



STATE OF NEW JERSEY

In the Matter of Artificial
Intelligence Policy and Ethics
Specialist

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

CSC Docket No. 2025-2397

Request for Title Creation

ISSUED: May 21, 2025 (KMG)

The Division of Agency Services (Agency Services) requests the establishment of the noncompetitive title of Artificial Intelligence Policy and Ethics Specialist for use in the Office of Information Technology (OIT), in accordance with *N.J.A.C. 4A:3-1.2*.

In support of its request, Agency Services presents that OIT has requested the creation of the Artificial Intelligence Policy and Ethics Specialist title. OIT explained that this position falls under its efforts to establish roles focused on expanding the use of Artificial Intelligence (AI) to benefit the state of New Jersey. OIT further explained that this role will involve ensuring that AI systems are designed, deployed, and utilized in a manner that is ethical, transparent, and compliant with legal standards. The position would require a knowledge of AI technologies, algorithms, and machine learning processes as well as proficiency in data collection and analysis techniques. A strong understanding of the laws and regulations governing AI is essential, alongside knowledge of AI's impact on society, employment, equity, and cultural norms. Individuals in this role would develop and implement AI-related policies, guidelines, and ethical frameworks for AI projects; conduct ethical assessments; risk mitigation for AI systems; and design training programs to increase understanding of AI ethical issues. Additionally, duties would include conducting audits and risk analyses for AI projects, examining and updating policies to remain in compliance with ethics standards and laws, monitoring AI projects to ensure adherence to legal requirements, and developing training programs to increase understanding of AI ethical issues and best practices.

With regard to this title, Agency Services requests that it be placed in the noncompetitive division. In this regard, it contends that competitive testing for the title would not be practicable due to knowledge, skills and abilities associated with the title, as the technological advancement and specialized knowledge of AI platforms, AI technology, and data protection laws evolve at a rapid pace. Moreover, it notes that it is unlikely that the development of written examination content would keep up with, or adequately measure, the specific knowledge, skills, and abilities necessary for the position. Agency Services indicates that it has provided notice and the opportunity to review the instant title creation to the applicable collective negotiations unit and that no objections were received.

Finally, Agency Services requests that the effective date for the requested action be the beginning of the first pay period 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:3-3.6(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(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, sufficient reason exists for the establishment of the subject title and the allocation of the Artificial Intelligence Policy and Ethics Specialist title to the noncompetitive division based on *N.J.A.C.* 4A:3-1.2(c)1. In this

regard, as the Artificial Intelligence Policy and Ethics Specialist title specializes in a rapidly advancing technological field, it is unlikely that the development of written examination content will keep pace with, or adequately measure, the specific knowledge, skills, and abilities necessary for the position. Additionally, incumbents would be required to complete a four-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)2.* Accordingly, competitive testing is impracticable for this title.

ORDER

Therefore, it is ordered that this request be granted, and the title of Artificial Intelligence Policy and Ethics Specialist be established. It also ordered that the title of Artificial Intelligence Policy and Ethics Specialist be allocated to the noncompetitive division of the career service. This action shall be effective May 31, 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 21ST DAY OF MAY, 2025



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