



**STATE OF NEW JERSEY**

In the Matter of Reallocation of  
Parole Counselor Apprentice, State  
Parole Board

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

CSC Docket No. 2025-2700

Reallocation to  
Noncompetitive Division

**ISSUED: July 2, 2025 (HS)**

The Division of Agency Services (Agency Services) requests that the title of Parole Counselor Apprentice, State Parole Board (PCA) (Title Code 61851) be reallocated to the noncompetitive division of the career service in accordance with *N.J.A.C.* 4A:3-1.2.

In support of its request, Agency Services presents that the State Parole Board requires the ability to recruit entry-level PCAs to meet staffing requirements. The primary functions of the title would involve receiving training to review and maintain inmate case files, calculate parole eligibility dates, and schedule parole hearings for State inmates housed in State and county correctional facilities. Incumbents who successfully complete the two-year apprenticeship period will be eligible for advancement to the title of Senior Parole Counselor, State Parole Board. *See N.J.A.C.* 4A:3-3.7(j). Agency Services requests that the title be reallocated to the noncompetitive division because competitive testing is not practicable due to the knowledge, skills, and abilities associated with the job. It indicates that it provided notice and the opportunity to review the proposal to the applicable collective negotiations unit. Agency Services also requests that the effective date for the requested action be the first pay period following the Civil Service Commission's (Commission) approval.

**CONCLUSION**

*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 the foregoing, ample reasons exist for the reallocation of the PCA title to the noncompetitive division pursuant to *N.J.A.C. 4A:3-1.2(c)1*. In this regard, it is an entry-level title, and incumbents will gain the necessary skillset during the apprenticeship period. Additionally, incumbents would be required to complete a four-month working test period prior to attaining permanent status in the apprentice title, thereby confirming that their appointments are based on principles consistent with merit and fitness. 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 Parole Counselor Apprentice, State Parole Board title be reallocated to the noncompetitive division of the career service. This action shall be effective July 12, 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 2<sup>ND</sup> DAY OF JULY, 2025




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