



STATE OF NEW JERSEY

In the Matter of Public Works
Trainee

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

CSC Docket No. 2026-2069

Allocation to Noncompetitive Division

ISSUED: April 8, 2026 (HS)

The Division of Agency Services (Agency Services) requests the establishment of the noncompetitive title of Public Works Trainee for use in local government in accordance with *N.J.A.C.* 4A:3-1.2.

In support of its request, Agency Services presents that the new title will serve as an entry point into various journeyman titles that require a Commercial Driver's License (CDL), as indicated in the attached table. The primary duties of the title would involve receiving on-the-job training in the safe operation of vehicles and equipment that require a CDL with the appropriate endorsements based upon assignments and learning various aspects of public works operations that prepare the incumbents to journey to transportation, maintenance, and repair titles. Incumbents who successfully complete the 12-month training period, including the required training units and required CDL permit within four months of appointment and applicable endorsements for the class and type of vehicle being operated within six months of appointment, 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. Finally, Agency Services requests that the effective date for the requested action be the Monday following the Civil Service Commission's (Commission) 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, Public Works 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. Additionally, incumbents would be required to complete a four-month working test period prior to attaining permanent status. *See N.J.A.C.* 4A:4-5.1(b) and *P.L.* 2025, c. 261. Accordingly, competitive testing is impracticable for this title.

ORDER

Therefore, it is ordered that this request be granted and the title of Public Works Trainee be established and allocated to the noncompetitive division. This action shall be effective April 13, 2026.

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 8TH DAY OF APRIL, 2026



Mary Cruz
Acting Chairperson
Civil Service Commission

Inquiries
and
Correspondence

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Attachment

c: Division of Agency Services
Glenn Talavera
Records Center

Title Code	Title Name
02248	Laborer 1
06634	Laborer 2
42023C	Heavy Equipment Operator Highway Marking
01746	Equipment Operator
01937	Greenskeeper
04189	Traffic Maintenance Worker
03625	Senior Traffic Maintenance Worker
04220	Tree Maintenance Worker 1
03631	Tree Maintenance Worker 2
01940@	Maintenance Worker 1 Grounds
03349	Maintenance Worker 2 Grounds
02328	Maintenance Repairer
03425	Senior Maintenance Repairer
04284	Water Repairer 1
00913	Bridge Repairer
03222	Senior Bridge Repairer
04673	Tire Service Repairer
02935	Public Works Repairer
03090	Road Repairer 1
03686@	Sewer Repairer 1
00974	Carpenters Helper
02456@	Mechanics Helper
02516	Motor Vehicle Operator Elderly and Handicapped Persons
05597	Senior Motor Vehicle Operator Elderly and Handicapped Persons
01257	Clerk Driver
03251@	Senior Clerk Driver
04222	Truck Driver
04226	Truck Driver Heavy
04179	Tractor Trailer Driver
01323	Compactor Truck Driver
03108	Sanitation Driver
03115	School Bus Driver
05565	Motor Broom Driver
05594	Omnibus Operator
04330	Yard Worker
06388	Automotive Service Writer
07719	Recycling Operator
04211	Transportation Inspector