



STATE OF NEW JERSEY

In the Matter of Program Support
Specialist, Assistance Programs
Titles, Department of Corrections

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

CSC Docket No. 2024-2302

Request for Title Reallocation

ISSUED: July 3, 2024 (SLK)

The Division of Agency Services (Agency Services), on behalf of the Department of Corrections (DOC), requests that the Program Support Specialist 3, Assistance Programs, Program Support Specialist 2, Assistance Programs, Program Support Specialist 1, Assistance Programs, and Supervising Program Support Specialist, Assistant Programs titles be placed in the noncompetitive division of the career service on an interim basis.

By way of background, as part of an organizational restructuring, the DOC requests to reclassify employees in the Division of Community Programs and Reentry Services to titles that more accurately reflect their current duties and responsibilities. The organization change in the DOC is a culmination of years of work and planning to ensure the DOC's compliance with the mandate expansion of inmate reentry assistance and benefits. Due to the recent amendment to the State's Fair Release and Reentry Act (FRARA), the DOC has taken steps to reduce recidivism and increase positive outcomes among released inmates. To carry out its mandates, the DOC requires professional staff with increased knowledge and experience in assistance programs and the ability to create discharge plans while still maintaining continuity of services. Consequently, the DOC requests that permanent employees in the Social Worker, Correction titles series, and the Social Work Supervisor Secured Facilities titles series be reclassified to the Program Support Specialist, Assistance Programs title series which is commensurate with the level of responsibility and the scope of job duties required for the maintenance, monitoring and implementation of inmate

reentry services. The DOC indicates that this mass title change would move the DOC's mission forward, improve efficiency of operations and recruitment efforts, and ensure support of inmate reentry efforts.

As part of its request, the DOC provided State Position Classification Questionnaires (DPF-44S) for each of the affected titles. Based on Agency Services' review, the employees serving in the Social Worker, Corrections title series, and the Social Work Supervisor Secured Facilities titles series are currently performing duties comparable to the Programs Support Specialist, Assistance Programs title series. Moreover, it was determined that each of the affected employees possesses the required education and experience for the target title.

N.J.A.C. 4A:3-1.2(c)3 provides that a job title may be placed in the noncompetitive division on an ongoing or interim basis when there is a need for immediate appointments arising from a new legislative program or major agency reorganization.

In light of the above, Agency Services requests the titles list below be reallocated to the noncompetitive division of the career service on an interim basis, for one pay period, to allow the DOC to reclassify and permanently appoint employees in the Division of Community Programs and Reentry Services as follows:

Program Support Specialist 3, Assistance Programs (P22-62101D Competitive) to Program Support Specialist 3, Assistance Programs P22-62101D Non-Competitive (Interim)

Program Support Specialist 2, Assistance Programs (P24-62102D Competitive) to Program Support Specialist 2, Assistance Programs P24-62102D Non-Competitive (Interim)

Program Support Specialist 1, Assistance Programs (P27-62103D Competitive) to Program Support Specialist 3, Assistance Programs P27-62103D Non-Competitive (Interim)

Supervising Program Support Specialist, Assistance Programs (S29-62104D Competitive) to Supervising Program Support Specialist, Assistance Programs S29-62104D Non-Competitive (Interim)

Moreover, it was determined that each of the affected employees possesses the required education and experience for the target title.

In accordance with *N.J.A.C.* 4A:3-1.2(e), the affected negotiations representatives were notified on May 23, 2024, of the request to reallocate the subject

titles to the noncompetitive division on an interim basis. No comments have been received.

CONCLUSION

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 Civil Service Commission (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 likely have not or 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 legislation program or major agency reorganization.

N.J.A.C. 4A:3-1.2(e) provides that prior to any reallocation from the competitive to noncompetitive division, whether on an ongoing or interim basis, an administrative review shall be conducted and notice of the proposed reallocation shall be sent to affected appointing authorities and negotiations representatives. The notice shall designate the period of time, which in no event shall be less than 20 days, during which written comment may be submitted, and may provide for a public hearing.

In the instant matter, the DOC seeks to reallocate the Program Support Specialist 3, Assistance Programs (P22/62101D), Program Support Specialist 2, Assistance Programs (P24/62102D), Program Support Specialist 1, Assistance Programs (P27/62103D), and Supervising Program Support Specialist, Assistance Program (S29/62104D) titles to the noncompetitive division of the career service on an interim basis. Based on the circumstances surrounding this matter as described above, Agency Services supports the request. These noncompetitive appointments will allow the DOC to employ experienced individuals who have the requisite knowledge, skills and service within the Division of Community Programs and Reentry Services to move the DOC's mission forward, improve efficiency of operations and recruitment efforts, and ensure support of inmate reentry efforts. Additionally, the affected negotiations representatives were given notice of this request in accordance with *N.J.A.C.* 4A:3-1.2(e) and no comments were received. Therefore, the Commission grants Agency Services' request as outlined in *N.J.A.C.* 4A:3-1.2(c)3 in order to allocate the above referenced titles to the noncompetitive division of the


career service on an interim basis, for one pay period, in order to effectuate the appointment of the affected employees into the appropriate titles. It is noted that the employees would need to serve current working test periods, since appointments cannot become permanent until successful completion of a working test period pursuant to *N.J.A.C. 4A:4-5.1, et seq.* Further, this decision is based on the unique facts of this case and does not set a precedent for any other matter.

ORDER

It is ordered that the specified titles within the Department of Corrections be reallocated to the noncompetitive division title of the career service on an interim basis, for one pay period, in order to effectuate the appointment of the named employees into the appropriate titles. It is further ordered that such actions be effective the first pay period following the Commission's approval.

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 3RD DAY OF JULY, 2024



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