

B-93



STATE OF NEW JERSEY

In the Matter of Housing and Zoning  
Inspector Trainee and Housing and  
Zoning Inspector

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

CSC Docket No. 2015-2636

Request for Title Creation/Inactivation

ISSUED: APR - 2 2015 (CSM)

The Division of Agency Services (Agency Services) recommends the creation of the non-competitive title of Housing and Zoning Inspector Trainee and Housing and Zoning Inspector. Agency Services also recommends the inactivation of the Maintenance Repairer/Radio Dispatcher and Building Service Worker/Clerk 2 titles.

By way of background, the Town of Morristown (Morristown) petitioned Agency Services for the creation of the Housing and Zoning Inspector Trainee and the Housing and Zoning Inspector title in order to make their operations more efficient. 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 of both the housing and zoning functions, no such title was available. Additionally, as the Housing and Zoning Inspector Trainee title requires appointees to successfully complete the Inspector of Hotels and Multiple Dwelling course and complete the required Zoning Administration and Enforcement coursework required for certification by the end of the one year training period, Agency Services states that competitive testing is not practical for this title. As such, it requests that the Housing and Zoning Inspector Trainee title be allocated to the non-competitive division. Accordingly, in order to create cross functional opportunities for employees and to enhance efficiency of operations, Agency Services recommends the creation of the Housing and Zoning Inspector Trainee and Housing and Zoning Inspector titles. Finally, Agency Services recommends the inactivation of the Maintenance Repairer/Radio Dispatcher and Building Service Worker/Clerk 2 titles since those titles have 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.

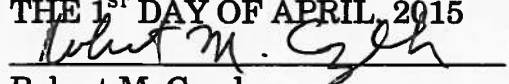
Based on all of the foregoing, ample reasons exist for the creation of the subject titles and to allocate the Housing and Zoning Inspector Trainee title to the non-competitive division of the career service. As the appointees will be required to successfully complete the Inspector of Hotels and Multiple Dwelling course and complete the required Zoning Administration and Enforcement coursework required for certification by the end of the one year training period, competitive testing is not practical for this title. Indeed, the placement of this title in the non-competitive division is consistent with the Commission's ongoing efforts to quickly provide appointing authorities with qualified candidates for positions who have demonstrated their relative merit and fitness through possession of a State-issued license or certification. *See In the Matter of Matter of Reallocation of State, Local and Common Titles from the Competitive to the Non-Competitive Division of the Career Service* (CSC, decided October 17, 2012) (Commission reallocated multiple career services titles requiring State-issued licenses or certifications to the non-competitive division since possession of the license establishes that the applicant has successfully met the requirements necessary to qualify for the title).

### ORDER

Based on all of the above, it is ordered that the subject titles be created effective April 4, 2015 and that the Housing and Zoning Inspector Trainee title be allocated to the non-competitive division of the career service. Additionally, it is ordered that the Maintenance Repairer/Radio Dispatcher and Building Service Worker/Clerk 2 titles 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 1<sup>ST</sup> DAY OF APRIL, 2015**



**Robert M. Czech  
Chairperson  
Civil Service Commission**

**Inquiries  
and  
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and Regulatory Affairs  
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**Attachment**

**c:   Kenneth Connolly  
      Kelly Glenn  
      Kristen E. Wedderburn**

# MEMORANDUM

**DATE:** March 15, 2015  
**TO:** Civil Service Commission  
**FROM:** Kenneth Connolly, Director  
Division of Agency Services *Kenneth Connolly*  
**SUBJECT:** Change in Classification Plan

## LOCAL GOVERNMENT

The Division of Agency Services seeks to create two (2) new titles:

1. Housing and Zoning Inspector
2. Housing and Zoning Inspector Trainee

This action is being solicited to accommodate a request from Town of Morristown. The Township will be utilizing these titles in their Department of Code Enforcement to create cross functional opportunities for its employees and to enhance the efficacy of operations.

All existing titles have been reviewed in an attempt to identify one which would appropriately classify the duties of this function, rather than create a new one. However, no such title was available.

We recommend the Housing and Zoning Inspector Trainee title be assigned to the non-competitive division of the career service in accordance with *N.J.A.C. 4A:3-1.2(c) 1*. It is our opinion that competitive testing is not practicable for this title.

The Division also requests the inactivation of the following two (2) titles. These titles have been unencumbered for over three (3) years, and there are no plans for future use.

### ESTABLISHMENT OF NEW TITLE:

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

Housing and Zoning Inspector  
\_\_\_\_\_ Career

Housing and Zoning Inspector Trainee  
\_\_\_\_\_ Career (NC)

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**TITLES TO BE INACTIVATED**

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

Maintenance Repairer/Radio Dispatcher  
10054 Career

Building Service Worker/Clerk 2  
07222 Career

KC/JT/PM