



STATE OF NEW JERSEY

**FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION**

In the Matter of the Animal
Caretaker

CSC Docket No. 2019-280

Creation of a New Title

ISSUED: AUGUST 15, 2018 (EG)

The Division of Agency Services (Agency Services) requests creation of the non-competitive title of Animal Caretaker.

Agency Services requests the creation of an Animal Caretaker title. The primary function of this title would be to care for animals and perform routine duties such as feeding, cleaning cages and monitoring animals. The new title would be restricted to State colleges. In addition, Agency Services requests that the Animal Caretaker title be assigned to the non-competitive division. It asserts that this title requires a certificate as a Certified Assistant Laboratory Animal Technician issued by the American Association for Laboratory Animal Science. Agency Services states that possession of this certification demonstrates competency to perform related duties. Further since this title has no experience requirement, it contends that competitive testing for this title is not practicable.

CONCLUSION

N.J.A.C. 4A:3-3.2 provides that the Commission shall establish and maintain classification plans for all job titles in the career, senior executive, and unclassified services. Additionally, *N.J.A.C.* 4A:3-3.3(a)1 and *N.J.A.C.* 4A:3-3.3(a)3 state that the Chairperson or designee shall implement and administer the classification plans and may establish new titles and abolish unnecessary titles, and may modify specifications for existing titles or series to ensure their accuracy.

N.J.A.C. 4A:3-1.2(c) provides that a job title may be placed in the

noncompetitive division on an ongoing or interim basis when it is determined that it is appropriate to make permanent appointments to the title, and that 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;
2. 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; or
3. There is a need for immediate appointments arising from a new legislative program or major agency reorganization.

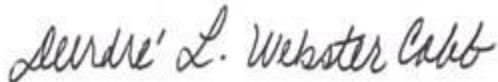
Based on *N.J.A.C. 4A:3-1.2(c)1*, ample reasons exist for the creation of the Animal Caretaker title and to allocate it to the non-competitive division of the career service. There are no specific experience requirements for the title at issue and the only requirement is possession of a specific certification. Given the nature of the title, competitive testing is not practicable since there are no further knowledge, skills, and abilities necessary beyond the need for the certification and there is no experience requirement. Additionally, appointees would be required to complete a four-month working test period prior to attaining permanent status.

ORDER

Therefore, it is ordered that the title of Animal Caretaker be created effective August 18, 2018 and that it be allocated to the non-competitive division of the career service.

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 15TH DAY OF AUGUST, 2018



Deirdré L. Webster Cobb
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Christopher S. Myers
Director
Division of Appeals and Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
P.O. Box 312
Trenton, New Jersey 08625-0312

c: Kelly Glenn
Records Center