected by the requestor on the date shown below: \_\_\_\_\_ documents, \_\_\_\_\_ total pages
- Document(s) not provided (see below)

Civil Service position assigned to Dir. Graziano

The document(s) you have requested that are checked below are NOT being provided because the document(s) are considered privileged or are otherwise exempt from public access, as provided by applicable law:

Privileged or Protected Category	Authority for Denial or Redaction
<input type="checkbox"/> Advisory, Consultative or Deliberative material	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Autopsy Photos / Video	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Attorney-Client Privilege Information	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Computer Security Information	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Criminal Investigatory Records	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Credit Card Numbers	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Domestic Security (Sabotage or Terrorism)	Executive Order 21 (McGreevey)
<input type="checkbox"/> Grievance Information with public employer	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Drivers' License Numbers	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Electronic Surveillance Materials	N.J.S.A. 2A:156A-19
<input type="checkbox"/> Emergency or Security Information or Procedures	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Employee Sexual Harassment Complaints	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Fingerprint Cards	Executive Order 9 (Hughes)
<input type="checkbox"/> Individual's Medical, Financial, or Tax records	Executive Order 26 (McGreevey)
<input type="checkbox"/> Insurance Communications	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Investigation in Progress	N.J.S.A. 47:1A-3.a
<input type="checkbox"/> Labor Negotiation Information (strategy or positions)	N.J.S.A. 47:1A-1.1, et seq.
<input checked="" type="checkbox"/> Personnel or Pension Records <u>re: individuals involved</u>	N.J.S.A. 47:1A-10
<input type="checkbox"/> Photographs of Crime Scene	Executive Order 9 (Hughes)
<input type="checkbox"/> Proprietary Information	N.J.S.A. 47:1A-1.1, et seq.
<input checked="" type="checkbox"/> Reasonable Expectation of Privacy <u>- Home Address</u>	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Resumes of unsuccessful applicants	Executive Order 26 (McGreevey)
<input type="checkbox"/> Safety of persons or the public	Executive Order 69 (Whitman)
<input type="checkbox"/> Security Measures and Surveillance Techniques	N.J.S.A. 47:1A-1.1, et seq.
<input checked="" type="checkbox"/> Social Security Numbers	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Test Questions, Scoring Keys, or other Exam Data	Executive Order 26 (McGreevey)
<input type="checkbox"/> Victim records	N.J.S.A. 47:1A-1.1; N.J.S.A. 2A:82-46b
<input type="checkbox"/> Record has been destroyed/not retained pursuant to:	Records Retention and Disposition Schedule
<input type="checkbox"/> Other	

You have a right to appeal this decision that the documents requested are not accessible. You may take your appeal to the Government Records Council (GRC) or to the New Jersey Superior Court as provided by N.J.S.A. 47:1A-6 and 7. Please see the attached "Part D - Procedures to Challenge Denial of Access to Government Records" and GRC information.

Date: 12/17/13

[Signature]  
County Official

### ACKNOWLEDGMENT

I hereby acknowledge that I have received copies of, or have been permitted to view/inspect, the documents requested except for any documents specifically listed above on which a determination has been made that the documents could not be provided in accordance with applicable law. If any documents have not been provided, I have received information as to the procedures for an appeal of the determination.

Date: \_\_\_\_\_

Requestor's Signature

## Melinda Allen

---

**From:** Melinda Allen  
**Sent:** Friday, October 18, 2013 3:12 PM  
**To:** Nance, Scott (Scott.Nance@csc.state.nj.us)  
**Subject:** Request for Cert. (PUBLIC WORKS SUPT. C2458N)  
**Attachments:** DOC.PDF

Hi Scott,  
Attached Request for Certification, PUBLIC WORKS SUPERINTENDENT.  
Thank you!

-----Original Message-----

**From:** CM\_Xerox@ucnj.org [mailto:CM\_Xerox@ucnj.org]  
**Sent:** Friday, October 18, 2013 3:05 PM  
**To:** Melinda Allen  
**Subject:** Scan from a Xerox WorkCentre

Please open the attached document. It was scanned and sent to you using a Xerox WorkCentre.

