



STATE OF NEW JERSEY

In the Matter of Assistant
Coordinator of Nurse Examiners,
Victims of Sexual Assault Program

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

CSC Docket No. 2025-2230

Allocation to Noncompetitive Division

ISSUED: April 30, 2025 (HS)

The Division of Agency Services (Agency Services) requests the establishment of the noncompetitive title of Assistant Coordinator of Nurse Examiners, Victims of Sexual Assault Program (VSAP), for use in local government in accordance with *N.J.A.C. 4A:3-1.2*.

In support of its request, Agency Services presents that the Assistant Coordinator of Nurse Examiners, VSAP, title will serve in a support role to the Coordinator of Nurse Examiners, VSAP. It will function as an entry level position, requiring only a valid license as a Registered Nurse (RN) in the State of New Jersey. Appointees must successfully complete the Sexual Assault Nurse Examiner (SANE) training program and obtain a valid Forensic Nurse-Certified Sexual Assault (FN-CSA) specialty certificate issued by the New Jersey Board of Nursing within one year of appointment. Agency Services requests that the new title be assigned to the noncompetitive division on the basis that competitive testing is not practicable due to the nature of the knowledge, skills, and abilities associated with the job. It also requests that the effective date for the requested action be the first Monday following the Civil Service Commission's (Commission) approval.

CONCLUSION

N.J.A.C. 4A:3-3.2(a) provides that the 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, Assistant Coordinator of Nurse Examiners, VSAP, requires a license and certifications. Specifically, appointees will be required to possess a valid RN license in the State of New Jersey. Appointees must successfully complete the SANE training program and obtain a valid FN-CSA specialty certificate issued by the New Jersey Board of Nursing within one year of appointment. The title is entry level as there is no experience requirement. Additionally, appointees would be required to complete a 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. Accordingly, competitive testing is impracticable for this title.

ORDER

Therefore, it is ordered that this request be granted and the title of Assistant Coordinator of Nurse Examiners, Victims of Sexual Assault Program, be established and allocated to the noncompetitive division for use in local government. This action shall be effective May 5, 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 30TH DAY OF APRIL, 2025

Allison Chris Myers

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Chairperson
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