

Cook, Darlene

From: Cook, Darlene
Sent: Tuesday, March 18, 2025 12:53 PM
To: Burke, Patricia
Cc: Valenti, Joseph; Archibald, Michael
Subject: Corrections - Promotional P/A's
Attachments: Lt. J.Pluta PA.pdf; Sgt. Boivin PA.pdf; Lt. Mastria - Retirement eff 04.01.2025.pdf

Hi Trish,

Attached please find two P/A's requesting to promote Sgt. Jeffrey Pluta to Lieutenant (Lt. Mastria retiring eff. 04/01/2025) and CPO Brandon Boivin to Sergeant (to fill Sgt. J.Pluta's position).

As always, please call me if there is anything else you need.

Thank you and have a wonderful day 😊

Darlene Holman-Cook
Administrative Clerk
Office of the Warden
Ocean County Department of Corrections
P.O. Box 2191
Toms River, NJ 08754
P | 732-929-2137
F | 732-506-5027
E | dcook@co.ocean.nj.us

CURRENT EMPLOYEE
PERSONNEL ACTION REQUEST FORM

DATE: 03/17/2025

TO: EMPLOYEE RELATIONS

FROM: Corrections

Dept. Name

200

Agency #

4802

Organization #

PLUTA, Jeffrey

Employee Name

County Corr. Police Sergeant

Title

\$134,870.00

Salary

[REDACTED]

Social Security Number

8

Hours per day

5

Days per week

Position Number

To be determined.

Work week if other than Monday thru Friday

04/03/2025

Requested Effective Date of Change

PLEASE COMPLETE ALL SECTIONS THAT APPLY

☒ Promotion County Correctional Police Lieutenant

Requested Title

☒ Salary Change \$ 134,870.00 to \$ 147,939.00

☐ Transfer to

Dept. Name

Agency #

Organization #

☐ Title Change

Requested Title (No monetary remuneration)

☐ Hours change from

per week

to

per week

Status Change:

☐ Provisional Pending Exam

☐ Pending Exam to Permanent
from Certification

☐ Other Specify

☐ Temporary/Seasonal/Interim to Provisional Pending Examination

☐ Temporary/Seasonal/Interim to Permanent

☐ Part-Time to Full Time

REASON FOR REQUEST

☒ Replacement for Ernest Mastria

Employee Name

County Corr. Police Lieutenant

Title

\$147,939.00

Salary/hourly wage

Position Number

04/01/2025

Date of Termination/LOA

☐ Additional position approved in

year

budget

Position Number

Date of union posting

Union Affiliation

A COPY OF THE UNION POSTING IS REQUIRED TO BE ATTACHED.

ADDITIONAL COMMENTS:

[Signature]
Signature of Department Head

If proper title for position requested is unknown please supply this office (attached to this form) a description of the duties to be performed.
ONE FORM REQUIRED FOR EACH VACANCY

CERTIFICATION OF ELIGIBLES FOR APPOINTMENT

Required Date of Disposition 05/21/25	Individual Notice Date 02/28/25	Title Code 01398	Title CNTY CRRECTNL POLC LIEUT
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☐ Certification against Provisionals

Location of Position: OCEAN COUNTY CORRECTIONS

Appointing Authority: Code: T15000031
ROBERT A GREITZ
OCEAN COUNTY EMPLOYEE RELATIONS
PO BOX 2191
TOMS RIVER NJ 08754 2191

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
11/11/21 PC1693A 10	FLUTA JEFFREY D [REDACTED] [REDACTED] 1	P	N	B			Date: Loc: Int Pos:	JD / Dept. Code: Salary: Rate Period:
11/11/21 PC1693A 11	DEMARGO JOHN A JR [REDACTED] [REDACTED] 2	P	N	B			Date: Loc: Int Pos:	JD / Dept. Code: Salary: Rate Period:
11/11/21 PC1693A 12	SPINA MARK R [REDACTED] [REDACTED] 3	P	N	B			Date: Loc: Int Pos:	JD / Dept. Code: Salary: Rate Period:
							Date: Loc: Pos:	JD / Dept. Code: Salary: Rate Period:
							Date: Loc: Pos:	JD / Dept. Code: Salary: Rate Period:
							Date: Loc: Pos:	JD / Dept. Code: Salary: Rate Period:
							Date: Loc: Pos:	JD / Dept. Code: Salary: Rate Period:
							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: _____

