New Jersey State as a Model Employer of People with Disabilities Program (Same):

Where We Are
Where We Are Going
What We Can Do Now

May 1, 2022
NEW JERSEY STATE
AS A MODEL EMPLOYER OF PEOPLE WITH DISABILITIES PROGRAM (SAME):

Where We Are, Where We Are Going, What We Can Do Now

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Message From:

Deirdré Webster Cobb
Chair/Chief Executive Officer
New Jersey Civil Service Commission

I am proud to announce that on Monday, May 2, 2022, the New Jersey Civil Service Commission (CSC) will launch the "State as a Model Employer of People with Disabilities" (SAME) program. SAME is designed to provide fast track hiring and advancement employment opportunities for people with significant disabilities, who have long been an underrepresented and overlooked segment of New Jersey’s state workforce. With SAME, it’s simple and the name says it all. In New Jersey, we believe that everyone should be treated equally and with the same human dignity, and this program will make good on that promise.

The CSC and the State of New Jersey remain unwavering in their commitment to the principles of Diversity, Equity, and Inclusion. The SAME program represents a necessary extension of that commitment and a significant step toward making those principles a reality for all New Jersey residents, no matter their background or circumstances. State and local governments that do not reflect their constituents cannot properly serve them, and SAME is a makeover that's long overdue.

The SAME program represents an opportunity for the thousands of inspiring people with disabilities in this state who have been so often denied access to public employment due to factors outside of their control. It also represents an invaluable opportunity for New Jersey to capitalize on a deep reservoir of talent and potential that has been left untapped and neglected. People with disabilities have so much to offer New Jersey, and we would be doing a tremendous disservice to our great state by overlooking their abilities.

In the months ahead, I look forward to seeing positive and inclusive changes throughout the civil service as a result of this program’s roll-out, but ultimately, its success will depend on every one of you. Of course, there will be snags and challenges along the way, but I know that our incredible state employees will be there supporting this effort every step of the way. New Jersey government has always been powered by the superlative quality and character of its employees, and the SAME program is the modern continuation of that tradition in 2022.

Deirdre Webster Cobb
The New Jersey Civil Service Commission oversees the human resources delivery system for the State, providing customer service, regulatory oversight and/or information to both state and local government civil service jurisdictions, including 15 State departments and numerous authorities and commissions. The Commission includes the Division of Equal Employment Opportunity and Affirmative Action (EEO/AA) which was created by law to ensure that State agencies provide equal employment opportunity to all current and prospective State employees; and the Office of Diversity Programs (ODP) which is responsible for developing and implementing strategies for ensuring diversity and inclusion in the State’s workforce through community outreach, trainings, programs and other initiatives.

On January 18, 2022, Governor Murphy signed P.L.2021, c.466 (A-5296) and P.L.2021, c.465 (A-5294). These laws require the Commission’s Division of Equal Employment Opportunity and Affirmative Action to develop a “State as a Model Employer of People with Disabilities” or SAME program.

The New Jersey State as a Model Employer of People with Disabilities (SAME) program is designed to increase awareness of employment opportunities for persons with disabilities, provide appropriate avenues and remove barriers to the application and hiring process, and create mechanisms to increase advancement and retention rates for persons with disabilities employed by the State of New Jersey. The SAME program will include a review of existing recruitment, hiring, and retention policies; use fast track hiring authority to permit state agencies to consider disability status during the onboarding process; and establish work-based learning experiences, such as mentoring or internships.

The Commission’s Division of Equal Employment Opportunity and Affirmative Action (EEO/AA) and Office of Diversity Programs (ODP) will develop New Jersey’s SAME program, be responsible for its programmatic implementation, partner with constituent agencies serving the employment needs of persons with disabilities, and ensure compliance with the quarterly and biannual reporting requirements. Each State agency shall provide sufficient resources and funding for the SAME program. The Equal Employment Opportunity/Affirmative Action Officer or other qualified staff of each State department/agency shall oversee the SAME program for that department/agency. Qualified staff may include a disability program manager, selective placement coordinator, and stay-at-work and return-to-work coordinator.

In developing the SAME program, CSC will collaborate with the N.J. Department of Labor and Workforce Development’s (NJLWD) Office of Employment Accessibility Services and the Division of Vocational Rehabilitation Services (DVRS). These NJLWD offices have long been committed to collaborating with system partners to develop and implement career pathways for people with disabilities, including access to jobs in state and local government and institutions of higher learning. Over the past year or so, these offices have been collaborating with other N.J. system partners to share information about SAME initiatives, gain diverse insights related to program design and garner commitment. In addition, they partnered with the Governor’s Office and other system partners to represent New Jersey in the National Governor’s Association’s State Exchange on Employment and Disability Program (SEED) and outlined a specific action plan to support greater employment for people with disabilities. CSC is grateful for NJLWD’s partnership, expertise and vision as we work together toward the long-term goal of a comprehensive SAME initiative.
Toward that end, CSC, through its EEO/AA and ODP, will establish and chair a SAME task force with representatives from constituent agencies including NJLWD, community partners and the staff of each State department/agency responsible for implementing the SAME program in their department/agency.

In tandem, P.L.2021, c.466 (A-5296) and P.L.2021, c.465 (A-5294) require the SAME program to perform a minimum of nine specific functions to promote the awareness of persons with disabilities as valued employee resources and to attract, engage, and retain people with disabilities in the State of New Jersey's workforce.

These nine functions are:

1. Review existing recruitment, hiring, advancement, and retention policies and procedures applicable to persons with disabilities, including an analysis of barriers to employment.

2. Establish goals for the hiring and recruitment of persons with disabilities, maintain records of the progress towards achieving and maintaining the established goals, and maintain and report on demographic data related to disability status for applicants and employees.

3. Use fast track hiring and advancement authority that permits State agencies to consider disability status during the hiring and advancement process; and establish guidelines for the determination of qualified persons with significant disabilities.