Attachment File Type: PDF

WorkCentre Location: machine location not set  
Device Name: XRX0000AADD84CD


For more information on Xerox products and solutions, please visit <http://www.xerox.com>

# REQUEST FOR CERTIFICATION

New Jersey Civil Service Commission  
 Division of State & Local Operations – Placement Services  
 P.O. Box 314, Trenton, NJ 08625-0314  
 Phone 609-292-4100  
 FAX 609-292-7112

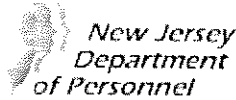
**INSTRUCTIONS:** Complete the appointing authority portion of this form whenever a certification is needed from an open competitive, promotional, or reemployment list. Once completed, please mail or fax this form to the address or fax number listed above.

## APPOINTING AUTHORITY USE ONLY

Title PUBLIC WORKS SUPERINTENDENT		Title Code 02936
Jurisdiction UNION COUNTY		Juris Code N20000000
Department ENGINEERING, PUBLIC WORKS & FACILITIES		
<input checked="" type="checkbox"/> Open <input type="checkbox"/> Promotional	Symbol C2458N	<input checked="" type="checkbox"/> Full <input type="checkbox"/> Part Time <input type="checkbox"/> Both
No. of Provisionals 0	No. of Vacancies 1	No. Names Requested ALL
Comments		
AA Signature		Date 10/18/2013
		
Contact Phone 908-527-4024		

## CIVIL SERVICE COMMISSION USE ONLY

Personnel Request No.		Certification No.
		Certification Date
Comments		
Action Completed by		Date



## Job Announcements

12/02/2011

11

printable version

Symbol: 00188N

Title: PUBLIC WORKS SUPERINTENDENT

Issue Date: 12/02/2011

Closing Date: 12/23/2011

Jurisdiction: UNION COUNTY

Salary: \$62,200.00 - \$93,300.00 Per Year

Num. of Positions: 1

Workweek: 40 Hours per week

Application Fee: \$25.00

### OPEN TO RESIDENTS OF:

Union County

### REQUIREMENTS:

**EXPERIENCE:** Five (5) years of supervisory experience in the construction, maintenance, and repair of streets, sewer, water, sanitation, or other public works facilities or similar heavy construction or maintenance work.

**NOTE:** Satisfactory completion of college level credits in engineering courses at an accredited college or university may be substituted for up to two (2) years of experience on the basis of thirty (30) semester hour credits being equivalent to one (1) year of experience. If you are substituting education for some of the required experience, please submit a copy of your transcript with your application. Failure to do so will result in ineligibility.

**NOTE:** Foreign transcripts must be evaluated by a recognized evaluation service.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility, is necessary to perform the essential duties of the position.

### SPECIAL NOTES:

**VETERAN'S PREFERENCE SPECIAL NOTE:** In accordance with Public Law 2010 c. 26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veteran's Preference with the DMAVA (as defined by NJSA 11A:5-1 et seq) or your claim is approved by DMAVA at least 8 days prior to the issuance of the eligibility list.

If you elect to complete your application on-line and additional documents are required (i.e., a copy of your college transcripts, foreign degree evaluations, licenses or certifications, etc), you must submit them by mail to: NJCSC, PO Box 321, Trenton, New Jersey 08625-0321. Please be sure to include your printed confirmation page and your Name, Address and Application ID with your documents. Failure to do so will result in ineligibility for the announced title/symbol.

### IMPORTANT INFORMATION:

1. NJAC 4A:4-2.3(b) states that all requirements must be met as of the closing date.
2. Your application must be postmarked by 11:59 pm on the closing date listed above or must be hand delivered to the Civil Service Commission no later than 4:00 pm on the closing date.
3. **You must complete your application in detail.** Your score may be based on a comparison of your background with the job requirements. **Failure to complete your application properly may lower your score or cause you to fail.**
4. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions.

1. [Read Description of Job and Specification 02036](#)

2. [Click here to Apply via the Online Application System](#)

3. [Click here to print the Application Form \(PDF 11/27/11\)](#)

**Melinda Allen**

---

**From:** Olushi, Saheed [Saheed.Olushi@csc.state.nj.us]  
**Sent:** Wednesday, November 30, 2011 11:21 AM  
**To:** Melinda Allen  
**Subject:** FW: Internet Announcements for 12/02/11 Posting  
**Attachments:** C2458N PUBLIC WORKS SUPERINTENDENT UNION COUNTY.pdf

The following announcement will issue on **December 2, 2011**, and close on **December 23, 2011**. Please notify the appropriate provisional appointee, if any. If this announcement should not be posted, or if there are revisions that need to be made, please notify me **immediately**. I have attached a copy of the announcement for review.

