



STATE OF NEW JERSEY

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

In the Matter of Weights and
Measures Apprentice, Bilingual in
Spanish and English

Title Creation

CSC Docket No. 2021-319

ISSUED: OCTOBER 23, 2020 (HS)

The Division of Agency Services (Agency Services) requests the establishment of the noncompetitive title of Weights and Measures Apprentice, Bilingual in Spanish and English for use in local service.

Agency Services presents that Hudson County requested the establishment of the subject title and that the proposed action will allow the jurisdiction to more effectively serve its large Spanish-speaking population. Agency Services describes the subject title as an entry-level apprentice title responsible for learning on the job under the direction of a more experienced Weights and Measures employee. Agency Services states that there are no experience requirements and thus no skillset to be tested. It adds that the existing title of Weights and Measures Apprentice (04201) already resides in the noncompetitive division of the career service. *See In the Matter of Reallocation of Weights and Measures Apprentice from the Competitive to the Non-Competitive Division of the Career Service* (CSC, decided December 3, 2014). Agency Services requests that the subject title be assigned to the noncompetitive division due to the impracticability of competitive testing.

It is noted that the title of Weights and Measures Apprentice has no education or experience requirement. Appointees are required to complete a 36-month apprenticeship program. Upon successful completion of the program, appointees are eligible for advancement to the title of Assistant Superintendent of Weights and Measures (00445) in local service. *See N.J.A.C. 4A:3-3.7(j)*.

CONCLUSION

N.J.A.C. 4A:3-3.2(a) provides that the Civil Service Commission (Commission) shall establish and maintain classification plans for all job titles in the career, senior executive and unclassified services. Additionally, *N.J.A.C.* 4A:3- 3.3(a)2 provides that this agency shall implement and administer the classification plans and, in this regard, shall establish new titles, abolish unnecessary titles and consolidate titles.

N.J.A.C. 4A:3-1.2(c) provides that a job title may be placed in the noncompetitive division on an ongoing or interim basis when it is determined by the 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;
2. 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; or
3. There is a need for immediate appointments arising from a new legislative program or major agency reorganization.

Based on all of the foregoing, ample reasons exist for the establishment of the subject title and its allocation to the noncompetitive division based on *N.J.A.C.* 4A:3-1.2(c)1. In this regard, the title of Weights and Measures Apprentice has already been allocated to the noncompetitive division. Additionally, apprentice titles are designed to provide entry-level employment to public service. *See N.J.A.C.* 4A:3-3.7(a). The subject title, like the title of Weights and Measures Apprentice, has no education or experience requirement. Given the lack of an experience requirement, competitive testing is not practicable particularly since the knowledge, skills and abilities associated with the subject title will be evaluated during the mandatory apprenticeship program. In this regard, appointees would be required to complete the 36-month apprenticeship program as well as the required three-month working test period prior to attaining permanent status. *See N.J.A.C.* 4A:4-5.1(b) and *N.J.A.C.* 4A:4-5.2(b)1. Therefore, due to the nature of the knowledge, skills and abilities associated with the subject title, competitive testing is not practicable.¹

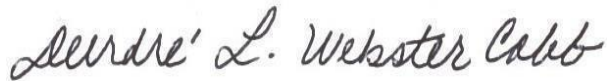
ORDER

¹ The Commission nevertheless emphasizes that candidates will still need to pass the Bilingual Communicative Ability Test.

Therefore, it is ordered that this request be granted and the title of Weights and Measures Apprentice, Bilingual in Spanish and English be established and allocated to the noncompetitive division for use in local service, effective October 26, 2020.

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 21ST DAY OF OCTOBER 2020



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