



STATE OF NEW JERSEY

In the Matter of the Reallocation of
Veterans Service Officer Trainee

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

CSC Docket No. 2024-1891

Reallocation to
Noncompetitive Division

ISSUED: April 10, 2024 (HS)

The Division of Agency Services (Agency Services) intends to reactivate the title of Veterans Service Officer Trainee and requests that the title be reallocated to the noncompetitive division of the career service in accordance with *N.J.A.C. 4A:3-1.2*.

In support of its request, Agency Services presents that the Department of Military and Veterans Affairs requires the ability to recruit entry level Veterans Service Officers to meet expected staffing requirements and demand. The primary functions of the title would involve receiving on-the-job training while providing social services and support to veterans and their families. Incumbents who successfully complete the 12-month training period will be eligible for advancement to the title of Veterans Service Officer 3. *See N.J.A.C. 4A:3-3.7(j)*. Agency Services requests that the title be reallocated to the noncompetitive division because competitive testing is not practicable due to the knowledge, skills, and abilities associated with the job. It indicates that it provided notice and the opportunity to review the proposal to the applicable collective negotiations unit. Agency Services also requests that the effective date for the requested action be the first pay period following the Civil Service Commission’s (Commission) approval, which shall coincide with the title reactivation.

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 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 the foregoing, ample reasons exist for the reallocation of the Veterans Service Officer Trainee title to the noncompetitive division pursuant to *N.J.A.C.* 4A:3-1.2(c)1. In this regard, Veterans Service Officer Trainee is an entry-level title, and 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 in the trainee title, thereby confirming that their appointments are based on principles consistent with merit and fitness. *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 Veterans Service Officer Trainee title be reactivated and reallocated to the noncompetitive division of the career service. This action shall be effective April 20, 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 10TH DAY OF APRIL, 2024

Allison Chris Myers

Allison Chris Myers
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Nicholas F. Angiulo
Director
Division of Appeals and Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
P.O. Box 312
Trenton, New Jersey 08625-0312

c: Division of Agency Services
John Langston
Records Center