4. Provide an opportunity for a qualified applicant with a disability or documented significant disability who are denied an interview for appointment to the unclassified or career service to request a mandatory, good faith interview, which shall be kept confidential and separate from the agency employment applications.

5. Establish mentoring, internship, or similar work-based learning experiences for persons with disabilities.

6. Include a centralized accommodation program to consolidate subject matter expertise necessary to assess, evaluate, and implement effective and meaningful accommodations and funding streams for accommodations.

7. Establish a recruitment and referral program that connects the State agency with college students and recent graduates with disabilities.

8. Utilize web-based application portals that are accessible to and usable by persons with disabilities; and

9. Provide for quarterly progress reports to the director of the State agency, the Director of the Division of Equal Employment Opportunity and Affirmative Action, and the Chief Executive Officer of the Civil Service Commission, which shall be publicly available and posted on the division's website, and a biannual report shall be prepared and distributed to the Governor and the Legislature. by the Division of Equal Employment Opportunity and Affirmative Action. The report shall include ongoing barriers to employment, progress made towards increasing the number of persons with disabilities employed by the State and each State agency, retention rates of persons with disabilities employed by the State and each State agency, and plans for expanding and improving employment opportunities in the upcoming year, and may include recommendations for legislation.
Action Items

CSC, through its Division of EEO/AA, will implement the following action items to fully implement a comprehensive SAME program no later than December 31, 2022:

- Establish and chair a SAME task force with representatives from constituent State agencies which serve the employment needs of persons with disabilities, community partners and the staff responsible for implementing the SAME program in each State agency.

- Design a model methodology for State agencies to utilize for the initial assessment of existing policies and barriers to employment of persons with disabilities in State government, including the establishment of baseline data reflecting the current staffing, titles, agencies, accommodations, and barriers provided by self-identified employees with disabilities in order to design a phased-in strategy for the implementation of goals moving forward. Work in partnership with entities with whom the Division of Vocational Rehabilitation has existing relationships to design strategies for ongoing infrastructure and capacity building. This will include designing training for applicants, human resources staff, and employees to enhance recruitment and retention of persons with disabilities, including information related to diversity and inclusion.

- In conjunction with its Workforce Development Plan, develop baseline demographics on the current percentage of persons in the State workforce with self-identified disabilities, as well as identifying prospective employee populations in partnership with pertinent State agencies serving the employment needs of persons with disabilities, with a hiring and recruitment goal of increasing the percentage of persons in the State workforce with self-identified disabilities to 7%.

- Update the current voluntary N.J. State Survey on Persons with Disabilities for new hires with additional self-identification methodologies permitted by P.L.2021, c.466, in order to improve constituent agencies’ tracking of outcomes for self-identified hires going forward.

- Work with NJLWD/DVRS to develop guidelines for the identification of a pool of persons with significant disabilities who may benefit from the “fast-track” program, including the creation of a Schedule B-NJ hiring process.

- Design a sample process to assist appointing authorities in implementing the good faith interview requirement, as well as developing training for appointing authorities on how to implement the fast-track program.

- Work with NJLWD/DVRS to establish model internships or similar work-based learning experiences for employees with disabilities that can be utilized by State agencies.

- Develop a model mentoring program with a specific focus on supporting employees with disabilities and provide training to State agencies on creating and implementing such programs.
• Partner with the Department of the Treasury, Division of Property Management and Construction Office of Disabilities Management as the centralized accommodation program required by the SAME legislation and educate State agencies on the availability and services provided by the Office of Disabilities Management to assist in the recruitment and retention of persons with disabilities in the State’s workforce.

• Partner with NJLWD/DVRS and CPPEA to establish a detailed recruitment and referral program that connects the State departments/agencies with college students and recent graduates with disabilities.

• Survey technological accessibility gaps in all State agencies as part of baseline survey barriers to State employment for persons with disabilities, including exploring conducting an updated accessibility audit of the web-based services CSC provides to the public.

• As part of the state Workforce Development Plan, provide each State agency with its baseline EEO disability workforce statistics, and identify a methodology for collecting data for required quarterly and biannual reporting.

These initial guidelines will consolidate currently existing resources (“Where We Are”) available to support access to state employment for persons with disabilities, throughout the applicable stages of the employment life cycle: from attraction of candidates, through recruitment, onboarding, development, and retention. It will also detail the processes, procedures, initiatives and training that the Civil Service Commission will develop to assist State departments/agencies with successfully implementing and maintaining the evolving SAME program in their workplace (“Where We Are Going”). Finally, it will serve as a resource for best practices departments/agencies can begin to implement immediately (“What We Can Do Now”) as the SAME program continues to develop.

The SAME program guidelines are not all inclusive and will be periodically updated as appropriate.
NEW JERSEY STATE
AS A MODEL EMPLOYER OF PEOPLE WITH DISABILITIES PROGRAM (SAME)

Evolution of State As Model Employer (SAME) Programs¹

Through collaborative efforts with internal and external stakeholders, as well as knowledge sharing by State and federal entities, governors and legislators have begun to initiate State as a Model Employer (SAME) programs, which promote employment for people with disabilities.

The foundation of SAME programs was built on information gained from task forces, oversight commissions, advisory groups, and delegations, consisting of policy makers, public employers, private citizens, and/or community partners. These entities were tasked with analyzing existing policies and practices in order to improve employment opportunities and provide recommendations to better serve people with disabilities. With such information, states began to set clear and achievable goals to expand such employment opportunities. The goals were set in conjunction with a review of identifiable metrics, such as unemployment rates, wages, and access to services. Additionally, work disability surveys for employees and reporting requirements for employers were established to collect baseline data. Hiring target metrics were then formulated, setting a specific percentage of employees in the workforce with disabilities.

