



# PERSONNEL

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## 70. GOVERNMENT DIRECTION, MANAGEMENT AND CONTROL

### 74. GENERAL GOVERNMENT SERVICES

#### OBJECTIVES

1. To continue providing 200,000 State and local Merit System employees and 375 State and local appointing authorities with a fair and impartial forum for appellate and dispute resolution activities.
2. To provide training programs to meet the demands of State and local government agencies and continue to provide quality cost-effective staff development services.
3. To expeditiously respond to the needs of State and local appointing authorities by providing qualified eligibles to fill vacant positions.
4. To provide more rapid, more consistent classification and compensation services to all State appointing authorities and assist in areas of problem identification and resolution.
5. To assist agencies in developing and implementing their Affirmative Action Plans; review personnel policies and employment procedures; monitor Affirmative Action Plans more effectively; and maintain appeal procedures for discrimination complaints to ensure compliance with the Civil Rights Act and the Americans with Disabilities Act.
6. To continue the review of specifications for State Service titles encumbered by 40 percent or more minorities and 70 percent or more women which was begun in Fiscal Year 1987 on the basis of a recommendation by the Task Force on Equitable Compensation.
7. To enlarge the PMIS data base to include education, training, and skills information. To provide Local Government Service appointing authorities with access to automated Local Government Service personnel records.
8. To continue to reduce the number of class titles and develop the capacity to sustain this service level for the following five years.
9. To reduce the number of State Service provisional appointees pending open competitive examination and insure that no provisional appointment exceeds the statutory limit of twelve months. To develop the capacity to sustain this service level for the following five years.
10. To improve the Department's capabilities for strategic and long-range planning.
11. To maintain improved Law Enforcement and Fire Fighter examinations which are acceptable to the Federal Justice Department.
12. To maintain the number of State agencies with Affirmative Action programs in which the proportion of protected class employees, as a whole, exceeds the standard determining underrepresentation (SDU).
13. To improve the quality, variety and relevance of services provided to Title 11A local jurisdictions.
14. To restore the average processing time for written appeals to the Merit System Board to fifteen (15) weeks.
15. To develop recommendations to implement a State compensation policy designed to effectively manage, maintain and develop its human resources.

#### PROGRAM CLASSIFICATIONS

01. **Personnel Policy Development and General Administration.** Exercises overall direction and control of the Department's operations; develops proposals for revised legislation governing the public career system; issues official rules and regulations which implement the Merit System statutes; develops, evaluates and adjusts personnel programs; and provides general administrative support.
02. **State and Local Government Operations.** Provides government agencies with guidance and support in organizational design, classification of job titles, and equitable compensation of staff. Responsible for recruitment of applicants; the planning, scheduling and conduct of examinations; and the preparation of lists of eligible candidates for State and Local government positions. The program administers all reductions in force in State and Local Government as well as the Senior Executive Service and performance appraisal systems. Responsible for monitoring and processing all new hires and promotions to ensure compliance with Merit System rules. Develops and publishes job specifications for all classified titles in all levels of government while maintaining employment records and monitoring all personnel transactions to ensure compliance with Merit System law and Department rules. Provides information processing support to the Department and its Appointing Authorities.
04. **Merit Services.** Provides professional, technical and clerical support services for the Merit System Board and the Commissioner of Personnel; investigates and responds to appeals; maintains agendas and schedules Board meetings; resolves disputes by providing alternate avenues of resolution; prepares and reviews Merit System rules for inclusion in the New Jersey Administrative Code; and ensures compliance with laws and rules governing appointments and determinations.
05. **Equal Employment Opportunity and Affirmative Action.** Monitors affirmative action programs in State agencies for compliance with Executive Order No. 61, P.L. 1981, c.124 (N.J.S.A. 11A:7), and the Americans with Disabilities Act (ADA); develops and implements programs which insure appropriate representation of protected classes at all levels of responsibility in State government; identifies barriers to equal employment opportunity in the existing structure of the merit system, and proposes means of eliminating them; distributes information on equal employment opportunity and affirmative action programs.
07. **Human Resource Development Institute.** Under the provisions of Executive Order No. 12, dated August 21, 1990, compiles information on the human resources development and training needs of the State government and shares this information with key executives and planners; advises the Governor on human resources development and training plans, policies, and programs; works with State government agencies to prepare human resources development and training plans and programs; presents formal training courses in both common tasks and agency-specific subjects to employees of State government agencies; determines the necessity for the use of training providers from outside State government, and obtains these services as required.

