

B-60



STATE OF NEW JERSEY

In the Matter of Reallocation of Local Government Titles from the Competitive to the Non-Competitive Division of the Career Service

FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION

CSC Docket No. 2015-251

Request for Title Reallocation

ISSUED: AUG - 4 2014 (CSM)

The Division of Classification and Personnel Management (CPM) recommends reallocation of various Local Government titles to the non-competitive division of the career service in accordance with N.J.A.C. 4A:3-1.2. The titles recommended for reallocation to the non-competitive division are listed in the attachment.

The rationale for reallocating these titles is to provide appointing authorities with the flexibility needed to more efficiently and quickly meet their hiring responsibilities. CPM explains that competitive testing is not practicable due to the nature of the knowledge, skills and abilities associated with these positions. In this regard, the subject entry level titles require education and/or appropriate certification, but no specific experience. Therefore, competitive testing is impracticable. As such, CPM recommends that the subject titles be reallocated to the non-competitive division.

Any existing eligibility lists for these titles and any current announcements for which examinations have not been administered will be cancelled upon completion of the reallocation process. Nevertheless, State agencies wishing to do so may recruit and appoint from the cancelled lists. However, resulting appointments will be recorded as regular appointments in the non-competitive division (RAN). Appointment types for existing employees in these title as of the effective date will be handled in accordance with N.J.A.C. 4A:3-1.2(f):

1. Permanent employees in that title as of the effective date shall have their appointment types changed to RAN, and shall retain their permanent status in the non-competitive division.
2. Probationary employees in that title as of the effective date shall continue serving their working test periods and, upon successful completion, attain permanent status in the non-competitive division.
3. Provisional employees who remain in that title as of the effective date shall receive regular appointments (RAN) and begin serving their working test period on the effective date.
4. Where it is found that an employee's movement from a non-competitive title to a competitive title could have been effectuated via promotional examination procedures before any title reallocation impacting the employee's title, the Division of Selection Services (Selection Services) will announce a promotional examination, regardless of whether or not the movement after the reallocation constitutes a promotional movement. Similarly, where an employee was previously classified in a competitive title, but, as a result of the title reallocation, is moved into a non-competitive title, Selection Services will process any future promotional movements based on the employee's competitive title before the title reallocation without regard to whether or not the employee's present non-competitive title is approved to promote to a competitive title.

CPM advises that all local government appointing authorities were provided the opportunity to review the proposal and all articulated issues have been reviewed and resolved. No comments or objections were received.

N.J.A.C. 4A:3-1.2 provides, in part, that the Commission may reallocate titles from the competitive to the non-competitive division when competitive testing is not practicable due to the nature of the knowledge, skills, and abilities associated with the job or when certification procedures based on ranked eligible lists have not or are not likely to meet the needs of appointing authorities due to such factors as salary, geographic location, recruitment problems and working conditions.

Based on all of the foregoing, ample reasons exist for the reallocation of the proposed titles to the non-competitive division of the career service. There are no specific experience requirements for the titles at issue and the only requirement is possession of education and/or certification. Therefore, competitive testing is impracticable for these titles.

Under current Civil Service rules, reallocation of the named titles will result in the granting of permanent status and all attendant Civil Service rights and privileges currently accorded employees in the non-competitive division of the career service. Seniority for any affected permanent employee would be continuous and include all permanent service in the reallocated title. As of the effective date of

MEMORANDUM

DATE: July 21, 2014
TO: Civil Service Commission
FROM: Kenneth Connolly, Director
Classification and Personnel Management
SUBJECT: Change in the Classification Plan

LOCAL GOVERNMENT

The Division of Classification and Personnel Management requests a change in the assignment of the class of service of various entry-level titles from the Competitive division of the Career Service to the Non-Competitive division of the Career Service.

This action is proposed to accommodate requests for the reevaluation of the practicality of competitive testing for particular job titles. In this instance, the following entry-level titles require education and/or appropriate certification but no experience, hence competitive testing is impracticable.

The changes will become effective at the beginning of the first pay period following Commission approval of these actions.

CHANGE IN CLASS OF SERVICE

FROM

Architectural Assistant
05630 Competitive

Assistant Admitting Officer
00307@ Competitive

Assistant Budget Examiner
00326@ Competitive

Assistant Personnel Technician
00642 Competitive

Attendance Counselor
00829 Competitive

Attendance Counselor Bilingual in Spanish & English
00830 Competitive

TO

Architectural Assistant
05630 Non-Competitive

Assistant Admitting Officer
00307@ Non-Competitive

Assistant Budget Examiner
00326@ Non-Competitive

Assistant Personnel Technician
00642 Non-Competitive

Attendance Counselor
00829 Non-Competitive

Attendance Counselor Bil. Sp. & En.
00830 Non-Competitive

Case Monitor Juvenile Offender
02867 Competitive

Community Service Worker
01319 Competitive

Community Service Worker Bilingual in Sp. & En.
01320 Competitive

Counselor Adolescent Unit
01385@ Competitive

County Radiological Defense Coordinator, EM
05075 Competitive

Family and Neighborhood Counselor
01802 Competitive

Field Representative, Health Education
01816 Competitive

Field Representative, Health Education Bil. Sp. & En.
05437 Competitive

Mental Health Worker
02498@ Competitive

Mental Health Worker Bil. Sp. & En.
07879 Competitive

Park Naturalist
02606 Competitive

Physical Education Instructor
02669 Competitive

Program Nutritionist
07298 Competitive

Tenant Relations Assistant
04998 Competitive

Wetlands Specialist Mosquito Extermination
02419 Competitive

Case Monitor Juvenile Offender
02867 Non-Competitive

Community Service Worker
01319 Non-Competitive

Comm. Svc. Worker Bil. Sp. & En.
01320 Non-Competitive

Counselor Adolescent Unit
01385@ Non-Competitive

Co. Rad. Def. Coordinator, EM
05075 Non-Competitive

Family and Neighborhood Counselor
01802 Non-Competitive

Field Rep., Health Education
01816 Non-Competitive

Field Rep., Health Ed. Bil. Sp. & En.
05437 Non-Competitive

Mental Health Worker
02498@ Non-Competitive

Mental Health Worker Bil. Sp. & En.
07879 Non-Competitive

Park Naturalist
02606 Non-Competitive

Physical Education Instructor
02669 Non-Competitive

Program Nutritionist
07298 Non-Competitive

Tennant Relations Assistant
04998 Non-Competitive

Wetlands Spec. Mosquito Exterm.
02419 Non-Competitive