States such as Kansas, Maryland, and New Jersey began to emerge as “Employment First” states. According to the U.S. Department of Labor’s Office of Disability Employment Policy, “Employment First” is defined as a “systems-change framework centered on the premise that all people, including those people with the most significant disabilities, are capable of full participation in Competitive Integrated Employment (CIE) and community life.” In support of this framework, Executive Orders were issued, and legislation enacted to achieve the objectives, including fast track hiring practices for people with disabilities. These initiatives became known as SAME programs. Lead entities were designated to administer SAME programs and facilitate collaborate efforts among the stakeholders to achieve the set goals. State government departments, divisions, and agencies were created or expanded to oversee training of people with disabilities and to establish networks for employment advocacy.

Among the federal entities who are instrumental in the establishment of SAME programs is the U.S. Department of Labor’s State Exchange on Employment and Disability (SEED). This formal collaboration, launched by the U.S. DOL’s Office of Disability Employment Policy (ODEP), helps state and local governments develop and implement meaningful policies and practices that lead to increased employment opportunities for people with disabilities, and a stronger, more inclusive workforce and economy.” SEED describes itself as “a unique state-federal initiative that promotes the adoption of disability-inclusive state policy through an innovative partnership model. Information on best practices is also available through the SEED network.

¹ References (linked in Appendix): Governor’s Guide: Promoting Employment for People with Disabilities Through Statewide Coordination; Employment First, and SEED.
In May 2021, the New Jersey Department of Labor and Workforce Development, in collaboration with SEED, developed an action plan for New Jersey which set short and long-term goals and timelines for a New Jersey SAME program. The plan included identifying strengths, assets, core challenges, metrics, and intervention strategies. Additionally, the plan named lead entities to implement aspects of the program, such as the N.J. Governor’s Office, various State departments/agencies, and systems for sustainable coordination, such as the New Jersey Career Pathway Partnership of Employment Accessibility (CPPEA). CPPEA is a network of educational institutions, employers, and other stakeholders whose goal is to provide students and workers with a pathway for career opportunity, including people with disabilities.

Legislative Requirements

1. REVIEW OF EXISTING RECRUITMENT, HIRING, ADVANCEMENT, AND RETENTION POLICIES AND PROCEDURES APPLICABLE TO PERSONS WITH DISABILITIES AND ANALYSIS OF BARRIERS TO EMPLOYMENT.

A Brief Overview of Civil Service Classifications, Eligibility, and Appointments

While many State departments/agencies must hire their employees in compliance with the provisions of N.J.S.A. Title 11A, the Civil Service Act, there are a number of State authorities and agencies whose enabling statute specifically permit the appointment and retention of employees without regard to the provisions of Title 11A. Thus, each State department/agency must be cognizant of the existing legal authority it has to make appointments in order to review its recruitment, hiring, advancement and retention procedures.

Recruiting officials in State departments/agencies under the jurisdiction of Title 11A must have a basic understanding of what job titles in the State Classification Plan are allocated to one of the three types of service – the career service (which consists of two divisions, competitive and non-competitive), the unclassified service, and the Senior Executive Service.

Regardless of the type of service to which a title is allocated, it must be underscored that each title in the State Classification may have specific education, licensure, and experience requirements that all potential job candidates must possess in order to be eligible for appointment consideration. In the context of the SAME legislation’s focus on the identification of persons with disabilities or significant disabilities, a candidate with a disability who does not meet the minimum eligibility requirements set forth in the job specification cannot be considered for an appointment to that specific title. However, if a candidate who has a disability possesses the minimum eligibility requirements set forth in the job specification, depending on the title’s type of service, it is possible that specific accommodations and procedures, either existing or authorized by the SAME legislation, may be available to assist the candidate in moving forward in the selection process. See Sections 3 and 5.

For example, if the title which the State department/agency desires to fill is in the competitive division of the career service, all qualified applicants are required to participate in a competitive examination to in order to list all of the candidates who passed the test in rank order on an eligible list. For competitive titles, this applies to both initial appointment as well as for promotional opportunities. A candidate for a competitive title who is required to take and pass a competitive examination may
need an accommodation when taking the examination. Thus, when a State
department/agency focuses its recruitment efforts for competitive titles on individuals
with disabilities, it should educate the pool of potential eligibles on what they need to
do to request an accommodation, and what types of accommodations may be
available when taking the examination.

By contrast, appointments to non-competitive, unclassified or Senior Executive
Service positions do not require a competitive testing process to be conducted by the
Civil Service Commission. However, it must be noted that some non-competitive titles,
such a Clerk Typist, may require that the State department/agency conduct a
performance test, such as a typing test, at the time a candidate is considered for
appointment. For non-competitive appointment consideration, hiring materials for
candidates should clearly advise of the candidates of what steps should be taken to
secure an accommodation during the interview and/or performance testing process.
As more fully explained below, the Civil Service Commission’s Division of Test
Development Analytics Administration and (TDAA) can assist and advise State
departments/agencies on how to provide reasonable accommodations to candidates
for non-competitive positions that are subject to performance tests conducted by the
department/agency.

State agencies that are not required to hire and promote employees through the Civil
Service process may pattern any needed accommodations for candidates in their
respective selection processes on those provided to test takers for Civil Service
examinations.

Where We Are: State agencies should be aware of the many resources currently available
from CSC and throughout State government for the recruitment, hire, and accommodation of
persons with disabilities.

The following is a brief overview of Civil Service processes for classification and appointments,
followed by a comprehensive summary of current Civil Service policy and regulatory
provisions available to candidates with disabilities. Until complete baseline data and
assessments are available, State departments/agencies should be aware of the resources
currently available for the accommodation of prospective and current employees with
disabilities and to assist in a targeted effort to recruit and hire individuals with disabilities, as
well as recommended best practices which should be implemented when considering the
eligibility, recruitment and retention of persons with disabilities.

