

## STATE OF NEW JERSEY

Request for Title Reallocation

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Reallocation of Account Clerk Typing, Bilingual in Spanish and English and Account Clerk Typing, Multilingual in Spanish, Portuguese and English

1

CSC Docket No. 2018-2782

**ISSUED: April 20, 2018** (SLD)

The Division of Agency Services (Agency Services) recommends reallocation of the local government titles of Account Clerk Typing, Bilingual in Spanish and English and Account Clerk Typing, Multilingual in Spanish, Portuguese and English to the non-competitive division of the career service in accordance with *N.J.A.C.* 4A:3-1.2.

As background, the Account Clerk Typing title was consolidated into the Account Clerk title, effective October 22, 2011. It noted that the subject titles were inadvertently excluded from this consolidation. Subsequently, as the Account Clerk title was an entry-level title, involving routine, repetitive, noncomplex clerical tasks, and it required no experience, it was reallocated to the non-competitive division of the career service, effective February 9, 2013. Agency Services notes that the subject titles also perform routine, repetitive, noncomplex clerical tasks, and require no specific work experience. However, it noted that the bilingual and multilingual variants would still be subject to language skills testing via the BI-CAT, this agency's current language skills examination. Therefore, Agency Services recommends that the subject titles be reallocated to the non-competitive division.

Agency Services advises that notice was provided to local appointing authorities who have incumbents serving in the subject titles and a notice of the proposal was posted to the Civil Service Commission (Commission) website. However, no comments were received.

## CONCLUSION

*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 the foregoing, ample reasons exist for the reallocation of the proposed titles to the non-competitive division of the career service. Both titles do not require any specific work experience. Moreover, the bilingual and multilingual skills of the candidates will be assessed by use of the BI-CAT, which is a pass-fail examination. Therefore, given that these are entry level titles with no specific experience requirements, it is not practical to determine merit and fitness via competitive testing. Thus, competitive testing procedures and certification procedures are not practicable for these titles.

## ORDER

Therefore, it is ordered that the Account Clerk Typing, Bilingual in Spanish and English and Account Clerk Typing, Multilingual in Spanish, Portuguese and English titles be reallocated to the non-competitive division of the career service. It is also ordered that this action be effective April 18, 2018.

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 18TH DAY OF APRIL, 2018

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