



**STATE OF NEW JERSEY**

In the Matter of Emergency Response Specialist Trainee, Department of Environmental Protection	:	<b>FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION</b>
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CSC Docket No. 2022-3163	:	Request for Title Creation
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**ISSUED: JULY 5, 2022 (SLK)**

The Division of Agency Services (Agency Services), on behalf of the Department of Environmental Protection (DEP), requests the creation of the non-competitive title of Emergency Response Specialist Trainee. It also requests the inactivation of the Inspector, Bulkheads and Dredging title.

By way of background, the primary function of the trainee title would be to receive on-the-job training and to learn to appropriately assist and respond to the environmental effects of hazardous substances (materials, chemicals, biological, radiological, nuclear, explosives), acts of terrorism, and acts of nature. The title would function as an entry level to the Emergency Response Specialist title series. The title series is structured as follows:

- Emergency Response Specialist 1 (15862, P22)
- Emergency Response Specialist 2 (15863, P25)
- Emergency Response Specialist 3 (15864, R28)
- Emergency Response Specialist 4 (15875, S31)

After successful completion of the 12-month training program, the incumbent shall be eligible for advancement to the Emergency Response Specialist 1 title, in accordance with Civil Service procedures. To be consistent with the series, the Trainee title would be restricted to the DEP. The bargaining unit of the Trainee title was assigned by the Governor’s Office of Employee Relations.

Agency Services recommends assigning the Trainee title to the non-competitive division as competitive testing is not practicable due to the knowledge, skills, and abilities associated with the job as this is an entry-level trainee title requiring only a specified Bachelor's degree. The title has no experience requirement; hence, there is no skill set to be tested. The required skill set would be gained during the on-the-job training as it is a Trainee title.

Agency Services also requests inactivation of the Inspector, Bulkheads and Dredging (15642, I14) title as the DEP has no plans to use it in the future. The DEP indicates that this title has been unencumbered since June 10, 2008.

Agency Services advises that notice and the opportunity to review the proposal has been provided to all collective negotiations units and all articulated issues have been reviewed and resolved. Finally, Agency Services requests that the changes specified become effective beginning on the first pay period following Civil Service Commission (Commission) approval of these actions.

## CONCLUSION

*N.J.A.C.* 4A:3-3.6(a) states, in pertinent part, that the Commission may determine that a new title or title series is necessary. *N.J.A.C.* 4A:3-1.2(a) states that the Commission shall allocate and reallocate career service titles between the competitive and non-competitive divisions. *N.J.A.C.* 4A:3-1.2(c) states that a job title may be placed in the non-competitive division on an ongoing or interim basis when it is determined that competitive testing is not practicable due to the nature of the knowledge, skills, and abilities associated with the job.

Based on the foregoing, ample reasons exist for the creation of the subject title and to allocate the Emergency Response Specialist Trainee title to the non-competitive division of the career service. In this regard, the Emergency Response Specialist Trainee title requires a specified Bachelor's degree with no experience requirements as the skills required to perform the job are gained through on-the-job training. Given the lack of an experience requirement, competitive testing is not practicable since the knowledge, skills and abilities associated with this title are evaluated during the mandatory training period. In this regard, appointees would be required to complete both a 12-month training period as well as the required four-month working test period prior to attaining permanent status.

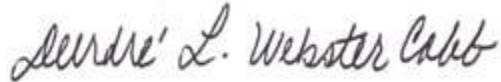
Further, as the Inspector, Bulkheads and Dredging title has been unencumbered for many years and there are no plans for its future usage, the Commission finds it appropriate to inactivate that title.

**ORDER**

Therefore, it is ordered that these requests be granted, and the title of Emergency Response Specialist Trainee be established and allocated to the non-competitive division of the career service. Additionally, it is ordered that the Inspector, Bulkheads and Dredging title be inactivated. These actions shall be effective the beginning of the first pay period following the issue date of this decision.

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 29<sup>TH</sup> DAY OF JUNE 2022



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