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**STATE OF NEW JERSEY**

In the Matter of Reallocation of  
Senior Building Maintenance  
Worker, Senior Building  
Maintenance Worker Low Pressure  
License and Messenger/Senior  
Building Maintenance Worker from  
the Competitive to the Non-  
Competitive Division of the Career  
Service

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

Request for Title Reallocation

CSC Docket Nos. 2017-3579, 2017-3584, and 2017-3586

ISSUED: **JUN 09 2017** (SLK)

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The Division of Agency Services (Agency Services) recommends the reallocation of the Senior Building Maintenance Worker, Senior Building Maintenance Worker Low Pressure License and Messenger/Senior Building Maintenance Worker titles to the non-competitive division of the career service in accordance with *N.J.A.C.* 4A:3-1.2.

The rationale for reallocating these titles is to provide local jurisdictions with the flexibility needed to meet their staffing needs. Agency Services presents that the primary function of incumbents serving in the subject titles is the performance of simple routine/manual physical tasks related to cleaning and maintaining buildings and grounds. Duties include such tasks as cleaning offices, sweeping, vacuuming and/or mopping floors, removing trash, and moving and/or polishing furniture. At this level, these tasks simply require the ability to understand and carry out/lead established cleaning and maintenance practices. Therefore, due to the nature of the knowledge, skills and ability required to successfully perform the tasks associated with these titles, Agency Services explains that competitive testing is not practicable.

Any existing eligibility lists for these titles and any current announcements for which examinations have not been administered will be cancelled upon completion of the reallocation process. Nevertheless, local agencies wishing to do so may recruit and appoint from the cancelled lists. However, resulting appointments

will be recorded as regular appointments in the non-competitive division (RAN). Appointment types for existing employees in these titles as of the effective date will be handled in accordance with *N.J.A.C. 4A:3-1.2(f)*, which states:

1. Permanent employees in titles as of the effective date shall retain their permanent status in the non-competitive division.
2. Probationary employees in the titles as of the effective date shall continue serving their working test periods and, upon successful completion, attain permanent status in the noncompetitive division.
3. Provisional employees who remain in the titles as of the effective date shall receive regular appointment and begin serving their working test periods on the effective date.

Permanent employees in the titles as of the effective date shall have their appointment types changed to RAN.

Agency Services advises that all local appointing authorities with incumbents in these titles were provided the opportunity to review the proposal 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 Monday following Civil Service Commission (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.

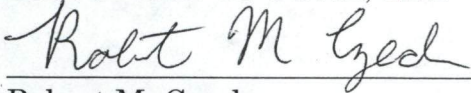
Based on all of the foregoing, ample reasons exist for the reallocation of the proposed titles to the non-competitive division of the career service. The titles at this level consist of tasks that simply require the ability to understand and carry out/lead established cleaning and maintenance practices. Therefore, competitive testing is impracticable for these titles.

### **ORDER**

Based on all of the above, it is ordered that the titles listed above be reallocated to the non-competitive division. It is further ordered that such action be effective the first Monday 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 7<sup>th</sup> DAY OF JUNE, 2017



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Chairperson  
Civil Service Commission

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c: Kelly Glenn

DECISION RENDERED BY THE  
CIVIL SERVICE COMMISSION ON  
THE 17 DAY OF JULY 2017

*Robert M. O'Neil*

Robert M. O'Neil  
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