EVALUATION DATA

	Actual FY 1996	Actual FY 1997	Revised FY 1998	Budget Estimate FY 1999
<b>PROGRAM DATA</b>				
<b>State and Local Government Operations</b>				
Open competitive examinations announced .....	1,498	726	2,000	2,000
Applications received .....	99,289	56,636	75,000	75,000
Candidates scheduled .....	97,590	42,782	73,000	73,000
Contact Hours, Alternative Technologies .....	55,030	22,420	50,000	55,000
Appointments from certifications				
State .....	934 <sup>(a)</sup>	1,512	1,800	1,300
Local .....	3,407	3,505	3,600	3,600
State Service provisional appointees pending open competitive examination .....	560	672	600	500
Promotional examinations announced .....	2,963	2,962	3,000	3,000
Applications received .....	15,972	16,118	16,000	16,000
Candidates scheduled .....	11,290	13,131	13,000	13,000
Eligibles produced .....	13,163	10,175	10,000	10,000
Promotions made (State) .....	2,920 <sup>(a)</sup>	2,882	3,000	3,000
Separate tests produced – State and local .....	398	228	200	180
Titles Abolished .....	155	280	2,000	2,200
Organizational Studies .....	10	4	10	12
Calendar Days to Date of List Issuance – Non Public Safety (b)				
Open competitive .....	223	103	60	50
Promotional .....	96	150	140	130
Calendar Days to Date of List Issuance – Public Safety (b)				
Law enforcement open competitive .....	270	150	150	150
Law enforcement promotional .....	— <sup>(c)</sup>	117	140	100
Fire service open competitive .....	315	— <sup>(c)</sup>	225	195
Fire service promotional .....	265	— <sup>(c)</sup>	400	370
<b>Merit Services</b>				
Written record appeals				
Total received .....	4,669 <sup>(a)</sup>	3,700	3,700	2,960
Total disposed .....	4,192 <sup>(a)</sup>	2,396	2,640	4,928
Backlog .....	4,560	5,500	6,560	4,592
Hearings and major disciplinary matters .....	1,078	1,150	1,150	1,150
EEO/AA appeals				
On hand July 1 .....	20	40	79	69
Received .....	143 <sup>(a)</sup>	58	50	40
Processed .....	123	19	60	60
Backlog .....	40 <sup>(a)</sup>	79	69	49
<b>Human Resource Development Institute</b>				
Training				
Trainees, Direct Delivery .....	74,464	40,900	50,000	40,000
Trainees, Alternative Technologies .....	—	—	17,500	30,000
Contact Hours, Direct Delivery .....	402,475	225,000	200,000	175,000
Contact Hours, Alternative Technologies .....	—	—	70,000	100,000

PERSONNEL DATA

Affirmative Action Data

Male Minority .....	43	35	40	42
Male Minority % .....	7.7	7.4	9.2	9.7
Female Minority .....	148	113	105	110
Female Minority % .....	26.5	23.7	24.1	25.3
Total Minority .....	191	148	145	152
Total Minority % .....	34.2	31.1	33.3	34.9

# PERSONNEL

	Actual FY 1996	Actual FY 1997	Revised FY 1998	Budget Estimate FY 1999
<b>Position Data</b>				
Filled Positions by Funding Source				
State Supported .....	554	493	434	447
All Other .....	—	—	3	4
Total Positions .....	554	493	437	451
Filled Positions by Program Class				
Personnel Policy Development and General				
Administration .....	45	73	66	49
State and Local Government Operations .....	278	272	254	270
Merit Services .....	43	38	37	40
Equal Employment Opportunity and Affirmative				
Action .....	14	2	2	2
Human Resource Development Institute .....	174	108	78	90
Total Positions .....	554	493	437	451

Notes: Actual fiscal years 1996 and 1997 and Revised fiscal year 1998 position data reflect actual payroll counts. The Budget Estimate for fiscal year 1999 reflects the number of positions funded.

(a) Fiscal year 1996 data revised to reflect revised data totals.

(b) New data category.

(c) New test under development.

