



STATE OF NEW JERSEY

In the Matter of Tisha Jones

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

CSC Docket No. 2025-625

Intergovernmental Transfer

ISSUED: January 15, 2025 (SLK)

Tisha Jones, a Child Support Specialist 1 (CSS1) with the Division of Family Development, Department of Human Services, requests an intergovernmental transfer to Hudson County to the local title of Coordinator of Child Support and Paternity Program (CCSPP).

By way of background, Hudson County had previously requested that this agency recognize CSS1 as a local title to allow Jones to intergovernmentally transfer to it in that title. In response, this agency indicated that it could not approve the designation of a State title to be used as a local title. It noted that in reviewing potentially appropriate titles to facilitate the intergovernmental transfer request, certain local child support titles had been inactivated and incumbents in those titles were laterally transferred to the Human Services Specialist (HSS) title series. Further, in reviewing this title series, HSS4 is a supervisory title, and HSS3 is a lead worker title. However, a review of the job specification for the CSS1 title indicated that it is neither a supervisory nor a lead worker title, as outside of the trainee title, it is the lowest title in the Child Support Specialist title series. Therefore, this agency advised that Hudson County could request that Jones intergovernmentally transfer to it as a HSS2, and at that time, this agency's Intergovernmental Transfer Unit could evaluate that request in more detail. In the alternative, Hudson County could place Jones in a different title using open competitive examination procedures.

In this matter, Jones presents she began working for the Division of Family Development in April 2011, which led to Hudson County offering her a position as an Administrative Supervisor/CCSPP. Further, she indicates that the Division of Family Development approved the transfer request on March 7, 2024, and she was scheduled to start with Hudson County on April 7, 2024. However, this agency denied her intergovernmental transfer request.

Jones asserts that although CSS1 and CCSPP are not exact matches, she contends that they are similar as CCSPP is the only local title that possesses the same knowledge, skills, abilities and duties of a CSS1. She contends that she meets the requirements for the CCSPP position as that position requires nine years of experience and she has 15 years of experience. Jones indicates that she has essentially been Hudson County's CCSPP due to the retirement of a former Hudson County employee who held the position. She explains her duties as a CSS1 and how she would coordinate with the child support Hudson County Administrator Supervisor. Moreover, since the aforementioned retirement, Jones states that she has been training the new Hudson County Assistant Administrator Supervisor. Additionally, she notes that she attended federally mandated training sessions with Hudson County to ensure its compliance. Jones also highlights that she passed a Civil Service test for a CSS2 examination in January 2020, but was not appointed at that time, and she recently applied for a new examination for that title.

CONCLUSION

N.J.A.C. 4A:4-7.1A(b) provides that an intergovernmental transfer shall require the consent in writing of the sending jurisdiction, if any, the receiving jurisdiction, and the affected employee, and the approval of the Chairperson or designee.

N.J.A.C. 4A:4-7.1A(c) provides that a transferred employee shall be moved to a title substantially at the same level.

N.J.A.C. 4A:4-7.1A(c)2 provides that where the title to which the employee is transferring is different from that held on a permanent basis in the sending jurisdiction, or from that held on a permanent basis prior to the effective date of a separation from service due to layoff, as the case may be, the receiving jurisdiction shall request that the Chairperson or designee approve the title, based on the following criteria:

- i. The titles(s) have substantially similar duties and responsibilities;
- ii. The education and experience requirements for the title(s) are the same or similar and the mandatory requirements of the new title shall not exceed those of the former title;

- iii. There shall be no special skills, licenses, certification, or registration requirements for the new title which are not also mandatory for the former title; and
- iv. Any employee in the former title can, with minimal training and orientation, perform the duties of the new title by virtue of having qualified for the former title.

Initially, it is noted that Jones has not submitted any paperwork that indicates that Hudson County and the Division of Family Development support the subject request. Therefore, this request must be denied. *See N.J.A.C. 4A:4-7.1A(b)*.

Regarding the merits, Jones' position with the Division of Family Development is CSS1. As indicated above, this is the lowest non-trainee title in the Child Support Specialist title series. A review of the job specification for that title indicates that it requires five years of professional experience. Further, this agency appropriately did not identify CCSPP as a similar title to CSS1 as a review of the job specification for CCSPP indicates that this title is dissimilar as it requires nine years of professional experience in an administrative or supervisory capacity. Moreover, while Jones claims that she meets the experience requirements for the CCSPP title, an intergovernmental transfer is based on an evaluation of titles and not whether the prospective transferee meets the eligibility requirements.¹ Therefore, as previously advised, if Hudson County, the Division of Family Development and Jones wish to request that Jones intergovernmentally transfer to Hudson County, the parties can request that Jones transfer as a HSS2, and at that time, this agency's Intergovernmental Transfer Unit can evaluate that request in more detail. In the alternative, Hudson County can place Jones in a different title using open competitive examination procedures.

ORDER

Therefore, it is ordered that this request be denied.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

¹ The Civil Service Commission is not making any determination as to whether Jones meets that eligibility requirements for CCSPP.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 15TH DAY OF JANUARY, 2025

Allison Chris Myers

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Chairperson
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