Where We Are Going: The Commission’s Division of EEO/AA will design a model
methodology for State departments/agencies to utilize for the initial assessment of existing
policies and barriers to employment of persons with disabilities in State government. This will
include the establishment of baseline data reflecting the current staffing, titles, agencies,
accommodations, and barriers provided by self-identified employees with disabilities in order
to design a phased-in strategy for the implementation of goals moving forward. EEO/AA and
ODP will establish and chair a SAME task force with representatives from constituent
agencies including the N.J. Department of Labor and Workforce Development, N.J. Division
for Developmental Disabilities, N.J. Commission for Blind and Visually Impaired, and the N.J.
Division of Mental Health and Addiction Services; community partners including the N.J.
Council on County Colleges, and the Boggs Center on Developmental Disabilities at RWJ
Medical School (Boggs Center) and the staff responsible for implementing the program in
each State department/agency.
The Division of EEO/AA will also work in partnership with entities with whom the Division of Vocational Rehabilitation has existing relationships to design strategies for ongoing infrastructure and capacity building. This will include designing training for applicants/Human Resources Officers/employees regarding issues relevant to the employment of persons with disabilities in partnership with the Commission’s Center for Learning and Improving Performance and the Boggs Center on Developmental Disabilities at Rutgers University.

CSC will develop training for human resources, employees and supervisors to enhance recruitment and retention of persons with disabilities, including information related to diversity and inclusion.

CSC will develop a model mentoring program to assist appointing authorities in implementing these best practices. See Section 4 for more information.

What We Can Do Now: Best Practices and Resources.
Many resources throughout the State are available to State agencies to assist in a targeted effort to recruit and hire individuals with disabilities. For example, the Department of Labor and Workforce Development’s Division of Vocational Rehabilitation Services (LWD/DVRS) provides services to any individual with a physical, mental, cognitive, or other form of disability who has a substantial impediment to employment to help prepare them to overcome any barriers when seeking employment. Indeed, the mission of DVRS is to enable eligible individuals with disabilities to achieve an employment outcome consistent with their strengths, priorities, needs, abilities, and capabilities. These services include career counseling, job search skill development, placement services and job placement and supported employment services.

When reviewing existing recruitment, hiring, and advancement policies, the State department/agency should recruit widely and develop collaborative efforts with community outreach groups to include, partnering with the Department of Labor and Workforce Development’s Division of Vocational Rehabilitation Services, the Department of Human Service’s Division of Developmental Disabilities and Commission for the Blind and Visually Impaired, and the Department of Human Services’ Division of Mental Health and Addiction Services, State community colleges and universities that provide services to individuals with disabilities and direct “Fast Track” hiring initiatives authorized by P.L.2021, c.466 (A-5296) and P.L.2021, c.465 (A-5294). See Sections 3 and 5.

Utilizing these valuable existing resources will assist State agencies in determining what potential barriers to employment exist in its unique work environment for persons with disabilities in order to develop targeted recruitment, hiring, and advancement strategies.

The following is a summary of current Civil Service policy and regulatory provisions and other State resources available to candidates with disabilities. It includes recommended best practices when considering the eligibility and recruitment of persons with disabilities.

Best Practices: Career Development

State departments/agencies should review their employee retention policy and procedures and determine if they pose or create any obstacles for continued employment of persons with disabilities. This includes an evaluation of career development plans.

State departments/agencies should give full consideration to employees with disabilities for inclusion in developmental opportunities designed to enhance their leadership skills and to advance their careers.
State departments/agencies will ensure that persons with disabilities are made aware of, and have an equal opportunity to compete for, managerial and executive training or other career development opportunities.

When an individual with a disability is identified/selected for a training program, reasonable accommodations will be addressed to ensure compliance with the Rehabilitation Act/ADA. Individuals with disabilities must be able to participate in any Departmental training and development opportunities.

- At all levels within the State department/agency where workforce demographics are reported, disability must be included.

- Supervisors of employees with known disabilities should create and implement a mentoring program for persons with disabilities, to include, but are not limited to the following:
  - Discussion of career expectations with each employee, including an evaluation of the employee’s goals, and career aspirations in relation to the requirements of available jobs.
  - Provision of constructive feedback and assistance with development of appropriate goals and the path to achieving them.
  - Coaching on technical, interpersonal, and management skills.
  - Provision of networking contacts, references, introductions, and job rotations familiarize employees with the entire operations of the business, helping them recognize the transferability of skills to other positions.
  - Job enrichment (i.e., more responsibilities and new assignments).

- CSC will develop a model mentoring program for persons with disabilities to assist departments/agencies in implementing these best practices. See Section 4 for more information.

- State departments/agencies will provide a working environment to promote the integration of persons with disabilities in the workforce. They will identify and improve cultural and environmental factors that might otherwise inhibit the career development of qualified employees. In coordination with the State department/agency’s EEO, or equivalent, some measures include:
  - Education and communication of updates to all staff on disability issues.
  - Employees with disabilities serve as mentors for new hires who do not have disabilities.
  - Ensure the inclusion of employees with disabilities in team building, training, and leadership opportunities, formal work groups, and informal employee gatherings.
  - Include disability awareness training in appropriate existing courses. Issues that may be covered include disability culture awareness, eliminating attitudinal barriers, communication between disability and non-disability communities, and transforming organizations to accommodate cultural differences.

- Supervisors should not avoid assigning special projects, planning sessions, off-site projects,
and assignments requiring travel to employees with disabilities when they can complete such projects and assignments with or without reasonable accommodation.

- Supervisors must apply the same performance standards to all employees, regardless of disability. If a position has been restructured to accommodate a person’s disability, this restructuring shall not be taken into account in the employee’s performance evaluation. As for all employees, supervisors should discuss the evaluation with the employee prior to the final appraisal. After the discussion concerning the job performance in the current job is completed, it is important to have a career development discussion.