## APPROPRIATIONS DATA (thousands of dollars)

Year Ending June 30, 1997					Year Ending June 30, 1999			
Orig. & (S)Supple- mental	Reapp. & (R)Recpts.	Transfers & (E)Emer- gencies	Total Available	Expended	Prog. Class.	1998 Adjusted Approp.	Requested	Recom- mended
2,199	—	900	3,099	3,099	<b>Distribution by Program</b>			
13,860	808	208	14,876	14,658	01	2,768	3,568	3,568
2,107	—	—	2,107	2,107	02	14,791	14,622	14,622
858	1	—	859	858	04	2,171	2,171	2,171
5,675	1,062	179	6,916	6,239	05	877	877	877
24,699	1,871	1,287	27,857	26,961	07	5,644	5,644	5,644
						26,251 <sup>(a)</sup>	26,882	26,882
					<b>Distribution by Object</b>			
					Personal Services:			
—	—	—	—	—				
	42					52	52	52
19,127	1,403 <sup>R</sup>	1,475	22,047	21,725		20,137	18,928	18,928
19,127	1,445	1,475	22,047	21,725		20,189	18,980	18,980
753	—	-282	471	356		543	543	543
3,362	—	-121	3,241	3,227		3,613	4,613	4,613
279	—	-29	250	213		247	247	247
					Special Purpose:			
—	—	—	—	—	01	—	800	800
93	—	—	93	93	01	93	93	93
29	—	—	29	29	02	29	29	29
434	37 <sup>R</sup>	—	471	471	02	434	434	434
—	—	—	—	—	02	136	176	176
60	—	—	60	59	05	60	60	60
—	—	—	—	—	07	336	336	336
—	375 <sup>R</sup>	—	375	186	07	—	—	—
616	412	—	1,028	838		1,088	1,928	1,928

# PERSONNEL

Year Ending June 30, 1997					Year Ending June 30, 1998				
Orig. & (S) Supplemental	Reapp. & (R) Recpts.	Transfers & (E) Emergencies	Total Available	Expended	Prog. Class.	1998 Adjusted Approp.	Requested	Recommended	
562	14	244	820	602	Additions, Improvements and Equipment	571	571	571	
<b>OTHER RELATED APPROPRIATIONS</b>									
<b>Federal Funds</b>									
---	69	300	369	280	Human Resource Development Institute	07	---	---	---
---	69	300	369	280	<i>Total Federal Funds</i>	---	---	---	
<b>All Other Funds</b>									
---	---	---	---	---	State and Local Government Operations	02	1,882	1,931	1,931
---	---	---	---	---	Human Resource Development Institute	07	618	618	618
---	---	---	---	---	<i>Total All Other Funds</i>	---	2,500	2,549	2,549
<b>24,699</b>	<b>1,940</b>	<b>1,587</b>	<b>28,226</b>	<b>27,241</b>	<b>GRAND TOTAL</b>	---	<b>28,751</b>	<b>29,431</b>	<b>29,431</b>

Notes: (a) The fiscal year 1998 appropriation has been adjusted for the allocation of salary program; has been adjusted to reflect the transfer of staff from the Departments of Banking and Insurance, Commerce and State; and has been reduced to reflect the transfer of funds to the Salary Increases and Other Benefits account.

## LANGUAGE RECOMMENDATIONS

Receipts derived from fees charged to applicants for open competitive or promotional examinations are appropriated subject to the approval of the Director of the Division of Budget and Accounting.

Receipts derived from training services and any unexpended balance as of June 30, 1998 are appropriated subject to the approval of the Director of the Division of Budget and Accounting.

Receipts derived from Employee Advisory Services are appropriated subject to the approval of the Director of the Division of Budget and Accounting.

The Director of the Division of Budget and Accounting is authorized to transfer or credit to the Department of Personnel all or part of any appropriation made to any account to fund the State's unemployment insurance liability for the purpose of creating a pilot "displaced workers pool" and funding the salaries of State employees scheduled to be laid off.

In addition to the amount appropriated hereinabove, receipts in excess of the amount anticipated, attributable to changes in the fee structure or fee increases charged to applicants for open competitive or promotional examinations for a "displaced worker pool", are appropriated for this purpose for State employees scheduled to be laid off.

Notwithstanding the provisions of NJSA 11A:6-32, cash awards for suggestions shall be paid from the operating budget of the agency from savings generated by the suggestion, subject to the approval of the Director of the Division of Budget and Accounting.

24,699	1,871	1,287	27,857	26,961	<b>Total Appropriation, Department of Personnel</b>	26,251	26,882	26,882
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# NOTES