



68. DEPARTMENT OF PERSONNEL  
70. GOVERNMENT DIRECTION, MANAGEMENT AND CONTROL  
74. GENERAL GOVERNMENT SERVICES

**OBJECTIVES**

1. To review, evaluate and adjust the detailed implementation of the Civil Service Reform Act carried out during Fiscal Year 1988.
2. 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.
3. 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.
4. To prevent the number of class titles from exceeding 5,000, and develop the capacity to sustain this service level for the following five years.
5. To reduce the number of State Service provisional appointees pending open competitive examination from 3,600 to 3,000 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.
6. To increase the number of separate tests produced from 2,000 to 2,300, and to increase the number of separate tests meeting Department technical standards from 200 to 230. To plan the capacity to sustain this service level indefinitely.
7. To improve the Department's capabilities for strategic and long-range planning.
8. To develop improved Police Officer and Police Sergeant examinations which are acceptable to the Federal Justice Department.
9. To increase the caseload of the Employee Advisory Service from approximately 5,700 to approximately 7,000, and the annual cost avoidance generated by EAS from approximately \$4 million to approximately \$5 million.
10. To increase 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) from 24 to 25.
11. To deliver at least 400,000 contact hours of training to eligible trainees.
12. To improve the Department's classification and compensation services to State agencies beyond the Fiscal Year 1988 level.
13. To improve the quality, variety and relevance of services provided to Title 11A local jurisdictions beyond the Fiscal Year 1988 level.
14. To reduce the average processing time for nondisciplinary appeals from thirteen weeks to ten weeks.
15. To save State agencies \$1.5 million through the operation of incentive and recognition programs.

**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; considers nondisciplinary appeals, reviews hearings and renders decisions; evaluates and adjusts personnel programs; and provides general administrative support.
02. Recruitment and Selection--Recruits applicants; plans, schedules and conducts examinations; prepares lists of eligible candidates for State and local government positions; forestalls discrimination by maximizing test validity; certifies the names of eligibles to State Service appointing authorities; and manages the State Service and Local Government promotional systems.
03. Personnel Management Systems--Conducts organizational and classification studies, job evaluation and compensation research for the State Service; develops and publishes class specifications for State Service job titles; maintains State Service employment records; monitors State Service personnel transactions in order to insure compliance with Merit System law and Department rules; and provides information processing support to the entire Department and appointing authorities.
04. Employee Development and Personnel Services--Presents formal training courses for orienting new employees, increasing job skills and developing supervisory capabilities; provides technical assistance to employee training programs instituted by State and local government agencies; prescribes performance appraisal systems; operates an Employee Advisory Service for State employees; implements suggestion and other award programs for State agencies; develops and delivers the Certified Public Manager and Support Specialist training and certification programs.
05. Equal Employment Opportunity and Affirmative Action--Monitors affirmative action programs in State agencies for compliance with Executive Order No. 61 and P.L. 1981, c. 124 (NJSA11A:7); 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.
06. Local Government Classification and Placement--Conducts organizational and classification studies for the Local Government Service; develops and publishes class specifications for Local Government Service job titles; certifies the names of eligibles to local government appointing authorities; determines eligibility for Local Government Service promotional examinations; provides technical assistance to local government officials; maintains Local Government Service employment records; and monitors Local Government Service personnel transactions in order to insure compliance with Merit System law and Department rules.

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	Actual FY 1986	Actual FY 1987	Revised FY 1988	Budget Estimate FY 1989
<b>EVALUATION DATA</b>				
Open competitive examinations announced.....	4,566	4,740	6,000	7,000
Applications received.....	171,345	138,176	180,000	210,000
Candidates scheduled.....	134,215	100,432	135,000	158,000
Eligibles produced.....	51,170	41,591	60,000	70,000
Appointments from certifications.....	9,658	8,757	12,000	14,000
Promotional examinations announced.....	5,157	5,278	6,000	7,000
Applications received.....	28,096	28,494	30,000	35,000
Candidates scheduled.....	21,598	21,342	25,000	28,000
Eligibles produced.....	12,608	14,397	15,000	17,000
Promotions made.....	6,990	8,172	9,000	10,000
Separate Tests Produced.....	1,568	1,287	2,000	2,300
New Title Requests (State Service).....	271	162(a)	120(a)	270
Processed.....	387	212	130	260
Variant Title Requests (State Service).....	136	35(a)	10(a)	140
Processed.....	141	32	10	130
Reevaluations (State Service)				
Requested.....	130	44(a)	10(a)	130
Studied.....	129	50	20	120
Reclassification Studies (State Service)				
Pending, July 1.....	47	27	10	70
Generated.....	484	642	720	760
Completed, June 30.....	504	659	660	670
Pending, June 30.....	27	10	70	160
Suggestions				
Received.....	368	628	500	500
Approved.....	57	43	50	50
Savings.....	\$1,463,108	\$1,660,415	\$1,500,000	\$1,500,000
Training				
Trainees.....	6,152	7,160	20,000	20,000
Contact Hours.....	292,603	295,474	450,000	450,000
Individual Classification Audits (Local Government Service).....	1,393	1,243	1,200	1,200

(a) Moratorium from November, 1986 to June, 1988.

