



**STATE OF NEW JERSEY**

In the Matter of Compliance Officer,  
MVC Commercial Bus Unit Title  
Series

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

Request for Administrative Relief

CSC Docket No. 2025-668

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

The Division of Agency Services (Agency Services) requests that certain incumbents<sup>1</sup> in the Safety Specialist, MVC title series be cross walked to the Compliance Officer, MVC Commercial Bus Unit title series.

As background, in April 2024, the titles of Compliance Officer 1, MVC Commercial Bus Unit and Compliance Officer 2, MVC Commercial Bus Unit were created to address changes in duties and responsibilities that have occurred over time for some incumbents serving in the Safety Specialist, MVC title series in the Division of Inspection Services (Inspection Services). Agency Services explains that with the creation of the Compliance Officer, MVC Commercial Bus Unit title series and job specification modifications to the Safety Specialist, MVC title series, it has established a clear distinction between those employees in the School Bus Unit and those employees responsible for the more complex and specialized duties associated with the inspection of commercial buses within Inspection Services.

The Motor Vehicle Commission now seeks to proceed with the crosswalk of certain incumbents serving in the Safety Specialist, MVC title series to the Compliance Officer, MVC Commercial Bus Unit title series. Specifically, certain incumbents in the title of Safety Specialist 1 MVC would crosswalk to the title of Compliance Officer 1, MVC Commercial Bus Unit, and certain incumbents in the title of Safety Specialist 2 MVC would crosswalk to the title of Compliance Officer 2, MVC

<sup>1</sup> Agency Services identifies 14 specific incumbents.

Commercial Bus Unit. Agency Services indicates that the title changes would ensure alignment of duties and appropriate classification within both the Commercial Bus Unit and the School Bus Unit and that they would ensure that employees performing the more complex and specialized duties affiliated with commercial bus inspection are being compensated accordingly. Considering that movement from the Safety Specialist, MVC title series to the Compliance Officer, MVC Commercial Bus Unit title series constitutes an increase in class code, Agency Services requests that the provisions of *N.J.A.C. 4A:4-7.6(a)1* be relaxed in order to allow the affected employees to move laterally, appointment type to appointment type, into the target title and that the employees retain their current status and not be subject to a working test period. Finally, Agency Services also requests that all employee movements to the newly created title series be effectuated in accordance with Salary Regulation 24:4G (movement without promotional procedures to a restructured title series).

## CONCLUSION

*N.J.A.C. 4A:3-3.3(a)* provides that the Chairperson or designee shall implement and administer the classification plans and, in this regard, shall (1) classify new positions and reclassify existing positions through job analysis; (2) establish new titles, abolish unnecessary titles, and consolidate titles where a single title is appropriate for the grouping of positions with similar qualifications, authority, and responsibility; (3) modify specifications for existing titles or series to ensure their accuracy; and (4) notify appointing authorities and provide for notice to other affected persons of changes in classification plans.

*N.J.A.C. 4A:4-7.6(a)1* provides, in part, that a lateral title change is the movement of a permanent employee from his or her permanent title to an equivalent title within the same organizational unit. In State service, a lateral title change may only be made if the titles are assigned the same class code.

*N.J.A.C. 4A:1-1.2(c)* provides that a rule may be relaxed for good cause in a particular situation, on notice to affected parties, in order to effectuate the purposes of Title 11A, New Jersey Statutes.

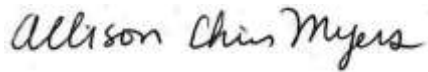
Based on the foregoing, ample reasons exist to cross walk the employees as set forth above. As noted by Agency Services, this would ensure alignment of duties and appropriate classification within both the Commercial Bus and School Bus Units and would ensure that employees performing the more complex and specialized duties affiliated with commercial bus inspection are being compensated accordingly. Accordingly, the request of Agency Services is granted.

**ORDER**

Therefore, it is ordered that the request be granted and incumbents in certain Safety Specialist, MVC positions be cross walked to the appropriate title in the Compliance Officer, MVC Commercial Bus Unit series in accordance with this decision, 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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