



**STATE OF NEW JERSEY**

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

In the Matter of Health Data Specialist  
Apprentice

CSC Docket No. 2022-2890

Creation of a New Title

**ISSUED: JUNE 20, 2022 (EG)**

The Division of Agency Services (Agency Services) requests creation of the non-competitive title of Health Data Specialist Apprentice.

Agency Services requests the creation of a Health Data Specialist Apprentice title at the request of the Department of Health. The primary function of this title would be to receive formal and on-the-job training to learn how to perform duties such as conducting health surveys, completing routine research activities and assisting in organizing health research activities. The new title would function as an entry level title to the Health Data Specialist title series. After successful completion of the 24-month apprenticeship, an incumbent would be advanced to the Health Data Specialist 1 title, in accordance with Civil Service procedures. In addition, Agency Services requests that the Health Data Specialist Apprentice title be assigned to the non-competitive division. It asserts that competitive testing is not practicable due to the knowledge, skills, and abilities associated with the job. Further, it states that this is an entry-level apprentice title and requires only a Bachelor's degree, supplemented by 12 specified semester hour credits. The title has no experience requirements, therefore there is no skill set to be tested. The required skill set would be gained during the on-the-job training.

## CONCLUSION

*N.J.A.C.* 4A:3-3.2 provides that the Civil Service 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 Health Data Specialist Apprentice 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 Bachelor's degree, supplemented by 12 specified semester hour credits. 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 Bachelor's degree with 12 specified semester credit hours 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 Health Data Specialist Apprentice be created effective June 22, 2022 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 15<sup>TH</sup> DAY OF JUNE 2022

*Deirdre L. Webster Cobb*

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