



**STATE OF NEW JERSEY**

In the Matter of Classification  
Officer, Department of Corrections  
Titles Series

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

CSC Docket No. 2025-1923

Title Creation

**ISSUED: April 9, 2025 (SLK)**

The Division of Agency Services (Agency Services) requests the establishment of a new Classification Officer, Department of Corrections (DOC) title series for use in the DOC.

By way of background, Agency Services presents that the existing Classification Officer titles series, which contains general titles, no longer meets the DOC's needs. With newer legislation and increasing workloads, the DOC expressed the need for the Classification Officer 2 title to function as a lead worker, the Classification Officer 3 title to function as a primary-level supervisor, and the Supervising Classification Officer title to function as a secondary-level supervisor. The other appointing authority that primarily uses these titles, the Youth Justice Commission<sup>1</sup>, was not in agreement with making changes to the structure of the existing title series.

Agency Services asserts that the creation of a new title series, solely for use by the DOC, will address the DOC's operational needs and ensure the proper classification of staff. Classification Officer 3, DOC will be a first-level supervisory title, responsible for supervising a team/group composed of professional/technical staff in the application of appropriate State and federal laws and department regulations governing the level of security, status, transfer, and involuntary

<sup>1</sup> The Youth Justice Commission was formerly known as the Juvenile Justice Commission.

commitment of inmates. The Supervising Classification Officer, DOC title will be a secondary-level supervisory title, responsible for supervising the activities of the inmate classification unit or the inmate release notification unit; or supervising activities and staff conducting classification functions in the correctional facilities.

Agency Services provides that the bargaining units for this title series have been assigned by the Governor's Office of Employee Relations (GOER). In addition, the appropriate negotiation representative has been notified of the creation of the new Classification Officer, DOC titles and has not expressed any objections.

Additionally, Agency Services requests a crosswalk of current DOC incumbents as shown below. It indicates that the appointments will be made by slotting the current employees into new titles at a step closer to their current salary that provides an increase (if applicable), appointment type to appointment type, with retention of existing status.

<b>From:</b>	<b>To:</b>
Supervising Classification Officer (61401, R29)	Supervising Classification Officer, DOC (S30)
Classification Officer 3 (61394, P26)	Classification Officer 3, DOC (R27)
Classification Officer 2 (61393, P23)	Classification Officer 2, DOC (P23)
Classification Officer 1 (61392, P20)	Classification Officer 1, DOC (P20)
Classification Officer Apprentice (61395, P19)	Classification Officer Apprentice, DOC (P19)
Technical Assistant Classification (61391, P17)	Technical Assistant Classification, DOC (P17)

Agency Services indicates that the effective date of this action will be the beginning of the first pay period that follows the Civil Service Commission's (Commission) approval. The titles to be created are:

**Supervising Classification Officer, DOC**

S30 Competitive W NL12

**Classification Officer 3, DOC**

R27 Competitive W NL12

**Classification Officer 2, DOC**

P23 Competitive W NL12

**Classification Officer 1, DOC**

P20 Competitive W NE12

**Classification Officer Apprentice, DOC**

P19      Competitive      W      NE12

**Technical Assistant Classification, DOC**

P17      Competitive      W      NE12

**CONCLUSION**

*N.J.A.C.* 4A:3-1.1(a) provides that all job titles shall be allocated to the career service, except for those job titles allocated by the Commission to the unclassified service as provided in *N.J.A.C.* 4A:3-1.3 and those positions in State service allocated by the Commission to the Senior Executive Service as provided in *N.J.A.C.* 4A:3-2.

*N.J.A.C.* 4A:3-3.6(a) provides that the Commission may determine that a new title or title series is necessary, when it is found that a new set of functions is assigned to the position(s) being reviewed and these new functions are not appropriately described by an existing title or title series.

Based on the foregoing, ample reasons exist for the creation of the subject title series. *See N.J.A.C.* 4A:3-3.6(a). Additionally, the title series shall be allocated to the competitive division, which is consistent with *N.J.A.C.* 4A:3-1.1(a).

**ORDER**

Therefore, it is ordered that the request be granted and the above-noted title series be established, and incumbents in Supervising Classification Officer, Classification Officer 3, Classification Officer 2, Classification Officer 1, Classification Officer Apprentice, and Technical Assistant Classification titles at the DOC be cross-walked to the corresponding level of the Classification Officer, DOC title series or the Technical Assistant Classification, DOC title with the appropriate salary. This action shall be effective the first pay period following the issue date of this decision.

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 9<sup>TH</sup> DAY OF APRIL, 2025




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