



STATE OF NEW JERSEY

In the Matter of Emergency Medical
Technician Instructor Title Series

CSC Docket No. 2026-2766

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

Title Creation and
Reallocation to
Noncompetitive Division

ISSUED: July 1, 2026 (SLD)

The Division of Agency Services (Agency Services) requests the establishment of the noncompetitive title of Emergency Medical Technician Instructor Aide, and the reallocation of the title of Emergency Medical Technician Instructor to the noncompetitive division, for use in local government, in accordance with *N.J.A.C. 4A:3-1.2*. Agency Services also requests the reallocation of the local government titles of Program Director, Emergency Medical Services Academy, and Program Coordinator, EMT Training, to the noncompetitive division of the career service in accordance with *N.J.A.C. 4A:3-1.2(c)*, for a period of six months.¹

In its request, Agency Services presents that Monmouth County (County) and the Monmouth County Sheriff's Office has requested these reallocations to address staffing needs for an expansion of a MedStar Emergency Medical Services Training Academy (MedStar) and local emergency medical services training programs. The

¹ Agency Services also requests the reactivation of the competitive Emergency Medical Technician Instructor title and the establishment of the competitive Program Director, Emergency Medical Services Academy, Program Coordinator, EMT Training, and Lead Emergency Medical Technician Instructor titles. It is not necessary for the Civil Service Commission (Commission) to formally act on Agency Services' establishment of the competitive titles, or the reactivation of a competitive title, since this function has 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). However, *N.J.A.C. 4A:3-1.2(c)* specifically requires the Commission to determine if a title should be placed in the noncompetitive division of the career service.

County explains that State law requires the appointment of a lead instructor, program coordinator, a program director, and an adequate number of instructors and aides, in order to obtain licensure for the County to open the academy. *See N.J.A.C. 8:40A-4.1 through 4.6.* It notes that MedStar was created to support volunteer and municipal services due to critical shortage of Emergency Medical Services /Emergency Medical Technician personnel. The County explains that it has found it necessary to provide initial training and continuing education necessary to support the staffing of the Division. Having adequate numbers of qualified certified emergency medical technicians will provide the best possible response and outcome for the residents of Monmouth County. The County further explains that, once the program is successfully implemented, it may be expanded to support other jurisdictions.

Additionally, the County asserts that it has identified existing staff who meet the requirements as outlined by the New Jersey Department of Health and in the draft job specifications of these newly established titles, and that these employees have already begun the process of building out the training program.

As a result of the foregoing, Agency Services recommends the establishment and assignment of the Emergency Medical Technician Instructor Aide title to the noncompetitive division of the career service. Agency Services also recommends that the title of Emergency Medical Technician Instructor be reallocated to the noncompetitive division. It explains that competitive testing is not practicable due to the knowledge, skills and abilities associated with these titles. Specifically, the Emergency Medical Technician Instructor Aide title is an entry-level aide role that requires only EMT certification with no experience requirements. Additionally, the Emergency Medical Technician Instructor title requires specific EMT and EMT Instructor certifications, but no additional experience requirements. Therefore, since there is no skill set beyond the required certification(s) to assess through competitive testing, the necessary competencies will be acquired through on-the-job experience for both titles.

With regard to the titles of Program Director, Emergency Medical Services Academy, and Program Coordinator, EMT Training, Agency Services recommends that they be reallocated to the noncompetitive division for a period of six months to facilitate the hiring of existing employees and to ensure continuity of service and staffing for these critical positions.

Finally, Agency Services advises that notice of the proposal was posted on the Commission website. However, no comments were received.

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 Emergency Medical Technician Instructor Aide title and its allocation to the noncompetitive division of the career service and the reallocation of the Emergency Medical Technician Instructor title to the noncompetitive division of the career service based on *N.J.A.C.* 4A:3-1.2(c)1. The necessary competencies will be acquired through on-the-job experience. Additionally, 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)2. Accordingly, competitive testing is impracticable for these titles.

Moreover, based on the foregoing reasons, interim noncompetitive status for the titles of Program Director, Emergency Medical Services Academy, and Program Coordinator, EMT Training, for a period of six months is appropriate in this matter. Additionally, *N.J.A.C.* 4A:3-1.2(g) provides that, if a title is designated noncompetitive on an interim basis, at the end of the interim noncompetitive period, which shall be no greater than one year, the job title shall be redesignated as competitive. Individuals appointed during the interim noncompetitive period shall, upon successful completion of their working test periods, attain permanent status in the competitive division. Thus, the request to reallocate these titles to the noncompetitive division of the career service for six months is granted.

ORDER

Therefore, it is ordered that this request be granted and the title of Emergency Medical Technician Instructor Aide be established and allocated to the noncompetitive division of the career service. It is also ordered that the title of Emergency Medical Technician Instructor be allocated to the noncompetitive division of the career service. It is further ordered that the Program Director, Emergency Medical Services Academy, and Program Coordinator, EMT Training, titles be reallocated to the noncompetitive division of the career service for a period of six months. It is ordered that these actions be effective, July 6, 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 1ST DAY OF JULY, 2026



Mary Cruz
Acting Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Shannon L. Dalton
Director
Division of Appeals and Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
P.O. Box 312
Trenton, New Jersey 08625-0312

c: Glenn Talavera
Eric J. Schubiger
Division of Agency Services
Division of Human Resource Information Services
Records Center