



STATE OF NEW JERSEY

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

In the Matter of Garage Attendant
title series

Request for Title Consolidation

CSC Docket No. 2019-2344

ISSUED: JANUARY 30, 2020 (ABR)

The Division of Agency Services (Agency Services) recommends that the Senior Garage Attendant title utilized by local jurisdictions be reallocated to the non-competitive division of the career service in accordance with *N.J.A.C. 4A:3-1.2*. Agency Services further requests consolidation of the Garage Attendant title series and that the title series be made common for use in State and local governments.

By way of background, separate Garage Attendant title series presently exist for State and local governments. Both the State and local Garage Attendant titles are presently allocated to the non-competitive division. The State Senior Garage Attendant title is currently allocated to the non-competitive division. The local Senior Garage Attendant title is presently allocated to the competitive division. Agency Services proposes that the State titles be made available for local use in an effort to eliminate the duplication of titles for these functions.

In support, Agency Services presents that the existing title series for State and local governments have similar duties, responsibilities and experience requirements. Agency Services submits that as part of the consolidation process, employees in the local Garage Attendant title series will be laterally moved to the corresponding consolidated common title. Specifically, employees presently serving in the local Garage Attendant title will be moved into the consolidated Garage Attendant title while retaining their existing appointment types and statuses. Incumbents in the local Senior Garage Attendant title will be moved from the competitive division to the consolidated common Senior Garage Attendant title in the non-competitive division. Agency Services further submits that any existing

eligibility lists for the local Senior Garage Attendant title and any current announcements for which examinations have not been administered will be cancelled upon completion of the reallocation and consolidation 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 the local Senior Garage Attendant title 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 that title as of the effective date shall have their appointment types changed to RAN, and shall retain their permanent status in the non-competitive division.
2. Probationary employees in that title as of the effective date shall continue serving their working test periods and, upon successful completion, attain permanent status in the non-competitive division.
3. Provisional employees who remain in that title as of the effective date shall receive regular appointments (RAN) and begin serving their working test period on the effective date.

Agency Services states that the job specifications for the Garage Attendant and Senior Garage Attendant titles have been modified to accommodate the proposed changes.

Agency Services advises that the appropriate negotiations representatives and appointing authorities were notified of the proposal. Agency Services indicates that there were no objections to this proposal. Finally, Agency Services requests that the changes specified in this title reallocation become effective at the beginning of the first pay period 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 upon the foregoing, the Commission finds that ample reasons exist for the reallocation of the local Senior Garage Attendant title to the non-competitive division of the career service. Furthermore, a sufficient basis exists to grant the request to consolidate the Garage Attendant title series and make it common for use in State and local governments.

ORDER

Based on all of the above, it is ordered that the local Senior Garage Attendant title be reallocated to the non-competitive division. It is further ordered that the Garage Attendant title series be consolidated and made common as set forth above. It is further ordered that these actions be effective on the beginning of 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 29TH DAY OF JANUARY, 2020



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: Kelly Glenn
All affected Appointing Authorities
Records Center