



STATE OF NEW JERSEY

In the Matter of Entomologist
Trainee

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

CSC Docket No. 2027-307

Reallocation to Noncompetitive
Division

ISSUED: September 2, 2026 (SLK)

The Division of Agency Services (Agency Services) requests the reactivation of the Entomologist Trainee title and its reallocation to the non-competitive division of the career service in accordance with *N.J.A.C.* 4A:3-1.2.¹

By way of background, this title was inactivated in 2013 as part of a memorandum that inactivated a group of titles due to being unencumbered for more than four years with no plans of future use. The reactivation of this title will add an entry level title to the Entomologist title series aiding recruitment concerns expressed by the Department of Agriculture.

Initially, all titles in the Entomologist series were classified into the competitive division. However, Agency Services recommends that the trainee level be reassigned to the noncompetitive division of the career services pursuant to *N.J.A.C.* 4A:3-1.2(c). Specifically, it is Agency Services' opinion that competitive testing in this title is not practicable due the knowledge, skills, and abilities

¹ It is not necessary for the Civil Service Commission (Commission) to formally act on Agency Services' establishment of a title, whether it be for a new title or the reactivation of a prior title with specification changes, 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). 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.

associated with the job as this is an entry-level trainee title which is intended to provide on-the-job training. The knowledge, skills, and abilities associated with this title are essentially learned on the job.

Agency Services indicates that a job specification has been developed to accommodate this request. Additionally, it advises that it has provided notice and the opportunity to review the proposal to all collective negotiations units and all articulated issues have been reviewed and resolved. Finally, Agency Services requests that the changes specified become effective beginning on the first pay period following Commission approval of these actions.

CONCLUSION

N.J.A.C. 4A:3-3.3(a) provides that the Chairperson or designee shall implement and administer the classification plans. *N.J.A.C.* 4A:3-3.7(a) provides that trainee, apprentice, recruit, and intern titles may be established in State and local services to provide for entry level employment. *N.J.A.C.* 4A:3-1.2(a) states that the Commission shall allocate and reallocate career service titles between the competitive and non-competitive divisions. *N.J.A.C.* 4A:3-1.2(c) states that a job title may be placed in the noncompetitive division on an ongoing or interim basis when it is determined that competitive testing is not practicable due to the nature of the knowledge, skills, and abilities associated with the job.

Based on the foregoing, ample reasons exist to reactivate the title of Entomologist Trainee and reallocate this title to the noncompetitive division of the career service. In this regard, the Entomologist Trainee has no experience requirements as the skills required to perform the job are gained through on-the-job training. Given the lack of an experience requirement, competitive testing is not practicable since the knowledge, skills and abilities associated with this title are evaluated during the mandatory training period. In this regard, appointees would be required to complete both a 12-month training period as well as the required four-month working test period prior to attaining permanent status.

ORDER

Therefore, it is ordered that this request be granted, and the title of Entomologist Trainee be reactivated and allocated to the noncompetitive division of the career service. This action shall be effective the beginning of the first pay period following the issue 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 2ND DAY OF SEPTEMBER, 2026



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