



**STATE OF NEW JERSEY**

:	<b>FINAL ADMINISTRATIVE ACTION</b>
:	<b>OF THE</b>
:	<b>CIVIL SERVICE COMMISSION</b>
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:	Title Reallocation
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**ISSUED: December 17, 2025 (SLD)**

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The Division of Agency Services (Agency Services) recommends the reallocation of the local government titles of Clinic Attendant and Clinic Attendant, Bilingual in Spanish and English to the non-competitive division of the career service in accordance with *N.J.A.C. 4A:3-1.2*.

As background, the Clinic Attendant and Clinic Attendant, Bilingual in Spanish and English titles are entry-level titles, requiring no prior education or experience, but, in some jurisdictions, may require a Certified Phlebotomy Technician (CPT) certification. Agency Services notes that neither of the titles have been tested by written examination since 2016, with the 2017 and 2025 announcements being processed as qualifying examinations. Therefore, Agency Services recommends that these titles be reallocated to the non-competitive division of the career service.

Agency Services advises that notice was provided to local appointing authorities who have incumbents serving in the subject titles and relevant negotiations representatives, and a notice of the proposal was posted to the Civil Service Commission (Commission) website. However, no comments were received.

Agency records indicate that there are currently 17 individuals serving in the title of Clinic Attendant. Of those 17 individuals, five of them are serving provisionally pending open competitive examination procedures with Bergen County. Agency records also reveal that there are currently eight individuals serving in the

title of Clinic Attendant, Bilingual in Spanish and English. Of those eight individuals, one of whom is serving provisionally pending open-competitive examination procedures with Middlesex County.

## CONCLUSION

*N.J.A.C.* 4A:3-1.2 provides, in part, that the Commission may reallocate titles from the competitive to the non-competitive division when competitive testing is not practicable due to the nature of the knowledge, skills, and abilities associated with the job or when 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.

Based on the foregoing, ample reasons exist for the reallocation of the proposed titles to the non-competitive division of the career service. Both titles do not require any specific work experience. Moreover, the bilingual skills of candidates for the bilingual title will be assessed by administering the Bilingual Communicative Ability Test (BICAT), which is a pass-fail examination based on a proficiency level. Therefore, given that these are entry level titles with no specific experience requirements, it is not practical to determine merit and fitness via competitive testing. Thus, reallocating these titles to the non-competitive division is appropriate.

Further, any existing eligibility lists<sup>1</sup> for these titles and any current announcements for which examinations have not been administered will be cancelled upon completion of the reallocation process. Nevertheless, local agencies wishing to do so may recruit and appoint from the cancelled lists. However, resulting appointments will be recorded as regular appointments in the non-competitive division (RAN). Appointment types for existing employees in these title as of the effective date will be handled in accordance with *N.J.A.C.* 4A:3-1.2(f):

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

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<sup>1</sup> Agency records indicate that there are currently two incomplete open-competitive lists for Clinic Attendant (C0027E) and (C0691G), Burlington County and one incomplete open-competitive list for Jersey City (M0333G). There are no current eligible lists for Clinic Attendant, Bilingual in Spanish and English.

**ORDER**

Therefore, it is ordered that the Clinic Attendant and Clinic Attendant, Bilingual in Spanish and English titles be reallocated to the non-competitive division of the career service. It is ordered that this action be effective the beginning of the second pay-period after the date of this decision.

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 17<sup>TH</sup> DAY OF DECEMBER, 2025

*Allison Chris Myers*

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Allison Chris Myers  
Chairperson  
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