

STATE OF NEW JERSEY

In the Matter of Reactivation and Reallocation of the Microbiologist Trainee title from the Competitive to the Non-Competitive Division of the	· · · ·	FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION
Career Service CSC Docket No. 2020-348	• • •	Request for Title Reactivation and Reallocation

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**ISSUED:** AUGUST 16, 2019 (JET)

The Division of Agency Services (Agency Services) recommends reactivation and reallocation of the Microbiologist Trainee title to the non-competitive division of the career service in accordance with *N.J.A.C.* 4A:3-1.2.

By way of background, the instant request originated with the Department of Health (DOH), which is seeking to attract a diverse applicant pool that is vital to the Public Health and Environmental Laboratories in the department. The subject title is an entry-level position in which incumbents would receive on-the-job training while performing activities related to routine technical microbiologic and serologic tests and analyses. After successful completion of the 12 month training program, incumbents shall be advanced to the Microbiologist 1 title under this agency's rules and procedures.

Agency Services explains that competitive testing is not practicable for the subject title as it is an entry-level trainee title and only requires a Bachelor's degree supplemented by 12 semester hour credits in specific subject areas. As such, there is no skill set to be tested. Since it is a Trainee title, incumbents would gain the required skills during on-the-job training. It also indicates that the appropriate bargaining unit's representative was provided notice of this request and has not provided any objection.

## CONCLUSION

*N.J.A.C.* 4A:3-1.2 provides, in part, that the Civil Service 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 the appointing authorities due to such factors as salary, geographic location, recruitment problems and working conditions.

Based upon the foregoing, ample reasons exist for the reallocation of the proposed title to the non-competitive division of the career service. This is an entrylevel title that does not have any experience requirements. Consequently, there is no skill set to be tested. Incumbents will gain the required skill set during on-thejob training. Therefore, competitive testing is impracticable for this title.

## ORDER

Therefore, it is ordered that the Microbiologist Trainee title be reactivated and reallocated to the non-competitive division. It is further ordered that such actions be effective August 17, 2019.

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 14<sup>th</sup> DAY OF AUGUST, 2019

Derrare' L. Webster Cabb

Deirdre L. Webster Cobb Chairperson Civil Service Commission

Inquiries and Correspondence Christopher 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: Hetty Rosenstein Loreta Sepulveda Kelly Glenn

