



STATE OF NEW JERSEY

In the Matter of Library Program
Specialist Trainee

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

CSC Docket No. 2026-932

Title Creation

ISSUED: October 15, 2025 (HS)

The Division of Agency Services (Agency Services) requests the establishment of the noncompetitive title of Library Program Specialist Trainee for use in local government in accordance with *N.J.A.C.* 4A:3-1.2.¹

In support of its request, Agency Services presents that the primary functions of the title would involve learning to design, organize, and implement various library programs and activities; support and assist patrons at public service desks; and collaborate with library staff, volunteers, and community partners to enhance library services and resources. Incumbents who successfully complete the 12-month training period will be eligible for advancement to an appropriate primary title. *See N.J.A.C.* 4A:3-3.7(j). Agency Services requests that the new title be assigned to the noncompetitive division due to the impracticability of competitive testing as it is an entry-level title intended to provide on-the-job training with the knowledge, skills, and abilities being learned on the job. Agency Services also requests that the effective

¹ Agency Services also requests the establishment of the competitive Library Program Specialist 1 and competitive Library Program Specialist 2 titles and advises that the three new titles will constitute a new title series. Agency Services further requests the inactivation of the following local titles: Park Police Chief (Title Code 02608); Park Police Sergeant (Title Code 02612); and Park Police Officer (Title Code 02610). It is not necessary for the Civil Service Commission (Commission) to formally act on Agency Services' establishment of the two competitive titles or its inactivation of prior titles, since these functions have specifically been delegated to the Chairperson of the Commission or the designee by *N.J.A.C.* 4A:3-3.3, which, in this case, is Agency Services. *See, e.g., In re Changes in the State Classification Plan*, 460 *N.J. Super.* 358 (App. Div. 2019).

date for the requested action be the first Monday following the Commission's 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:3-1.2(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, ample reasons exist for the establishment of the subject title and its allocation to the noncompetitive division based on *N.J.A.C.* 4A:3-1.2(c)1. In this regard, Library Program Specialist Trainee is an entry-level title and is intended to provide on-the-job training. Incumbents will gain the necessary skillset during the training period. Incumbents would be required to complete a 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)1. Accordingly, competitive testing is impracticable for this title.

ORDER

Therefore, it is ordered that this request be granted and the title of Library Program Specialist Trainee be established and allocated to the noncompetitive division. This action shall be effective October 20, 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 15TH DAY OF OCTOBER, 2025

Allison Chris Myers

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