

B-36



STATE OF NEW JERSEY

In the Matter of Reallocation of  
Investment Analyst Trainee from the  
Competitive to the Non-Competitive  
Division of the Career Service

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

CSC Docket No. 2016-915

Request for Title Reactivation and  
Reallocation

ISSUED: **SEP 3 2015** (CSM)

The Division of Agency Services (Agency Services) recommends reactivation and reallocation of the Investment Analyst Trainee title to the non-competitive division of the career service in accordance with *N.J.A.C. 4A:3-1.2*. Agency Services also requests that the title of Supervisor Data Entry Unit Pensions be inactivated.

The rationale for reactivating and reallocating the Investment Analyst Trainee title is that due to impending retirements within its Division of Investment, the Department of the Treasury (Treasury) needs to recruit staff for these anticipated vacancies. Treasury explains it has attempted to hire seasoned investment analysts from the private sector, but has found that the more experienced candidates have not been interested in working for the Division due to the salaries offered in State employment. Thus, Treasury seeks to position itself to withstand the impact of the impending retirements by recruiting entry level trainee staff who are recent college graduates in the field of finance. Agency Services has reviewed the request and explains that competitive testing is not practicable due to the nature of the knowledge, skills and abilities associated with this trainee position. In this regard, the title does not have any experience requirement and applicants are required to possess a Bachelor's degree with specific semester hour credits in accounting, finance, money and banking, statistics, economics, or investment. Therefore, since potential appointees are required to complete the required 12 month training period, Agency Services recommends that the subject trainee title be reactivated and reallocated to the non-competitive division. Further, Agency Services requests that the title of Supervisor Data Entry Unit Pensions be inactivated since Treasury has indicated that it has no plans to use that title in the future.

Agency Services advises that it has provided notice and the opportunity to review the proposal to the collective negotiations representative for the subject title and 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.

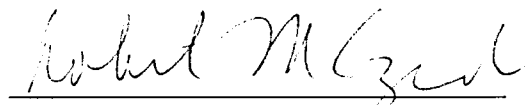
Based on all of the foregoing, ample reasons exist for the reactivation and reallocation of the proposed title to the non-competitive division of the career service. Treasury has indicated that due to the nature of the knowledge, skills, and abilities associated with the job, certification procedures are not likely to meet its needs due to salaries offered in State service for investment positions which has resulted in recruitment problems. There are no specific experience requirements for the title at issue. In this regard, trainee titles are designed to provide entry level employment to public service. However, competitive testing is not practicable since the knowledge, skills, and abilities associated with a trainee title are evaluated during the mandatory training period. In this regard, appointees would be required to complete both a 12 month training period as well as the required four month working test period prior to attaining permanent status.

### **ORDER**

Based on all of the above, it is ordered that the Investment Analyst Trainee title be reactivated and reallocated to the non-competitive division. It is also ordered that the Supervisor Data Entry Unit Pensions title be inactivated. Finally, it is ordered that such actions be effective September 5, 2015.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE  
CIVIL SERVICE COMMISSION ON  
THE 2<sup>ND</sup> DAY OF SEPTEMBER, 2015



Robert M. Czech  
Chairperson  
Civil Service Commission

Inquiries  
and  
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Henry Maurer  
Director  
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Attachment

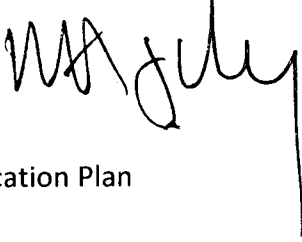
c: Kenneth Connolly  
Douglas J. Ianni

# MEMORANDUM

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DATE: August 24, 2015

TO: The Civil Service Commission

FROM: Kenneth Connolly, Director  
Division of Agency Services 

SUBJECT: Change in the State Classification Plan

## DEPARTMENT OF THE TREASURY

We request the reactivation of the title Investment Analyst Trainee (P95-52480), which is assigned exclusively to the Department of the Treasury.

The primary function of the title involves compiling information and assisting in the review of financial and investment information for diligence memos, fund analyses and other reports prepared by the Division of Investment.

We also request that the above title be reallocated from the Competitive to the Non-Competitive Division of the Career Service, in accordance with *N.J.A.C. 4A:3-1.2(c)* which states:

“A job title may be placed in the Non-Competitive Division on an ongoing or interim basis when it has been determined by the Civil Service Commission that it is appropriate to make permanent appointments to the title and one or more of the following criteria are met.

1. Competitive testing is not practicable due to the nature of the knowledge, skills and abilities associated with the job.”

This title does not require any experience be brought to the job, thus meets the criteria set forth above.

The reactivation and reallocation of the title will allow the department to fill positions in a timely manner, helping withstand the impact of impending retirements.

In addition, the department has confirmed they have no future plans to utilize the title Supervisor Data Entry Unit Pensions (S23-53306). We request its inactivation.

Attached is documentation that the negotiation representative notice required by *N.J.A.C. 4A:3-3.3(f)* has been made.

The Civil Service Commission  
August 24, 2015  
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**TITLE REACTIVATION/CLASS OF SERVICE REALLOCATION:**

**Effective:** Changes will be effective the first pay period following the Commission's approval.

|                             |   |                                     |
|-----------------------------|---|-------------------------------------|
| Investment Analyst Trainee  | → | Investment Analyst Trainee          |
| P95-52480 Career (C) D NE12 |   | P95-52480 Career <u>(NC)</u> D NE12 |

**TITLE INACTIVATION:**

**Effective:** Changes will be effective the first pay period following the Commission's approval.

Supervisor Date Entry Unit Pensions  
S23-53306 Career (C) D NL/12

KC/JT/GB/MP