**Best Practices: Vacancy Announcements, Open Competitive Announcements, and Promotional Announcements**

Vacancy announcements must include language stating that reasonable accommodations will be made for qualified applicants or employees with disabilities, except when doing so would pose an undue hardship on the department/agency.

Departments/Agencies may utilize a recommended format that employs the following language in an agency-issued vacancy announcement, i.e.:

This agency provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

It is recommended that the name and contact information for a specific individual be provided in the announcement as the point of contact for requests for reasonable accommodation.

**Availability of ADA Accommodations for New Jersey Civil Service Commission Test Candidates**

Testing is administered by the Commission’s Division of Test Development, Analytics and Administration (TDAA). The following summarizes the New Jersey Civil Service Commission’s (CSC) rules for Americans with Disabilities Act (ADA) accommodations for test candidates as outlined in N.J.A.C. 4A:4-2.14.

- Qualified candidates with disabilities may request an accommodation when taking an examination by indicating their request for accommodation on the examination application.
- In cases where accommodations cannot be granted, candidates may request a waiver of the examination. ADA examination waiver requests must be in writing, contain a statement from the appointing authority explaining that the individual can satisfactorily perform the duties of that title under actual conditions of service, contain a physician’s statement with supporting medical documentation, and contain an agreement to undergo any additional physical or psychological examinations that the Chairperson or designee deems appropriate.
- Once a candidate requests an ADA accommodation, they will be contacted by the CSC’s ADA coordinator.
- Candidates will receive a letter explaining the ADA process as well as a Special Accommodations Request form which will allow them to identify their specific accommodation request.
- The Special Accommodations Request form must be filled out by each candidate as well as either a doctor or member of a child study team who can confirm each candidate’s need
for the accommodation. Candidates have a two-week timeframe to return the Special Accommodations Request form.

- Upon return of the Special Accommodations Request form, the CSC’s ADA coordinator reviews the form, updates the CSC’s ADA database, and notifies each candidate of their ADA accommodation status (approved or denied).
- After a candidate has been approved for ADA accommodations, the CSC’s ADA coordinator works with TDAA to ensure the accommodation is properly fulfilled at the test center.
- TDAA will make whatever reasonable accommodations are necessary and notify the test center supervisor so he or she is aware of the accommodation for each approved candidate.

The chart on the following page summarizes the specific accommodations offered by TDAA according to the following categories, as defined by the U.S. Census, including:

- **Ambulatory**: Conditions that substantially limit one or more basic physical activities such as walking, climbing stairs, reaching, lifting, or carrying.
- **Hearing**: Conditions that include deafness or a severe hearing impairment.
- **Cognitive**: Because of a physical, mental, or emotional condition lasting 6 months or more, the person has difficulty learning, remembering or concentrating.
- **Vision**: Conditions that include blindness or a severe vision impairment.
- **Independent Living**: Because of a physical, mental, or emotional condition lasting 6 months or more, the person has difficulty going outside the home alone to shop or visit a doctor's office.
- **Self-care**: Because of a physical, mental, or emotional condition lasting 6 months or more, the person has difficulty dressing, bathing, or getting around inside the home.
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<tr>
<th>CSC-Provided ADA Accommodation</th>
<th>Ambulatory</th>
<th>Hearing</th>
<th>Cognitive</th>
<th>Vision</th>
<th>Independent Living</th>
<th>Self Care</th>
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<tbody>
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<td>Allowing candidates extra time to take the exam</td>
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<td>Allowing candidates to provide and utilize special lighting</td>
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<tr>
<td>Allowing candidates to test at their work location rather than test center to utilize existing work accommodations</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Allowing candidates to utilize a podium, for standing to take test</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Allowing candidates to utilize an oversized desk</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allowing candidates to utilize ASL interpreters</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allowing candidates to utilize working/support animals</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allowing candidates to utilize a magnifying lens/screen</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Allowing candidates to test at a library near the candidate’s home</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allowing candidates to test at an alternate location to preserve ADA confidentiality</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensuring test location is in a quiet room</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensuring test location is in an air-conditioned room</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Ensuring test location is on the 1st floor of the test center</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensuring testing location is wheelchair accessible</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marking answers on the answer sheet</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Placing candidates’ classroom away from other candidates</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Placing candidates’ classroom near the building entrance</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Placing the candidates’ classroom near a restroom</td>
<td>X</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Providing a large computer monitor</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Providing audio versions of test booklets</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Providing candidates with a chair with full/high back</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Providing candidates with a fragrance-free room</td>
<td>X</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Providing candidates with a front row seat</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Providing candidates with a left-handed mouse</td>
<td>X</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Providing candidates with a rollerball mouse</td>
<td>X</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Providing candidates with an armless chair</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Providing large/bold print test booklets</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Providing large-sized test booklets</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Providing test booklets white on black rather than black on white</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Providing the test booklet in Braille</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reading the test booklet to candidates</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Testing candidates during daylight hours</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** This list of accommodations is not exhaustive. Individual needs may transcend the noted categories, and although a category is identified on the chart, it may still be applicable (e.g., the first row indicates candidates are allowed extra time to take the exam; “Cognitive” is identified as an accommodation, but those with vision impairments who are having the test read to them would also be given extra time).
State Agency Accommodation Resources for Prospective, New and Existing Employees

The New Jersey Department of the Treasury, Division of Property Management and Construction, Office of Disabilities Management (ODM) is an existing resource that ensures both current employees and applicants for employment are provided with any needed accommodations from recruitment to performance of on-the-job duties. ODM is responsible for ensuring State owned and operated facilities comply with the requirements for disabilities management and the Americans with Disabilities Act. See Section 6 for more information.

