



**STATE OF NEW JERSEY**

In the Matter of Building  
Management Services Specialist  
Trainee

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

CSC Docket No. 2025-755

Allocation to Noncompetitive Division

**ISSUED:** October 16, 2024 (HS)

The Division of Agency Services (Agency Services) requests the establishment of the noncompetitive title of Building Management Services Specialist Trainee in accordance with *N.J.A.C.* 4A:3-1.2.

In support of its request, Agency Services presents that the Department of the Treasury requested a trainee level to serve as an entry point for the Building Management Services Specialist title series. The primary duties of the title would involve learning to complete routine, analytical, or other basic professional work and functioning as provisional support of building management, operation, maintenance, security, service, and/or renovation programs. Incumbents who successfully complete the 12-month training period will be eligible for advancement to an appropriate primary title. *See N.J.A.C.* 4A:3-3.7(j). Agency Services requests that the new title be assigned to the noncompetitive division due to the impracticability of competitive testing as it is an entry-level title intended to provide on-the-job training with the knowledge, skills, and abilities being learned on the job. It indicates that it has provided notice and the opportunity to review the instant title creation to the applicable collective negotiations unit and no objection was received. Finally, Agency Services requests that the effective date for the requested action be the beginning of the first pay period following the Civil Service Commission's (Commission) approval.

## CONCLUSION

*N.J.A.C.* 4A:3-3.2(a) 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)2 provides that this agency shall implement and administer the classification plans and, in this regard, shall establish new titles, abolish unnecessary titles and consolidate titles.

*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 by the 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;
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.

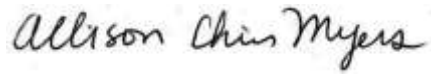
Based on all of the foregoing, ample reasons exist for the establishment of the subject title and its allocation to the noncompetitive division based on *N.J.A.C.* 4A:3-1.2(c)1. In this regard, Building Management Services Specialist Trainee is an entry-level title with no experience requirement and is intended to provide on-the-job training. Incumbents will gain the necessary skillset during the training period. Additionally, incumbents would be required to complete a four-month working test period prior to attaining permanent status. See *N.J.A.C.* 4A:4-5.1(b) and *N.J.A.C.* 4A:4-5.2(b)2. Accordingly, competitive testing is impracticable for this title.

## ORDER

Therefore, it is ordered that this request be granted and the title of Building Management Services Specialist Trainee be established and allocated to the noncompetitive division. This action shall be effective October 19, 2024.

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 16<sup>TH</sup> DAY OF OCTOBER, 2024



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