



**STATE OF NEW JERSEY**

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

In the Matter of the Reallocation of  
Payroll Clerk

CSC Docket No. 2022-312

Request for Title Reallocation

**ISSUED: SEPTEMBER 7, 2021 (JET)**

The Division of Agency Services (Agency Services) recommends reallocation of the State title Payroll Clerk to the non-competitive division of the career service in accordance with *N.J.A.C. 4A:3-1.2*.<sup>1</sup>

By way of background, the instant request originated with the Department of Human Services (DHS), which is seeking to attract a diverse applicant pool that is vital to the urgent staffing needs and appointment requirements of the agency. The subject title is an entry-level position in which incumbents would receive on-the-job training while performing activities related to routine clerical work including the review, verification, and preparation of payroll or personnel records, keeping time and work records and performing related duties.

Agency Services explains that competitive testing is not practicable for the subject title as it has no education and experience requirements, and the job specifications for the related titles have been updated. For example, Agency Services explains that the experience requirement for Supervising Payroll Clerk has been updated and the supervisory experience requirement has been removed as none of the lower level titles, including Payroll Clerk, provide the opportunity to gain the supervisory experience for advancement to that title.

<sup>1</sup> It is noted that the local government title of Payroll Clerk is already allocated to the non-competitive division.

Agency Services advises that notice was provided to all State appointing authorities that have incumbents in the title and the affected union of the proposed change. However, no comments were received.

### 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.

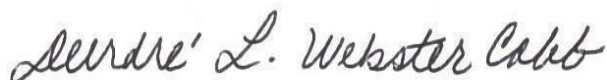
Based upon the foregoing, ample reasons exist for the reallocation of the proposed title to the non-competitive division of the career service. This is an entry-level title that does not have any experience requirements. Consequently, there is no skill set to be tested. Incumbents will gain the required skill set during on-the-job training. Therefore, competitive testing and certification procedures are not necessary.

### ORDER

Therefore, it is ordered that the State title of Payroll Clerk title be reallocated to the non-competitive division. It is further ordered that such action be effective September 11, 2021.

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 1<sup>ST</sup> DAY OF SEPTEMBER, 2021



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