When on-boarding a new employee with disabilities or in situations when an existing employee becomes disabled, the State department/agency should be cognizant of the different State agencies that may be able to assist them with recommendations for accommodations based on each individual’s unique condition. In addition to ODM, these agencies include:

1. **Department of Human Services/Commission for the Blind and Visually Impaired (DHS/CBVI):** This agency evaluates prospective or employees with visual impairment and makes recommendations of accommodations needed for the purpose of essential and marginal functions of the job duties. The employee or prospective employee may be a client of the agency.

2. **Department of Human Services/Department of Health and Human Services (DHS/DHH):** These agencies evaluate prospective or current employee with hearing impairment or deafness. The evaluation allows insight into essential and marginal needs based on the job duties and the type of accommodations required, i.e. phone use, open/closed captioning, ASL or other.

3. **Department of Labor/Division of Vocational and Rehabilitation Services (LWD/DVRS):** This agency evaluates prospective or current employees who are returning to the workforce, persons whose new or developing disability requires evaluation of their abilities to perform the essential and marginal functions of current or proposed job duties. The employee or prospective employee may be a client of the agency.

State departments/agencies may utilize accommodations request forms to obtain information on what applicants/employees believe their accommodations should be, including building accessibility needs.

If an applicant for employment, whether a current or prospective State employee, self-identifies as a person with a disability and requires accommodation, the following process should be followed:

- Upon scheduling the interview, the applicant informs the agency of the need for an accommodation.
- The appointment setter then completes the checklist with the interviewee and the accommodation is set up by the interviewing agency and ready for the candidate’s arrival at the interview location.
- For a public meeting, a public announcement is published to permit the accommodation would be made ahead of the meeting.

The most important objective in the accommodation process is open communication from the start – requiring the interviewee or employee to be aware of the availability of
accommodations, as well as open with their disabilities and specific regarding their requirements, so the department/agency will be able to accommodate their needs.

The sample forms below, provided by the N.J. Department of Treasury’s Office of Disabilities Management, can be utilized for prospective candidates who require accommodations for an interview, candidates who have accepted an offer but not yet started employment, and current employees.

**AMERICANS WITH DISABILITIES ACT ACCOMMODATION REQUEST FORM**

This form should be completed by applicants/employees requesting a reasonable accommodation in accordance with New Jersey State Law and the Americans with Disabilities Act, a Federal law. Applicants should submit the completed form to the job interviewer. Employees should submit the completed form to the supervisor. (For all questions, attach additional pages or material, if necessary.)

**Name**

**Date of Request**

**Mailing Address:**

**Day time Telephone No.:**

**Job Now Assigned to:**

**Department/Division:**

Please answer the following questions to assist us in understanding the basis and nature of your request for an accommodation. The information you provide will be treated confidentially and will be handled on a need-to-know basis.

A. What are the limitations caused by your condition(s) that you are currently experiencing?
   If you already have written verification of these limitations from your caregiver, please attach a copy with this request form. If you do not already have such verification, tell us the name of your caregiver and how we might contact him/her.

B. Given your limitations, what parts of the application process or the job you now hold, are too difficult for you to do?

C. In order to get us thinking about an effective accommodation, tell us what changes are needed in the application process or in some duty now part of the job or the way the job is now done to make it possible for you to continue to do the job well?

D. This list of accommodations is not exhaustive. Individual needs may transcend the noted categories and although is identified on the chart it may still be applicable (e.g. the first row indicates candidates are allowed extra time to take the exam; “cognitive” is identified as an accommodation, but those with vision impairments who are having the test read to them would be given extra time).
This signature authorizes the State Of New Jersey to proceed with your request for accommodation

INTERVIEWER’S/SUPERVISOR’S COMMENTS/RECOMMENDATIONS

____________________________________________________

_________________________________________________________________________

NOTE: Upon completion, the supervisor/interviewer should forward the request to the ADA Coordinator for review and disposition. If you need assistance to complete the form, contact the ADA Coordinator.

ADA COORDINATOR’S SIGNATURE ________________ DATE REQUEST RECEIVED

LOG OF ACTIONS/COMMENTS: ____________________________ DATE __________

____________________________________________________

REASONABLE ACCOMMODATION OFFERED_____ NOT OFFERED____

IF NOT OFFERED, REASONS____________________________________________________

IF OFFERED, THE ACCOMMODATION WAS REJECTED ____ ACCEPTED ____

THE ACCOMMODATION OFFERED AND REJECTED_______ OR AGREED TO________

SIGNATURE OF ADA COORDINATOR __________________________ DATE __________

SIGNATURE OF APPLICANT/EMPLOYEE __________________________ DATE __________

DISPOSITION FORWARDED TO INTERVIEWER/SUPERVISOR DATE __________

____________________________
Office of Disability Management Building Accessibility Checklist*
(designed for assessing accessibility for public hearings, but adaptable for employment use)

**LOCATION**

<table>
<thead>
<tr>
<th>Question</th>
<th>CIRCLE ONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS THE SITE ACCESSIBLE?</td>
<td>YES NO</td>
</tr>
<tr>
<td>(Is reserved parking closest to the main entrance of the facility?)</td>
<td>YES NO</td>
</tr>
<tr>
<td>ARE THERE BARRIERS BLOCKING THE ROUTE TO THE ENTRANCE (i.e., curbs, medians, etc.)?</td>
<td>YES NO</td>
</tr>
<tr>
<td>IS THE BUILDING ENTRANCE RAMPED OR LIFT-EQUIPPED?</td>
<td>YES NO</td>
</tr>
<tr>
<td>ARE THE DOORS EASY TO OPEN AND WIDE ENOUGH (32” CLEAR WIDTH) TO ACCOMMODATE A WHEELCHAIR USER?</td>
<td>YES NO</td>
</tr>
<tr>
<td>ONCE INSIDE, ARE THE HALLWAYS WIDE ENOUGH (36” CLEAR WIDTH) TO ACCOMMODATE A WHEELCHAIR USER?</td>
<td>YES NO</td>
</tr>
<tr>
<td>ARE RESTROOMS ACCESSIBLE TO ACCOMMODATE A WHEELCHAIR USER?</td>
<td>YES NO</td>
</tr>
</tbody>
</table>