Select AnnID	Symbol	Title Code	Title Name	Juris.Code	Juris Name	Ann Issue Date	Closing Date	Status	Form Type
15087	C2458N	02936	PUBLIC WORKS SUPERINTENDENT	N20000000	UNION COUNTY	12/02/2011	12/23/2011	T	DL

**SAHEED OLUSHI**

New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292-8329  
Fax: (609) 777-4905



Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer

## Melinda Allen

---

**From:** Melinda Allen  
**Sent:** Thursday, July 21, 2011 12:14 PM  
**To:** 'art.hoenig@csc.state.nj.us'  
**Subject:** FW: Scan from a Xerox WorkCentre  
**Attachments:** DOC.PDF

Mr. Hoenig,  
Attached, please find my request for an O/C Examination Announcement for the title of Public Works Superintendent. If you require additional information, please let me know. Thank you!

-----Original Message-----

**From:** [COB.Xerox@ucnj.org](mailto:COB.Xerox@ucnj.org) [mailto:[COB.Xerox@ucnj.org](mailto:COB.Xerox@ucnj.org)]  
**Sent:** Friday, July 22, 2011 12:02 PM  
**To:** Melinda Allen  
**Subject:** Scan from a Xerox WorkCentre

Please open the attached document. It was scanned and sent to you using a Xerox WorkCentre.

Attachment File Type: PDF

WorkCentre Location: machine location not set  
Device Name: XRX0000AADD0F7

For more information on Xerox products and solutions, please visit <http://www.xerox.com>



# COUNTY OF UNION

DEPARTMENT OF ADMINISTRATIVE SERVICES  
M. Elizabeth Genievich, C.M.C., M.P.A.  
Deputy County Manager/Director, Department of Administrative Services

July 21, 2011

**BOARD OF  
CHOSEN FREEHOLDERS**

DEBORAH P. SCANLON  
*Chairman*

ALEXANDER MIRABELLA  
*Vice Chairman*

LINDA CARTER

ANGEL G. ESTRADA

CHRISTOPHER HUDAK

MOHAMED S. JALLOH

BETTE JANE KOWALSKI

DANIEL P. SULLIVAN

NANCY WARD

GEORGE W. DEVANNEY  
*County Manager*

M. ELIZABETH GENIEVICH,  
C.M.C., M.P.A.  
*Deputy County Manager/  
Director of Administrative  
Services*

ROBERT E. BARRY, ESQ.  
*County Counsel*

NICOLE L. DIRADO,  
C.M.C., M.P.A.  
*Clerk of the Board*

MATTHEW N. DI RADO, ESQ.  
*Division Director*

Mr. Art Hoenig, Team Supervisor  
NJ Civil Service Commission  
State and Local Government Operations  
P.O. Box 314  
Trenton, NJ 08625

Re: Request for Open Competitive Examination:  
Public Works Superintendent (02936)

Dear Mr. Hoenig,

Your assistance is requested in generating an open competitive examination announcement for the title of Public Works Superintendent.

Currently there is no one serving in this title, however, given the economic climate a need may arise in the future within the Department of Engineering, Public Works and Facilities. Our goal would be to have an eligible list of qualified candidates to select from, in lieu of hiring a provisional incumbent and waiting to see if they score high enough to be reachable for appointment.

The position would be 40 hours per week with the salary range of \$62,200 - \$93,300, and should be opened only to Union County residents.

Thank you for your attention to this matter.

Very truly yours,

Melinda J. Allen  
Sr. Personnel Assistant

**DIVISION OF PERSONNEL MANAGEMENT AND LABOR RELATIONS**

## Melinda Allen

---

**From:** Olushi, Saheed [Saheed.Olushi@csc.state.nj.us]  
**Sent:** Thursday, July 21, 2011 2:15 PM  
**To:** Melinda Allen  
**Subject:** FW: Scan from a Xerox WorkCentre  
**Attachments:** DOC.PDF

Please forward all future requests directly to me.

Thanks.

SAHEED OLUSHI  
New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
Fax: (609) 777 0905

-----Original Message-----

**From:** Hoenig, Art  
**Sent:** Thursday, July 21, 2011 1:26 PM  
**To:** Olushi, Saheed  
**Subject:** FW: Scan from a Xerox WorkCentre

Saheed, please process this VARF, make certain there are not three eligibles in the lower or next lower in line title. Also, send Melinda an email that these requests should go directly to you in the future.

