



**STATE OF NEW JERSEY**

In the Matter of Bilingual Library  
Titles

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

CSC Docket No. 2025-1656

Request for Title Creation/Title  
Allocation

**ISSUED:** February 26, 2025

The Division of Agency Services requests the establishment of the new bilingual in Spanish/English variant titles of Librarian 1, Librarian 2, Librarian 3, Principal Library Assistant, Library Page, Library Associate, and Community Library Assistant.<sup>1</sup>

Agency Services indicates that several associated library titles already have Spanish/English variants.<sup>2</sup> Accordingly, it recommends that bilingual in Spanish/English variants be created for the titles of Librarian 1 (07569), Librarian 2 (03406), Librarian 3 (02820), Principal Library Assistant (02822), Library Page (02289), Library Associate (02288), and Community Library Assistant (01301) to assist local appointing authorities with their classification needs and to allow for career progression within each series. It also recommends that the new bilingual variants of Librarian 1, Library Page, Library Associate and Community Library Assistant be allocated to the non-competitive division of the career service pursuant to *N.J.A.C. 4A:3-1.2(c)1*. In this regard, Agency Services indicates that competitive testing for these titles is not practical since the knowledge, skills, and abilities associated with these titles are essentially learned on the job. It also notes that the corresponding base titles already reside in the non-competitive division of the career service. The bilingual variants of Librarian 2, Librarian 3, and Principal Library Assistant would be allocated to the

<sup>1</sup> The existing non-variant titles of Librarian 1, Librarian 2, Librarian 3, Principal Library Assistant, and Community Library Assistant are allocated to local government service, while the existing non-variant titles of Library Page and Library Associate are common and usable in both State and local government service.

<sup>2</sup> These titles include Librarian 4, Library Assistant, Senior Library Assistant and Supervising Library Assistant.

competitive division of the career service. Finally, Agency Services requests that the effective date of this action be the beginning of the first pay period that follows the Civil Service Commission's (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)1 states, in pertinent part, that a job title may be placed in the non-competitive division on an ongoing 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 bilingual variant titles and the allocation of the bilingual variants of Librarian 1, Library Page, Library Associate and Community Library Assistant to the non-competitive division of the career service. In this regard, the already existing base titles are allocated to the non-competitive division. Additionally, the knowledge, skills and abilities associated with these titles are learned on the job and are evaluated during the mandatory working test period. The Commission also finds it appropriate that the new bilingual variant titles of Librarian 2, Librarian 3, and Principal Library Assistant be allocated to the competitive division of the career service.

### **ORDER**

Therefore, it is ordered that this request be granted, and bilingual in Spanish/English variant titles of Librarian 1, Library Page, Library Associate, and Community Library Assistant be created and allocated to the non-competitive division of the career service. It is further ordered that bilingual in Spanish/English variant titles of Librarian 2, Librarian 3 and Principal Library Assistant be created and allocated to the competitive division of the career service. These actions shall be effective March 8, 2025.

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 26<sup>TH</sup> DAY OF FEBRUARY, 2025

*Allison Chris Myers*

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Allison Chris Myers  
Chairperson  
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