



STATE OF NEW JERSEY

In the Matter of Claims Investigator
Trainee, Department of the Treasury

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

CSC Docket No. 2025-1924

Request for Title Creation

ISSUED: April 9, 2025 (SLK)

The Division of Agency Services (Agency Services), on behalf the Department of the Treasury (Treasury), requests the creation of the noncompetitive title of Claims Investigator Trainee.

By way of background, Agency Services indicates that positions in this class will learn to investigate a broad range of claims, civil actions, and insurance matters to protect State assets. Treasury requests that this title be allocated to the noncompetitive division of the career services pursuant to *N.J.A.C. 4A:3-1.2(c)1*. Agency Services presents its opinion that competitive testing is not practicable in this situation due to the knowledge, skills, and abilities associated with the job. It notes that this is an entry-level trainee title, which is intended to provide on-the-job-training as the knowledge, skills, and abilities associated with this title are essentially learned on the job.¹ Agency Services provides that a job specification has been developed to accommodate this request, and the bargaining unit was determined by the Governor's Officer of Employee Relations. Additionally, Agency Services presents that the appropriate negotiations representative has been notified of the creation of the new title and has not expressed any objections. Finally, Agency Services requests that the effective date of this action be the beginning of the first

¹ Although the job specification is impacted by Executive Order 327 to allow for experience at the forefront of the requirements, applicants can still meet the requirements for the title with just a Bachelor's degree.

pay period that follows the Civil Service Commission's (Commission) approval of this action.

Agency Services indicates that the title shall be established as follows:

Claims Investigator Trainee
P95_ Noncompetitive * NE/12

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 Claims Investigator Trainee title and the allocation of this title to the noncompetitive division of the career service. In this regard, that title is an entry-level trainee position. No experience is required 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.

ORDER

Therefore, it is ordered that this request be granted, and the title of Claims Investigator Trainee be established. It is further ordered that the Claims Investigator Trainee title be allocated to the non-competitive division of the career service. This action 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 9TH DAY OF APRIL, 2025

Allison Chris Myers

Allison Chris Myers
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Nicholas F. Angiulo
Director
Division of Appeals and Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
P.O. Box 312
Trenton, New Jersey 08625-0312

c: Antoinette Sargent
Fran Ehret
Steven Katz
Division of Agency Services