



STATE OF NEW JERSEY

In the Matter of State Procurement
Specialist Trainee

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

CSC Docket No. 2027-69

Request for Administrative Relief

ISSUED: July 22, 2026 (HS)

The Division of Agency Services (Agency Services) requests that certain incumbents in the Analyst Trainee title be cross walked to the State Procurement Specialist Trainee title.

As background, the Civil Service Commission (Commission) previously granted Agency Services' request to establish the title of State Procurement Specialist Trainee and allocated said title to the noncompetitive division, effective April 18, 2026. *See In the Matter of State Procurement Specialist Trainee* (CSC, decided April 8, 2026). In that decision, and pertinent here, the Commission indicated that 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*.

Now, Agency Services requests a crosswalk of nine Analyst Trainees into the State Procurement Specialist Trainee title, retroactive to April 18, 2026, explaining that this action is necessary to ensure equitable treatment of current employees who have been performing procurement-related duties and who would have been appointed to the new title had it existed at the time of their hire. Per Agency Services, all nine employees have successfully completed their working test periods as Analyst Trainees. Accordingly, Agency Services requests that they not be required to serve an additional working test period upon appointment to the State Procurement Specialist Trainee title. Additionally, time served in the Analyst Trainee title will count towards the required training period for the State Procurement Specialist Trainee title. As a result, incumbents will advance to the primary title, State

Procurement Specialist 1 (SPS 1), on the same date as expected from appointment into the Analyst Trainee title, and the salary shall be determined based on time served in the Analyst Trainee title.

The Department of the Treasury has confirmed that the information in the chart below is accurate and that all nine employees are exclusively responsible for procurement-related duties and responsibilities.

Employee	Analyst Trainee Appointment Date	Six-Month Increase Date	Projected Advancement Date to SPS 1	Current Salary	Requested Salary, effective April 18, 2026
Carney, Liam S.	September 8, 2025	March 7, 2026	September 19, 2026	\$53,807.27	\$58,817.70
Celia, Jake M.	July 28, 2025	February 7, 2026	August 8, 2026	\$53,807.27	\$58,817.70
Connelly, David J.	July 28, 2025	February 7, 2026	August 8, 2026	\$53,807.27	\$58,817.70
Hartman, Alex W.	July 28, 2025	February 7, 2026	August 8, 2026	\$53,807.27	\$58,817.70
Kimball, Kelsey N.	July 28, 2025	February 7, 2026	August 8, 2026	\$53,807.27	\$58,817.70
Lee, Joyce S.	September 8, 2025	March 7, 2026	September 19, 2026	\$53,807.27	\$58,817.70
Luckie, Colleen B.	September 8, 2025	March 7, 2026	September 19, 2026	\$53,807.27	\$58,817.70
Nguyen, Brian T.	December 15, 2025	June 13, 2026	December 26, 2026	\$51,479.83	\$56,253.03
Quinn, Sarah B.	December 15, 2025	June 13, 2026	December 26, 2026	\$51,479.83	\$56,253.03

CONCLUSION

N.J.A.C. 4A:3-3.3(a) provides that the Chairperson or designee shall implement and administer the classification plans and, in this regard, shall (1) classify new positions and reclassify existing positions through job analysis; (2) establish new titles, abolish unnecessary titles, and consolidate titles where a single title is appropriate for the grouping of positions with similar qualifications, authority, and responsibility; (3) modify specifications for existing titles or series to ensure their accuracy; and (4) notify appointing authorities and provide for notice to other affected persons of changes in classification plans.

N.J.S.A. 11A:4-15 provides that the purpose of the working test period is to permit an appointing authority to determine whether an employee satisfactorily performs the duties of a title.

N.J.A.C. 4A:3-3.7(d)1i provides, in pertinent part, that the designated length of a training period for a trainee title shall not be longer than 12 months, unless otherwise provided by law.

N.J.A.C. 4A:3-3.7(j) provides, in pertinent part, that the advancement of the successful, permanent trainee to the appropriate primary title shall be accomplished without the usual promotional examination process, but rather by regular appointment of the employee to the appropriate primary title.

Based on the foregoing, ample reasons exist to cross walk the employees as set forth above as this would ensure appropriate classification of the incumbents' positions. Additionally, since all have been successfully and exclusively performing procurement-related duties and responsibilities since commencing their Analyst Trainee appointments, they are deemed to have completed their working test periods as State Procurement Specialist Trainees. Under the circumstances, it is further appropriate that time served in the title Analyst Trainee count towards the required training period for the State Procurement Specialist Trainee title. Accordingly, the request of Agency Services is granted.

ORDER

Therefore, it is ordered that the request be granted and the noted incumbents in the Analyst Trainee title be cross walked to the State Procurement Specialist Trainee title in accordance with this decision, effective April 18, 2026.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 22ND 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: Division of Agency Services
Records Center
Antoinette Sargent