



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Reallocation of  
Securities Market Trader Trainee  
from the Competitive to the Non-  
Competitive Division of the Career  
Service

Request for Title Reallocation

CSC Docket No. 2018-1629

ISSUED: APRIL 2, 2018 (SLK)

The Division of Agency Services (Agency Services) recommends the reactivation and reallocation of the Securities Market Trader Trainee title.

The rationale for reallocating the Securities Market Trader Trainee title is to provide the Department of the Treasury the ability to hire at the entry level of this title series. The primary function of this title would be to receive on-the-job training in the purchase and sale of financial instruments, debt obligation and securities transactions. Appointees who successfully complete the 12-month training period will be eligible for advancement in accordance with the Civil Service Commission (Commission) procedures. Agency Services explains that competitive testing is not practicable due to the knowledge, skills, and abilities associated with the job. This is an entry-level trainee title and requires only a Bachelor's degree including or supplemented by 18 credit hours in specific subject areas as indicated on the job specification. 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.

Agency Services advises that it has provided notice and the opportunity to review the proposal to all collective negotiations units and all articulated issues have been reviewed and resolved. Finally, Agency Services requests that the changes specified in this title reallocation 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 reallocate titles from the competitive 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 reallocation 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 including or supplemented by 18 credit hours in specific subject areas as indicated on the job specification. 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 these titles.

### ORDER

It is ordered that the Securities Market Trader Trainee title be reactivated and reallocated 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 27<sup>th</sup> DAY OF MARCH, 2018

*Deirdre L. Webster Cobb*

Deirdre L. Webster Cobb  
Acting Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

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


Attachment

c: Kelly Glenn

# MEMORANDUM

**DATE:** November 29, 2017

**TO:** Civil Service Commission

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

**SUBJECT:** Change in State Classification Plan

## TITLE REACTIVATION

The Department of Treasury (Treasury) requests the reactivation of the title Securities Market Trader Trainee (P95, 52501). Treasury would like to use the Trainee title as an entry level to their Securities Market Trader title series.

The primary function of this title would be to receive on-the-job training in the purchase and sale of financial instruments, debt obligations and securities transactions. Appointees who successfully complete the twelve (12) month training period will be eligible for advancement to the title Securities Market Trader 3 (52502, P22), in accordance with the Civil Service Commission procedures.

The request also includes the Trainee title be reassigned to the non-competitive class of service pursuant to N.J.A.C. 4A:3-1.2(c), 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. This is an entry-level trainee title and requires only a Bachelor’s degree including or supplemented by 18 credit hours in specific subject areas as indicated on the job specification. 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.

The Division recommends the Securities Market Trader title series be renumbered in accordance with current practice with “1” being the lowest level in the series and “3” being the highest level in the series.

**From**

Securities Market Trader 3 (52502/P22)  
Securities Market Trader 2 (52503/P27)  
Securities Market Trader 1 (52504/R29)

**To**

Securities Market Trader 1 (52502/P22)  
Securities Market Trader 2 (52503/P27)  
Securities Market Trader 3 (52504/R29)

The appropriate negotiations representatives have been notified in accordance with N.J.A.C. 4A:3-3.3 (f).

**TITLE REACTIVATION**

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

Securities Market Trader Trainee  
P95 – 52501 Non-Competitive D NL12

KG/SF/PM/KW