-----Original Message-----

**From:** Melinda Allen [<mailto:mallen@ucnj.org>]  
**Sent:** Thursday, July 21, 2011 12:14 PM  
**To:** Hoenig, Art  
**Subject:** FW: Scan from a Xerox WorkCentre

Mr. Hoenig,  
Attached, please find my request for an O/C Examination Announcement for the title of Public Works Superintendent. If you require additional information, please let me know. Thank you!

-----Original Message-----

**From:** COB\_Xerox@ucnj.org [[mailto:COB\\_Xerox@ucnj.org](mailto:COB_Xerox@ucnj.org)]  
**Sent:** Friday, July 22, 2011 12:02 PM  
**To:** Melinda Allen  
**Subject:** Scan from a Xerox WorkCentre

Please open the attached document. It was scanned and sent to you using a Xerox WorkCentre.

Attachment File Type: PDF

WorkCentre Location: machine location not set  
Device Name: XRX000AADD0F7

For more information on Xerox products and solutions, please visit <http://www.xerox.com>



## Melinda Allen

---

**From:** Olushi, Saheed [Saheed.Olushi@csc.state.nj.us]  
**Sent:** Thursday, October 20, 2011 3:05 PM  
**To:** Melinda Allen  
**Subject:** RE: Request for O/C

Ok.

### SAHEED OLUSHI

New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292-3329  
Fax: (609) 777-0905



Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer

**From:** Melinda Allen [mailto:mallen@ucnj.org]  
**Sent:** Thursday, October 20, 2011 3:05 PM  
**To:** Olushi, Saheed  
**Subject:** RE: Request for O/C

Scanned & sent to A. Hoenig. Thinks that's when he said to start sending them to you. I'll send it to you now.

**From:** Olushi, Saheed [mailto:Saheed.Olushi@csc.state.nj.us]  
**Sent:** Thursday, October 20, 2011 3:03 PM  
**To:** Melinda Allen  
**Subject:** RE: Request for O/C

Not sure I got it. Was it a letter or email?

### SAHEED OLUSHI

New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292-3329  
Fax: (609) 777-0905



Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer

**From:** Melinda Allen [mailto:mallen@ucnj.org]  
**Sent:** Thursday, October 20, 2011 1:13 PM  
**To:** Olushi, Saheed  
**Subject:** Request for O/C

Hi Saheed,

Can you give me an update of the status to announce an Open Competitive Examination for the title of PUBLIC WORKS SUPERINTENDENT (02936)

(I sent the request on July 21, 2011. Thanks

Melinda J. Allen  
Senior Personnel Assistant/NJDOP Liaison  
County of Union/Department of Administrative Services  
Division of Personnel Management and Labor Relations  
908-527-4024 - Office / 908-558-2566 - Fax  
[mallen@ucn.org](mailto:mallen@ucn.org)

**CERTIFICATION OF ELIGIBLES FOR APPOINTMENT**

Required Date of Disposition <u>01/22/14</u>	Individual Notice Date: <u>10/27/13</u>	Title Code: <u>02936</u>	Title: <u>Publ Works Supt Intdt</u>
<input type="checkbox"/> Certification against Provisionals		Location of Position: <u>MONMOUTH COUNTY PUB DEPARTMENTS</u>	
Appointing Authority: <u>THOMAS W. DEPAOLO MUNICIPAL DEPT. OF ADMIN SERVICES MUNICIPAL BLDG. ELIZABETH TOWN PLAZA ELIZABETH NJ 07207</u>		Code: <u>02000000</u>	Special Instructions:

Prom. Date Symbol Rank	Name, Address, Social Security Number and Certification Order	Type List	Vet. Status	FT PT	Res. Status	AA Disp.	Appointment Information	Disposition / Comments
<u>01/22/14</u> <u>02458M</u>	[REDACTED] *						Date: Loc: Pos: <u>I7</u>	JD / Dept. Code: Salary:                      Rate Period:  <u>See Attached</u>
<u>01/22/13</u> <u>02458M</u>	<u>GRAZIANO JOSEPH A</u> [REDACTED] *						Date: <u>10/22/13</u> Loc: <u>Eng., Pub. Wk. + Faci.</u> Pos: <u>Public Works Supt.</u>	JD / Dept. Code: <u>N20000038</u> Salary: <u>\$121,685</u> Rate Period: <u>AN</u>
<u>01/22/13</u> <u>02458M</u>	[REDACTED] *						Date: Loc: Pos: <u>I2</u>	JD / Dept. Code: Salary:                      Rate Period:
							Date: Loc: Pos:	JD / Dept. Code: Salary:                      Rate Period:
							Date: Loc: Pos:	JD / Dept. Code: Salary:                      Rate Period:
	* Personnel Records Redacted as to individuals involved, per OPRA.						Date: Loc: Pos:	JD / Dept. Code: Salary:                      Rate Period:
	* Home Address - Redacted as to SSN - redacted privacy exception per OPRA. in OPRA.						Date: Loc: Pos:	JD / Dept. Code: Salary:                      Rate Period:
							Date: Loc: Pos:	JD / Dept. Code: Salary:                      Rate Period:

Any appointment of an eligible not standing highest in certification has not been by reason of race, color, sex, political beliefs or creed but because of those reasons listed in the Disposition/Comments column.

APPOINTING AUTHORITY SIGNATURE: [Signature] DATE: 11/12/2013



# COUNTY OF UNION

## Part C - GOVERNMENT RECORDS REQUEST RESPONSE

Requestor: Tina Renaa

Request Date: 12/6/13

- Document(s) provided: \_\_\_\_\_ pages, at a total cost of: \_\_\_\_\_
- Special Service Charge imposed - Reason: \_\_\_\_\_, cost: \_\_\_\_\_
- Document(s) have been inspected by the requestor on the date shown below: \_\_\_\_\_ documents, \_\_\_\_\_ total pages
- Document(s) not provided (see below)

*Vehicle policy changes and correspondence issuing non-CS plates to non-law enforcement personnel.*

The document(s) you have requested that are checked below are NOT being provided because the document(s) are considered privileged or are otherwise exempt from public access, as provided by applicable law:

### Privileged or Protected Category

- Advisory, Consultative or Deliberative material
- Autopsy Photos / Video
- Attorney-Client Privilege Information
- Computer Security Information
- Criminal Investigatory Records
- Credit Card Numbers
- Domestic Security (Sabotage or Terrorism)
- Grievance Information with public employer
- Drivers' License Numbers
- Electronic Surveillance Materials
- Emergency or Security Information or Procedures
- Employee Sexual Harassment Complaints
- Fingerprint Cards
- Individual's Medical, Financial, or Tax records
- Insurance Communications
- Investigation in Progress
- Labor Negotiation Information (strategy or positions)
- Personnel or Pension Records
- Photographs of Crime Scene
- Proprietary Information
- Reasonable Expectation of Privacy
- Resumes of unsuccessful applicants
- Safety of persons or the public
- Security Measures and Surveillance Techniques
- Social Security Numbers
- Test Questions, Scoring Keys, or other Exam Data
- Victim records
- Record has been destroyed/not retained pursuant to:
- Other

### Authority for Denial or Redaction

- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 47:1A-1.1, et seq.
- Executive Order 21 (McGreevey)
- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 2A:156A-19
- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 47:1A-1.1, et seq.
- Executive Order 9 (Hughes)
- Executive Order 26 (McGreevey)
- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 47:1A-3.a
- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 47:1A-10
- Executive Order 9 (Hughes)
- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 47:1A-1.1, et seq.
- Executive Order 26 (McGreevey)
- Executive Order 69 (Whitman)
- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 47:1A-1.1, et seq.
- Executive Order 26 (McGreevey)
- N.J.S.A. 47:1A-1.1; N.J.S.A. 2A:82-46b
- Records Retention and Disposition Schedule

*No document to provide.*

You have a right to appeal this decision that the documents requested are not accessible. You may take your appeal to the Government Records Council (GRC) or to the New Jersey Superior Court as provided by N.J.S.A. 47:1A-6 and 7. Please see the attached "Part D - Procedures to Challenge Denial of Access to Government Records" and GRC information.

Date: 12/17/13

MC  
County Official

### ACKNOWLEDGMENT

I hereby acknowledge that I have received copies of, or have been permitted to view/inspect, the documents requested except for any documents specifically listed above on which a determination has been made that the documents could not be provided in accordance with applicable law. If any documents have not been provided, I have received information as to the procedures for an appeal of the determination.

Date: \_\_\_\_\_

Requestor's Signature \_\_\_\_\_