**NOTICE**

<table>
<thead>
<tr>
<th>Question</th>
<th>CIRCLE ONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS THE INCLUSIONARY STATEMENT IN THE NOTICE?</td>
<td>YES NO</td>
</tr>
<tr>
<td>HAS A COPY BEEN SENT TO THE PAPERS, RADIO STATIONS (IF APPLICABLE)?</td>
<td>YES NO</td>
</tr>
<tr>
<td>HAS A COPY BEEN SENT TO THE DHS DIVISION OF THE DEAF AND HARD OF HEARING (IF APPLICABLE)?</td>
<td>YES NO</td>
</tr>
</tbody>
</table>

**ACCOMMODATIONS**

<table>
<thead>
<tr>
<th>Question</th>
<th>CIRCLE ONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>HAVE ARRANGEMENTS FOR INTERPRETERS OR ASSISTIVE LISTENING DEVICES BEEN MADE?</td>
<td>YES NO</td>
</tr>
<tr>
<td>HAVE ARRANGEMENTS FOR A STENOGRAPHER BEEN MADE?</td>
<td>YES NO</td>
</tr>
</tbody>
</table>

**BROCHURES/INFORMATION**

<table>
<thead>
<tr>
<th>Question</th>
<th>CIRCLE ONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>HAVE ANY MATERIALS TO BE DISTRIBUTED BEEN DUPLICATED IN 14 OR HIGHER LETTERS?</td>
<td>YES NO</td>
</tr>
<tr>
<td>HAVE ANY MATERIALS TO BE DISTRIBUTED BEEN MADE IN BRAILLE FORMAT?</td>
<td>YES NO</td>
</tr>
</tbody>
</table>

2. **ESTABLISH GOALS FOR THE HIRING AND RECRUITMENT OF PERSONS WITH DISABILITIES, MAINTAIN RECORDS OF THE PROGRESS TOWARDS ACHIEVING AND MAINTAINING THE ESTABLISHED GOALS, AND MAINTAIN AND REPORT ON DEMOGRAPHIC DATA RELATED TO DISABILITY STATUS FOR APPLICANTS AND EMPLOYEES.**
**Where We Are**: As part of its ongoing effort to ensure an equitable workplace for all employees, the Division of EEO/AA has historically surveyed the percentage of State employees who self-identify as a person with a disability.

The Division regularly surveys the workforce via the State EEO/AA offices to collect this information on a regular basis. In December 2021, in an effort to increase compliance, the Division began a campaign to have each EEO/AA Officer poll their department/agency to ensure each State employee has the opportunity to identify themselves accordingly. The Division also provides a New Jersey State Employee Survey on Disabilities, which can be found on the Civil Service Commissions’ website. This survey is voluntarily returned to the Division and permits employees who wish to self-identify as a person with a disability to confidentially do so. The employee supplies the last 4-digits of their social security number and their employee identification number as identifiers; otherwise, the information is kept confidential.

The Division of EEO/AA is currently in the process of developing a Workforce Development Plan for the State workforce. Current preliminary data collected by the vendor indicates that the State of New Jersey employs 67,649 individuals of which 935 have self-identified as an individual with a disability. Thus, only 1.38% of the State’s current workforce have self-identified as an individual with disabilities. Conversely, as a percentage of the State’s population of residents employed (4,140,963), a total of 165,007 individuals self-identified as an individual with disabilities. As such, 3.98% of the State’s employed population have self-identified as an individual with disabilities. Based on the population of the United States, 154,035,680 are currently in the labor force and 7,888,441, or 5.12% self-identified as individuals with disabilities.

The goal of the Division of EEO/AA’s Workforce Development Plan, and of the SAME program, is to increase the representation of persons with self-identified disabilities in the State workforce from 1.38% to 7%. This 7% standard is based on the goal established by the Office of Federal Contract Compliance Programs (OFCCP), an agency of the U.S. Department of Labor which enforces Section 503 of the Rehabilitation Act of 1973, which prohibits federal contractors and subcontractors from discriminating in employment against individuals with disabilities and requires employers take affirmative action to recruit, hire, promote, and retain these individuals.

OFCCP established the utilization goal for employment of persons with disabilities primarily using information taken from the disability data collected as part of the American Community Survey (ACS). The goal is based on ACS disability data for the “civilian labor force” and the "civilian population,” first averaged by EEO-1 job category, and then averaged across EEO-1 category totals. Specifically, the mean across these EEO-1 groups was used to estimate that 5.7% of the civilian labor force has a disability as defined by the ACS. Since the ACS uses a narrower definition of disability, this 5.7% does not include all individuals with disabilities as defined under the broader definition in Section 503 and the ADA. This number did not take into account discouraged workers or the effects of historical discrimination against individuals with disabilities that have suppressed the representation of such individuals in the workforce. Therefore, OFCCP adjusted to 5.7% after estimating the size of the discouraged worker effect.

**Where We Are Going**: Complete initial baseline data on the percentage of persons with disabilities in the State workforce will be derived from the Commission’s Workforce Development Plan. The Commission’s EEO/AA and Office of Diversity Programs staff will work on all data requirements for current and prospective employees with disabilities, including, as noted earlier, collecting baseline data in order to establish Statewide workforce
goals for the hiring and recruitment of persons with disabilities, including which departments/agencies must develop specific plans to increase the representation of disabled persons in their workforce.

Prospective disabled employee populations will also be assessed in partnership with pertinent agencies, such as DVRS, the Commission for the Blind and Visually Impaired (CBVI), and the Division of Developmental Disabilities. This information will be included as part of the baseline data from which the hiring and recruitment goals will be derived.