DATE: _____

CURRENT EMPLOYEE
PERSONNEL ACTION REQUEST FORM

TO: EMPLOYEE RELATIONS
DATE: 03/17/2025

FROM: Corrections
Dept. Name

200 4802
Agency # Organization #

BOIVIN, Brandon
Employee Name

County Corr. Police Officer
Title

\$100,000.00 [REDACTED]
Salary Social Security Number

8 5
Hours per day Days per week

04/03/2025
Requested Effective Date of Change

To be determined.
Position Number

Work week if other than Monday thru Friday

PLEASE COMPLETE ALL SECTIONS THAT APPLY

☒ Promotion County Correctional Police Sergeant
Requested Title

☒ Salary Change \$ 100,000.00 to \$ 134,870.00

☐ Transfer to _____
Dept. Name Agency # Organization #

☐ Title Change _____
Requested Title (No monetary remuneration)

☐ Hours change from _____ to _____
per week per week

Status Change:

☐ Provisional Pending Exam ☐ Pending Exam to Permanent from Certification ☐ Other Specify

☐ Temporary/Seasonal/Interim to Provisional Pending Examination

☐ Temporary/Seasonal/Interim to Permanent ☐ Part-Time to Full Time

REASON FOR REQUEST

☒ Replacement for Jeffrey Pluta
Employee Name

County Corr. Police Sergeant \$134,870.00
Title Salary/hrly wage

04/03/2025
Date of Termination/LOA

☐ Additional position approved in _____ budget
year

Position Number

Date of union posting _____ Union Affiliation _____

A COPY OF THE UNION POSTING IS REQUIRED TO BE ATTACHED.
ADDITIONAL COMMENTS:

[Signature]
Signature of Department Head

If proper title for position requested is unknown please supply this office (attached to this form) a description of the duties to be performed.
ONE FORM REQUIRED FOR EACH VACANCY

CERTIFICATION OF ELIGIBLES FOR APPOINTMENT

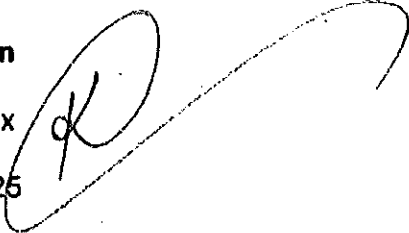
Required Date of Disposition 05/19/25	Individual Notice Date: 02/26/25	Title Code: 01405	Title: CNTY CORRECTNL POLC SGT
☐ Certification against Provisionals		Location of Position: OCEAN COUNTY CORRECTIONS	
Appointing Authority: ROBERT A GREITE OCEAN COUNTY EMPLOYEE RELATIONS PO BOX 2191 TOMS RIVER NJ		Code: T15000031	Special Instructions:
Prom. Date Symbol Rank	Name, Address, Social Security Number and Certification Order	Type List	Val Status
12/29/22 PC4828C 8	RILEY BENJAMIN A [REDACTED] [REDACTED] 1	P	N
12/29/22 PC4828C 8	RUBINO JOSEPH F [REDACTED] [REDACTED] 2	P	N
12/29/22 PC4828C 10	BOYVIN BRANDON J [REDACTED] [REDACTED] 3	P	N
12/29/22 PC4828C 11	OMALLEY JAMES P [REDACTED] [REDACTED] 4	P	N
12/29/22 PC4828C 12	LANDRY MICHAEL J [REDACTED] [REDACTED] 5	P	N

FT PT	Res Status	AA Disp.	Appointment Information	Disposition / Comments
			Date: Loc: <i>Termed</i> Pos: <i>8/1/23</i>	JD / Dept. Code: Salary: Rate Period:
			Date: <i>9/8/22</i> Loc: <i>687</i> Pos:	JD / Dept. Code: Salary: Rate Period:
			Date: Loc: <i>Int</i> Pos:	JD / Dept. Code: Salary: Rate Period:
			Date: Loc: <i>Int</i> Pos:	JD / Dept. Code: Salary: Rate Period:
			Date: Loc: <i>Int</i> Pos:	JD / Dept. Code: Salary: Rate Period:
			Date: Loc: Pos:	JD / Dept. Code: Salary: Rate Period:
			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: _____ DATE: _____

**COUNTY OF OCEAN
M E M O R A N D U M
EMPLOYEE RELATIONS**

TO: Warden
FROM: Kim Fox 
DATE: 2/5/2025
SUBJECT: Retirement – Ernest A. Mastria
COPY TO: File

Please be advised the above named employee has
filed for a April 1, 2025 Retirement.

Use of time, specifically SICK time is being
monitored. Please advise your Timekeeper that any use of SICK
time MUST have a doctor's note in the last two months of
employment, per County Policy (Pg.16/17 Personal Handbook).
Employee Relations may request this to allow use of time.

Thank you.

Fox, Kim

From: E. Mast <striperwon@yahoo.com>
Sent: Tuesday, February 4, 2025 4:03 PM
To: Fox, Kim
Subject: [EXTERNAL] Retirement Date

This message has originated from an External Source. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

Hello Kim,

My retirement date has been submitted for April 1, 2025. If a retraction is necessary I will let you know.
Thank you very much for your help.

Sincerely,

Ernest A. Mastria