



STATE OF NEW JERSEY

In the Matter of Reallocation of
Medical Security Officer Recruit

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

CSC Docket No. 2026-288

Reallocation to
Noncompetitive Division

ISSUED: August 13, 2025 (HS)

The Division of Agency Services (Agency Services) requests the reallocation of the title of Medical Security Officer Recruit (Title Code 32680) to the noncompetitive division of the career service.

In support of its request, Agency Services presents that the Department of Health requires the ability to recruit into the subject title to meet staffing requirements. The primary functions of the title involve receiving on-the-job training and instruction and performing paraprofessional and manual duties involved in the treatment, care, and custody of patients or residents who require medical security. Incumbents who successfully complete the 12-month training period will be eligible for advancement to the title of Senior Medical Security Officer. *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. The only requirement is that the applicant be at least 18 years of age.

Agency Services indicates that the affected negotiations representatives were notified concerning the subject request and afforded an opportunity to submit comments. No objections were made. Additionally, it provides that any existing eligibility list for the subject title and any current announcements for which the examination has not been administered will be cancelled upon the successful completion of the reallocation process. Agency Services presents that appointment types for existing employees in the subject title as of the effective date will be handled in accordance with *N.J.A.C. 4A:3-1.2(f)*, which provides as follows:

- Permanent employees as of the effective date shall have their appointment types changed to RAN and shall retain their permanent status in the noncompetitive division.
- Probationary employees as of the effective date shall continue serving their working test periods and, upon successful completion, attain permanent status in the noncompetitive division.
- Provisional employees who remain in the title as of the effective date shall receive regular appointments and begin serving their working test periods on the effective date.

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.

CONCLUSION

N.J.A.C. 4A:3-1.2(a) provides that the Commission shall allocate and reallocate career service titles between the competitive and noncompetitive divisions.

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.

N.J.A.C. 4A:3-1.2(e) provides, in pertinent part, that prior to any reallocation from the competitive to noncompetitive division, whether on an ongoing or interim basis, an administrative review shall be conducted and notice of the proposed reallocation shall be sent to affected appointing authorities and negotiations representatives. The notice shall designate the period of time, which in no event shall

be less than 20 days, during which written comment may be submitted, and may provide for a public hearing.


Based on the foregoing, ample reasons exist for the reallocation of the Medical Security Officer Recruit 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 recruit title, and incumbents will gain the necessary skillset during the training period. Additionally, incumbents would be required to complete a four-month working test period prior to attaining permanent status in the recruit 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 Medical Security Officer Recruit title be reallocated to the noncompetitive division of the career service. This action shall be effective August 23, 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 13TH DAY OF AUGUST, 2025



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