



MEMORANDUM

Philip D. Murphy
Governor

Tahesha L. Way
Lt. Governor

Allison Chris Myers
Chair/Chief Executive Officer

TO: All Civil Service Appointing Authorities

FROM: Allison Chris Myers, Chair/CEO
New Jersey Civil Service Commission

DATE: July 15, 2024

RE: Police and Fire Promotional Announcements Waiver of Competitive Examination

The purpose of this memorandum is to further update and clarify the Civil Service Commission's policy regarding waiving promotional examinations for police and fire titles. This memorandum supersedes previous memorandums on this subject.

Waivers of competitive examination for promotional titles are governed by *N.J.A.C. 4A:4-2.7*, which provides that the Chairperson or designee may authorize the promotion of a qualified permanent employee in the career service by regular appointment without competitive examination and without the establishment of an eligible list if:

1. The employee has been successfully tested in the basic skills required for the promotional title;
2. The employee has not failed, within one year prior to the announced closing date, a promotional examination for that title. However, an employee who subsequently passed an examination for that title shall be eligible for promotion;
3. The number of interested eligibles for the promotional examination... does not exceed the number of promotional appointments by more than two; and
4. Veterans' preference rights are not a factor.

The term "successfully tested" mentioned in 1. above refers to whether the employee previously has passed an examination, administered by the Civil Service Commission, which measures the basic skills that are required to successfully perform the work associated with the promotional title. The basic skills of every job title are identified in a job analysis process and the extent to which they are measured is a function of the design and validity of the examination or selection instrument. Since various titles within a given title series typically require some common and basic knowledge, skills, and abilities, it may be unnecessary to re-test an employee when conditions 2., 3., or 4. above apply, if the employee has already demonstrated proficiency in those areas.

For purposes of application of *N.J.A.C. 4A:4-2.7*, and based on the most current job analyses and test plans, the following table outlines the examinations that the Civil Service Commission will accept as a test of the basic skills for a higher title when waivers of examination are considered:

Police Titles

A test for...

Police Lieutenant
Police Captain
Police Inspector
Deputy Police Chief

Is generally accepted as a basic skills test for...

Police Captain
Police Inspector, Deputy Police Chief, or Police Chief
Deputy Police Chief or Police Chief
Police Chief

Fire Titles

A test for...

1st Level Fire Supervisor
2nd Level Fire Supervisor
Battalion Fire Chief
Deputy Fire Chief

Is generally accepted as a basic skills test for...

2nd Level Fire Supervisor
Battalion Fire Chief
Deputy Fire Chief or Fire Chief
Fire Chief

Please note that there is no blanket prohibition against promoting an employee two consecutive times via a waiver of examination, if all the conditions outlined in *N.J.A.C. 4A:4-2.7* are met. Thus, for example, an employee who has been tested at the Police Captain level could be considered for a promotion via a waiver of examination to the title of Deputy Police Chief, and then again at a later date for the title of Police Chief. Such requests will be reviewed on a case-by-case basis.

If you have any questions regarding this policy, please contact the Division of Agency Services at (609) 690-8119.



Allison Chris Myers
Chair/CEO