



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Title Creation of
Child Support Specialist Trainee in
the Non-Competitive Division of the
Career Service

CSC Docket No. 2018-1628

Request for Title Creation

ISSUED: APRIL 2, 2018 (SLK)

The Division of Agency Services (Agency Services) recommends creating a new trainee title, Child Support Specialist Trainee, in the non-competitive division of the career service.

The rationale for creating this title is to provide Department of Human Services (DHS) the ability to hire at the entry level of the Child Support Specialist title series. This title series presently consists of three levels, with the entry point requiring a Bachelor's degree and one year of relevant experience. DHS would like to add a Trainee level as the entry point to the series with the only requirement being a Bachelor's degree. DHS works under a federal mandate to maintain minimum staffing levels in these positions, and the addition of a Trainee title will place DHS in a better position to staff its offices and retain well-trained employees. The primary function of this title would be to receive on-the job training while performing activities related to child support programs, program compliance and performance and the Statewide use of the child support information management system. After successful completion of the 12-month training program, the incumbent would be advanced to the Child Support Specialist 1 title pursuant to Civil Service Commission (Commission) rules. Agency Services explains that competitive testing is not practicable for this title due to the knowledge, skills, and abilities associated with the job. In this regard, the title has no experience requirements, hence there is no skill set to be tested. The required skill set would be learned on the job, as it is a Trainee title.

Agency Services advises that the bargaining unit of the Trainee title was assigned by the Governor's Office of Employee Relations. Finally, Agency Services requests that this title creation and allocation of this title to the non-competitive division become effective beginning on the first pay period following Commission approval of these actions.

N.J.A.C. 4A:3-1.2 provides, in part, that the Commission may allocate titles to the non-competitive division when competitive testing is not practicable due to the nature of the knowledge, skills, and abilities associated with the job or when 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.

Based on all of the foregoing, ample reasons exist for the title creation as DHS works under a federal mandate to maintain minimum staffing levels in the Child Support Specialist title series, and the addition of a Trainee title will place DHS in a better position to staff its offices and retain well-trained employees. Further, reasons exist for the allocation of the proposed title to the non-competitive division of the career service. This is an entry-level trainee title and requires only a Bachelor's degree. The title has no experience requirements, hence there is no skill set to be tested. Incumbents will gain the required skill set during on-the-job training. Therefore, competitive testing is impracticable for this title.

ORDER

Based on all of the above, it is ordered that the Child Support Specialist Trainee title be created and allocated to the non-competitive division. 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 27th DAY OF MARCH, 2018



Deirdre L. Webster Cobb
Acting Chairperson
Civil Service Commission

**Inquiries
and
Correspondence**


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and Regulatory Affairs
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Attachment

c: Kelly Glenn

DATE: November 27, 2017

TO: Civil Service Commission

FROM: Kelly A. Glenn, Director 
Division of Agency Services

SUBJECT: Change in State Classification Plan

DEPARTMENT OF HUMAN SERVICES

The Division of Agency Services seeks to create a new trainee title, Child Support Specialist Trainee at the request of the Department of Human Services (DHS).

The title would receive on-the-job training while performing activities related to child support programs, program compliance and performance and the statewide use of the child support information management system. The title would function as an entry level to the Child Support Specialist title series.

After successful completion of the twelve (12) month training program, the incumbent shall be advanced to the Child Support Specialist 1 (61971, P20) title, under Civil Service Commission procedures.

The bargaining unit of the Trainee title was assigned by the Governor's Office of Employee Relations.

As requested by the DHS, we recommend assigning the Trainee title to the Noncompetitive division of the career service. The title has been identified as appropriate for the Noncompetitive class of service based on the criteria defined in *N.J.A.C. 4A:3-1.2*, which states:

“(c) A job title may be placed in the Noncompetitive Division on an ongoing or interim basis when it is determined by the Commissioner 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.”

It is our opinion that competitive testing is not practicable due to the knowledge, skills, and abilities associated with the job. The title has no experience requirements hence there's no skill set to be tested. The required skill set would be learned on the job, as it's a Trainee title. The title only requires a general Bachelor's degree.

Civil Service Commission
November 27, 2017

ESTABLISHMENT OF NEW TITLE:

Effective: The effective date of this action will be the beginning of the first pay period that follows the Commission's approval.

Child Support Specialist Trainee
P95 _____ Noncompetitive P NE12

KG/SF/PM/AS