



STATE OF NEW JERSEY

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

In the Matter of Human Services
Aide, Bilingual in Arabic and
English; and Human Services Aide,
Bilingual in Urdu and English

CSC Docket No. 2020-756

Request for Title Creation

ISSUED: SEPTEMBER 26, 2019 (ABR)

The Division of Agency Services (Agency Services) requests the creation of the noncompetitive titles of Human Services Aide, Bilingual in Arabic and English; and Human Services Aide, Bilingual in Urdu and English.

Agency Services notes that the Middlesex County Board of Social Services (MCBSS) petitions it to create the titles of Human Services Aide, Bilingual in Arabic and English and Human Services Aide, Bilingual in Urdu and English. Specifically, MCBSS indicates that it seeks to utilize these titles as a means of more effectively serving Middlesex County’s large Arabic- and Urdu-speaking populations.

Agency Services indicates that it would be appropriate to assign these titles to the noncompetitive division of the career service. In this regard, it states that both titles would be entry-level titles where incumbents would be responsible for performing various support tasks and there are no specific education or experience requirements. However, it notes that because these titles are bilingual variants, they would still be subject to language skills testing via the Bilingual Communication Abilities Test (BICAT), this agency’s current language skills examination. Further, Agency Services notes that existing related titles, such as Human Services Aide and Human Services Aide, Bilingual in Spanish and English, are already allocated to the noncompetitive division of the career service. Finally, Agency Services requests that the creation and allocation of these titles to the noncompetitive division become effective beginning on the first pay period following the Civil Service Commission’s (Commission) approval of these actions.

CONCLUSION

N.J.A.C. 4A:3-1.2 provides, in pertinent part, that the Commission may allocate titles to the noncompetitive division when competitive testing is not practicable due to the nature of the knowledge, skills, and abilities associated with the job.

Based on the foregoing, a sufficient basis exists to create the titles of Human Services Aide, Bilingual in Arabic and English; and Human Services Aide, Bilingual in Urdu and English, to enable Arabic- and Urdu-speaking populations to be served more effectively. Moreover, ample reasons exist to allocate both titles to the noncompetitive division of the career service. Specifically, these are entry-level titles which do not require any specific work experience. Additionally, the bilingual skills of the candidates will be assessed by use of the BICAT, which is a pass-fail examination. Therefore, it is not practical to determine merit and fitness via competitive testing. Finally, the allocation of these titles to the noncompetitive division will be consistent with the existing related noncompetitive titles of Human Services Aide and Human Services Aide, Bilingual in Spanish and English.

ORDER

Based on all of the above, it is ordered that the Human Services Aide, Bilingual in Arabic and English; and Human Services Aide, Bilingual in Urdu and English titles be created and allocated to the noncompetitive division. It is further ordered that such actions be effective the first pay period 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 25TH DAY OF SEPTEMBER, 2019



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