



**STATE OF NEW JERSEY**

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

In the Matter of Institutional  
Attendant, Bilingual in Spanish and  
English

CSC Docket No. 2020-1306

Request for Title Creation

**ISSUED: NOVEMBER 21, 2019 (SLK)**

The Division of Agency Services (Agency Services) requests the creation of the non-competitive title of Institutional Attendant, Bilingual in Spanish and English.

By way of background, Union County requested the establishment of a new title, Institutional Attendant, Bilingual in Spanish and English, to accommodate Spanish speaking patients and their families at the Cornerstone Behavioral Health Hospital of Union County. Agency Services reviewed the request and forwarded it to the Civil Service Commission with its recommendation to approve the request.

The title has been identified as appropriate for the non-competitive division of the career service based on the criteria defined in *N.J.A.C. 4A:3-1.2(c)*, which states, in pertinent part;

A job title may be placed in the non-competitive division on an ongoing or interim basis when it is determined by the Civil Service Commission 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.

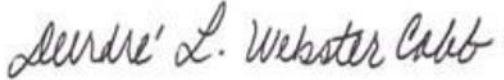
Based on all of the foregoing, ample reasons exist for the creation of the subject title and to allocate the title to the non-competitive division of the career service. In this regard, incumbents in this class will perform non-professional nursing duties involved in patient care and custody of patients with mental health conditions. There are no experience requirements; hence, there is no skillset to be tested. Furthermore, the base title of Institutional Attendant presently resides in the non-competitive division of the career service.

**ORDER**

It is ordered that the Institutional Attendant, Bilingual in Spanish and English title be created and allocated to the non-competitive division. It is further ordered that such actions be effective the first Monday following the Civil Service 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 19<sup>th</sup> DAY OF NOVEMBER, 2019



Deirdre L. Webster Cobb  
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

c: Laura Scutari  
Kelly Glenn