

B-22



STATE OF NEW JERSEY

In the Matter of Nutrition Program
Specialist Apprentice

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

CSC Docket No. 2016-1340

Request for Title Creation/Inactivation

ISSUED: OCT 22 2015 (SLK)

The Division of Agency Services (Agency Services) recommends the creation of the non-competitive title of Nutrition Program Specialist Apprentice. Agency Services also recommends the inactivation of the Chief, Bureau of Food Distribution Program title.

By way of background, the Department of Agriculture petitioned Agency Services for the creation of the Nutrition Program Specialist Apprentice title to help meet its recruitment needs for entry level positions. Although Agency Services reviewed all of the existing titles in the State Classification Plan in an attempt to identify one which would appropriately classify the duties for entry level nutrition program specialist functions, no such title was available. Additionally, as the Nutrition Program Specialist Apprentice title requires a Bachelor's degree and has no experience requirements since the skills required to perform the job are gained through on-the-job training, Agency Services states that competitive testing is not practical for this title. Accordingly, in order to expand recruitment efforts and train employees in accordance with the organization's needs, Agency Services recommends the creation of the Nutrition Program Specialist Apprentice title. Finally, Agency Services recommends the inactivation of the Chief, Bureau of Food Distribution Programs title since this title has been unencumbered for more than three years.

N.J.A.C. 4A:3-1.2(a) states that the Civil Service Commission (Commission) shall allocate and reallocate career service titles between the competitive and non-competitive divisions. *N.J.A.C.* 4A:3-1.2(c) states that a job title may be placed in the non-competitive division on an ongoing or interim basis when it is determined

that 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.

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 creation become effective beginning on the first pay period following Commission approval of these actions.

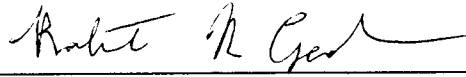
Based on all of the foregoing, ample reasons exist for the creation of the subject title and to allocate the Nutrition Program Specialist Apprentice title to the non-competitive division of the career service. In this regard, the Nutrition Program Specialist Apprentice title requires a Bachelor's degree with no experience requirements as the skills required to perform the job are gained through on the job training. Additionally, apprentice titles are designed to provide entry level employment to public service. *See Reallocation of Weights and Measures Apprentice from Competitive to Non-Competitive Division of the Career Service* (CSC, decided December 3, 2014). Given the lack of an experience requirement, competitive testing is not practicable since the knowledge, skills, and abilities associated with this apprentice title are evaluated during the mandatory training period. In this regard, appointees would be required to complete both a 24 month training period as well as the required four month (or three month in local service) working test period prior to attaining permanent status.

ORDER

Based on all of the above, it is ordered that the subject title be created effective October 31, 2015 and that the Nutrition Program Specialist Apprentice title be allocated to the non-competitive division of the career service. Additionally, it is ordered that the Chief, Bureau of Food Distribution Programs title be inactivated.

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 21st DAY OF OCTOBER, 2015



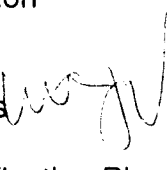
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Attachment

c: Kenneth Connolly
Kelly Glenn
Linda Krajain
Hetty Rosenstein

DATE: September 28, 2015
TO: The Civil Service Commission
FROM: Kenneth Connolly, Director
Division of Agency Services 
SUBJECT: Change in the State Classification Plan

DEPARTMENT OF AGRICULTURE

The Department of Agriculture seeks to create a new title, Nutrition Program Specialist Apprentice.

The title is being created to provide an entry level to the Nutrition Program Specialist title series. This action will provide the Agency to expand their recruitment efforts and train the employees in accordance with the organization's needs.

The Apprentice title requires a Bachelor's degree and has no experience requirements; hence we request this title to be assigned to the Non-Competitive class of career service per *N.J.A.C 4A:3-1.2(c)*. Testing for this title is not practicable given the skills required to perform the job are gained through on the job training.

We also request the inactivation of the following title. The title has been unencumbered for over three (3) years, and there are no plans for future use.

Attached is documentation that the negotiation representative notice required by *N.J.A.C 4A:3-3.3(f)* has been made.

ESTABLISHMENT OF NEW TITLE:

Effective: Changes will be effective the first pay period following the Commission's approval.

Nutrition Program Specialist Apprentice
X95 - XXXXX Non-Competitive H NE12

TITLE TO BE INACTIVATED

Effective: Changes will be effective the first pay period following the Commission's approval.

Chief Bureau of food Distribution Programs
M30 – 34105 Competitive H NL12

KC/JT/PM/KP