



STATE OF NEW JERSEY

In the Matter of Mosquito
Identification Specialist Trainee

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

CSC Docket No. 2025-1135

Request for Title Creation

ISSUED: December 18, 2024 (SLK)

The Division of Agency Services (Agency Services), on behalf of the Mosquito Extermination Commission (MEC), Ocean County, requests the creation of the noncompetitive title of Mosquito Identification Specialist Trainee service in accordance with *N.J.A.C.* 4A:3-1.2.¹

By way of background, the MEC requests the establishment of the following title series to meet its staffing requirements:

- Mosquito Identification Specialist 3 – Competitive (New)
- Mosquito Identification Specialist 2 – Competitive (New)
- Mosquito Identification Specialist 1 – Competitive (02515) [renamed from Mosquito Identification Specialist]
- Mosquito Identification Specialist Trainee – Noncompetitive (New)

¹ Agency Services also requests the creation of a new associated title series and the inactivation of the prior title series. It is not necessary for the Civil Service Commission (Commission) to formally act on Agency Services' establishment of a title, whether it be for a new title or the inactivation of a prior title, since these functions have specifically been delegated to the Chairperson of the Commission or the designee by *N.J.A.C.* 4A:3-3.3, which, in this case, is Agency Services. See e.g., *In re Changes in the State Classification Plan*, 460 *N.J. Super.* 358 (App. Div. 2019). However, *N.J.A.C.* 4A:3-1.2(c) specifically requires the Commission to determine if a title should be placed in the non-competitive division of the career service.

Under the MEC, individuals in the Mosquito Identification Specialist field are responsible for the precise identification of various mosquito species. They compile, summarize, and graph the identification results and population data. This critical information is used to guide and inform mosquito control activities. The MEC requests the trainee level be assigned to the noncompetitive division of the career service pursuant to *N.J.A.C.* 4A:3-1.2(c)1. It is Agency Services' opinion that competitive testing is not practicable for this title due to the knowledge, skills, and abilities associated with the job. This is an entry-level trainee title which is intended to provide on-the-job training. The knowledge, skills, and abilities associated with this title are essentially learned on the job. Upon successful completion of the trainee period, employees will advance to Mosquito Identification Specialist 1 (02515). Two additional in-series levels, Mosquito Identification Specialist 2 and Mosquito Identification Specialist 3 will be established for career progression purposes and these titles reside in the competitive division of the career services. Agency Services indicates that title specifications for the new titles have been developed to accommodate this request.

CONCLUSION

N.J.A.C. 4A:3-3.3(a)2 provides that the Chairperson or designee shall implement and administer the classification plans, including establishing new titles, abolishing unnecessary titles and consolidating titles where a single title is appropriate for the grouping of position with similar qualification, authority, and responsibility. *N.J.A.C.* 4A:3-3.7(a) provides that trainee, apprentice, recruit, and intern titles may be established in State and local services to provide for entry level employment. *N.J.A.C.* 4A:3-1.2(a) states that the Commission shall allocate and reallocate career service titles between the competitive and non-competitive divisions. *N.J.A.C.* 4A:3-1.2(c) states that a job title may be placed in the non-competitive division on an ongoing or interim basis when it is determined that competitive testing is not practicable due to the nature of the knowledge, skills, and abilities associated with the job.

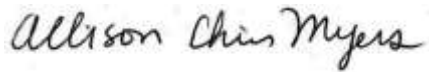
Based on the foregoing, ample reasons exist to create the title Mosquito Identification Specialist Trainee and allocate it to the non-competitive division of the career service. In this regard, the Mosquito Identification Specialist Trainee title has no experience requirements as the skills required to perform the job are gained through on-the-job training. Given the lack of an experience requirement, competitive testing is not practicable since the knowledge, skills and abilities associated with this title are evaluated during the mandatory training period. In this regard, Mosquito Identification Specialist Trainee appointees would be required to complete a one-year training period as well as the required three-month working test period prior to attaining permanent status.

ORDER

Therefore, it is ordered that this request be granted. This action shall be effective December 23, 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 18TH DAY OF DECEMBER, 2024



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