**AFFIRMATIVE ACTION DATA**

Male Minority .....	33	32	38	41
Male Minority %.....	6.7	6.4	6.9	7.3
Female Minority .....	137	140	154	159
Female Minority %.....	27.8	28.1	28.2	28.4
Total Minority .....	170	172	192	200
Total Minority %.....	34.6	34.5	35.1	35.7

**POSITION DATA**

Budgeted Positions.....	493	488	479	490
Personnel Policy Development and General Administration.....	115	111	100	100
Recruitment and Selection.....	156	168	181	181
Personnel Management Systems.....	75	66	60	66
Employee Development and Personnel Services.....	19	18	20	26
Equal Employment Opportunity and Affirmative Action..	27	26	26	25
Local Government Classification and Placement.....	101	99	92	92
Positions Budgeted in Lump Sum Appropriations.....	5	31	66	63
Positions Supported by Appropriated Receipts.....	32	32	32	32
Total Positions.....	530	551	577	585

**APPROPRIATION DATA (amounts expressed in thousands)**

Orig. & (S)Supple- mental	-----Year Ending June 30, 1987-----			Expended	PROGRAM CLASSIFICATIONS	Ref Key	-----Year Ending June 30, 1989-----		
	Reapp. & (R)Rec	Transfers (E) Emer- gencies	Total Available				1988 Adjusted Approp	Requested	Recom- mended
3,754	87	751	4,592	4,579	Personnel Policy Development and General Administration	01	4,205	4,200	4,200
5,492	206	518	6,216	6,048	Recruitment and Selection	02	6,898	7,608	7,608
3,814	264	930	5,008	4,587	Personnel Management System	03	4,749	10,853	10,153
754	360	129	1,243	1,114	Employee Development and Personnel Services	04	967	1,190	1,190

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-----Year Ending June 30, 1987-----					-----Year Ending June 30, 1989-----				
Orig. & (S) Supplemental	Reapp. & (R) Rec	Transfers (E) Emergencies	Total Available	Expended	Ref Key	1988 Adjusted Approp	Requested	Recommended	
781	10	8	799	793					
2,480	29	55	2,564	2,562	05	924	846	846	
					06	2,861	2,844	2,844	
17,075	956	2,391	20,422	19,683		20,604	27,541	26,841	
<u>Distribution by Object</u>									
<u>Personal Services--</u>									
58	---	---	58	58		58	58	58	
12,076	---	1,103	13,179	13,068		15,581	15,934	15,934	
---	---	---	---	---		96	140	140	
---	---	---	---	---		---	175	175	
12,134	---	1,103	13,237	13,126		15,735(a)	16,307	16,307	
567	---	26	593	590		602	597	597	
1,799	---	186	1,985	1,950		3,313	3,233	3,233	
268	---	---	268	267		260	258	258	
<u>Special Purpose--</u>									
250 S	---	750	1,000	987		---	---	---	
27	---	---	27	26	01	---	---	---	
---	114	---	114	72	02	27	27	27	
---	---	---	---	---	02	---	---	---	
500	---	---	500	387	02	---	575	575	
---	---	---	---	---	02	---	---	---	
---	---	---	---	---	03	---	1,600	1,300	
---	---	---	---	---	03	---	3,000	2,700	
---	---	---	---	---	03	---	1,100	1,000	
100	157	---	257	125	03	---	110	110	
---	---	---	---	---	03	50	---	---	
---	---	---	---	---	03	---	250	250	
200	---	---	200	152	03	200	212	212	
400	---	---	400	361	03	---	---	---	
---	---	---	---	---	03	---	---	---	
---	91	659	750	750	03	---	---	---	
---	---	---	---	---	03	---	---	---	
365	---	---	365	193	03	---	---	---	
---	331 R	-312	19	---	03	---	---	---	
53	---	---	53	53	04	---	---	---	
---	---	---	---	---	05	60	65	65	
29	---	---	29	29		27	---	---	
1,924	693	1,097	3,714	3,135		364	6,939	6,239	
383	263	-21	625	615		330	207	207	

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It is recommended that the unexpended balance as of June 30, 1988 in the Pay equity specification study account be appropriated for the same purpose.

It is further recommended that the unexpended balance as of June 30, 1988 in the Automated placement system account be appropriated for the same purpose.

It is further recommended that receipts derived from training services be appropriated.

- (a) The 1988 appropriation has been adjusted for the allocation of the salary program.
- (b) Appropriation of \$1,400,000 distributed to applicable operating accounts.
- (c) Appropriation of \$300,000 distributed to applicable operating accounts.

# NOTES