



**STATE OF NEW JERSEY**

In the Matter of Business Registry  
Specialist Title Series

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

CSC Docket No. 2025-1637

Title Creation/Inactivation

**ISSUED: February 26, 2025 (SLD)**

The Division of Agency Services (Agency Services) requests the establishment of the Business Registry Specialist title series for use in the Department of the Treasury (Treasury). Agency Services also requests the inactivation of the Assistant Grounds Worker (42743) and Assistant Greenhouse Worker (45512) titles.

In support of its request, Agency Services presents that the Treasury requested the creation of the Business Registry Specialist title series, which includes the non-competitive title of Business Registry Specialist Trainee (P95), and the competitive titles of Business Registry Specialist 1 (P18), Business Registry Specialist 2 (P21), Business Registry Specialist 3 (R24) and Supervising Business Registry Specialist (S27). It explained that these positions would be within the Division of Revenue & Enterprise Services and would be responsible for ensuring the accuracy and currency of records within the business registry system. Moreover, these positions would require a keen eye for detail and a strong understanding of regulatory compliance to maintain the integrity of business registrations and related documents. Treasury explains that individuals in this title series would advise and assist businesses in administrating the State's business registry programs, counsel clients as well as their accounting and legal representatives, review business registry filings, develop automated response models utilizing advanced technology, troubleshoot problems, and draft correspondence. These employees will be the primary contact point for large and small organizations looking to do business in New Jersey.

With regard to Business Registry Specialist Trainee, Agency Services supports the request that this title be placed in the non-competitive division. In this regard, it contends that competitive testing for the trainee title would not be practicable due to the knowledge, skills and abilities associated with the title, as it would be an entry-level trainee title. Moreover, it notes that as a trainee title, it is intended to provide on-the-job training, and as such, the knowledge, skills and abilities are expected to be learned on the job. Agency Services explains that upon successful completion of the one-year trainee period, employees would advance to the Business Registry Specialist 1 title. All other titles in the series would be allocated to the competitive division of the career service. Finally, Agency Services requests that the effective date for the requested actions 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 Civil Service Commission (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:3-3.6(a) states, in pertinent part, that the Commission may determine that a new title or title series is necessary.

*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 establishment of the subject title series and the allocation of the Business Registry Specialist Trainee title to the noncompetitive division based on *N.J.A.C.* 4A:3-1.2(c)1. In this regard, the Business Registry Specialist Trainee title is an entry-level title that is intended to provide on-the-job training. Incumbents will gain the necessary skill set 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 these requests be granted, and the titles of Business Registry Specialist Trainee, Business Registry Specialist 1, Business Registry Specialist 2, Business Registry Specialist 3 and Supervising Business Registry Specialist be established. It is also ordered that the title of Business Registry Specialist Trainee be allocated to the noncompetitive division.

Additionally, it is ordered that the titles of Assistant Grounds Worker and Assistant Greenhouse Worker be inactivated.

These actions shall be effective March 8, 2025.

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 26<sup>TH</sup> DAY OF FEBRUARY, 2025




---

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: Antoinette Sargent  
Division of Agency Services  
Division of Human Resources & Information Services