Additionally, the current voluntary New Jersey State Employee Survey on Disabilities Disability Survey of new hires will be updated to comply with additional self-identification methodologies permitted by P.L.2021, c.466, and in order to improve constituent agencies’ tracking of outcomes for self-identified hires going forward. Data will be collected from these surveys, as well as from agencies who keep such records, to establish a pool of prospective employees who are persons classified with a disability based on existing records. The information gleaned from these surveys will continue to be kept confidential and only used for statistical and reporting purposes.

Once these baseline demographics are established, a methodology for maintaining and reporting demographics data and recording progress will be designed for the quarterly and biannual reporting required by P.L.2021, c.466.

Finally, a web-based opt-in application to supplement or replace the New Jersey State Employee Survey on Disabilities is under consideration.

3. USE FAST TRACK HIRING AND ADVANCEMENT AUTHORITY THAT PERMITS STATE AGENCIES TO CONSIDER DISABILITY STATUS DURING THE HIRING AND ADVANCEMENT PROCESS; ESTABLISH GUIDELINES FOR THE DETERMINATION OF QUALIFIED PERSONS WITH SIGNIFICANT DISABILITIES.

Where We Are: For competitive appointments, N.J.A.C. 4A:4-2.14 currently codifies a program whereby a competitive examination can be waived in cases where a candidate’s disability prevents them from being able to take a competitive examination, as determined by the Commission’s Chair/CEO or designee.

P.L.2021, c.466 and P.L.2021, c.465 establish a “fast track” hiring program that enables State appointing authorities under the jurisdiction of Title 11A to appoint and advance qualified individuals whose physical or mental impairments impact their ability to participate in the competitive hiring and promotional process. In accordance with this “fast track” program, a state department/agency may appoint a qualified person with a significant disability to an unclassified or non-competitive title (titles which do not require competitive examination). It bears noting that appointments to these types of titles do not involve examinations, selection processes are left largely to the appointing authority.

This program is available for use to hire a “person with significant” disabilities. To determine if an individual qualifies as a person with significant disabilities, the individual must meet the following criteria:

1. Was or is currently a client of DVRS; or
2. Meets the eligibility requirements to receive Social Security Disability Insurance or Supplemental Income on the basis of a disability, including a person eligible to participate in the federal Ticket to Work program; or
3. Qualifies for appointment under the Office of Personnel Management Schedule A Excepted Service Hiring on the basis of a disability; or
4. Qualifies for services, supports, or benefits under programs administered by the Division of Developmental Disabilities or the Division of Mental Health Services; or
5. Notwithstanding any law, rule, or regulation to the contrary regarding civil service veteran benefits, meets the eligibility requirements for services, supports, or benefits under a program for disabled veterans administered by the United States Department of Veterans Administration or the State; or
6. Meets the eligibility requirements for services, supports, or benefits under a program administered by an agency of the State that has been determined by the administrator as comparable to one of the aforementioned programs.

The department/agency is required to obtain proof of the significant disability prior to making the appointment and to accept a letter or certification from DVRS that the individual satisfied the criteria of a person with significant disabilities. Appointments under the “fast-track” program are permitted when the department/agency determines it is necessary to observe the person on the job to establish that the person is able to perform the duties of the position. Appointments to non-competitive positions shall be subject the successful completion of a working test period. However, as Title 11A does not require working test periods for unclassified employees, none is required for appointments to unclassified positions.

**Where We Are Going:** CSC will work with NJLWD/DVRS to develop guidelines for the identification of a pool persons with significant disabilities who may benefit from the “fast-track” program, including exploring the creation of a Schedule B hiring process which will be analogous to the Office of Personnel Management Schedule A Excepted Service Hiring in 3. Above, consistent with other SAME models used nationally.

Schedule B refers to a designated hiring authority authorized by the New Jersey Civil Services Commission (CSC) that can provide state agencies with a potentially seamless way to hire people with disabilities through set aside state jobs. These jobs can be filled by eligible consumers of the Division of Vocational Rehabilitation Services (DVRS), the Commission for the Blind and Visually Impaired (CBVI), the Division of Developmental Disabilities (DDD) or Division of Mental Health and Addiction Services (DMHAS).

Applying under Schedule B will offer people with disabilities an advantage over the traditional competitive hiring process. Individuals will be able to apply for jobs using Schedule B if they have an open case with DVRS, CBVI, DDD or DMHAS and have a significant documented disability that precludes their ability to engage in Competitive-Integrated Employment (CIE) without accommodations and/or support services.

To be eligible for Schedule B, the individual will be required to provide a proof of disability letter that certifies the individual has a significant disability identified by the referring state department/agency and can be considered for employment under the Schedule B-NJ hiring authority. The individual may obtain this letter from their state department/agency counselors, support coordinators or case managers.

Qualified state department/agency staff in compliance with P.L. 2021, c.466 will pre-screen all Schedule B applicants and work in conjunction with the office in their department/agency responsible for EEO/AA and/or diversity when referring applicants to state departments/agencies for work-based learning opportunities and employment. Department/Agency staff may also work with CSC’s Office of Diversity Programs on recruitment efforts including targeted hiring events.
As the “fast-track” program is only available to make non-competitive or unclassified appointments, the process State appointing authorities utilize when recording these appointments with the Civil Service Commission is largely similar to the recording of any other non-competitive or unclassified appointment. However, the State appointing authority should provide a copy of the evidence it received that the appointee certifying he/she qualifies as a person with significant disabilities in order for the Commission to record that the appointment was made utilizing the “fast-track” program.

CSC will develop job descriptions for the staff titles contemplated by the legislation, as well as training for appointing authorities on how to implement the fast track program and provide ongoing technical assistance.

4. PROVIDE AN OPPORTUNITY FOR A QUALIFIED INDIVIDUAL WITH A DISABILITY TO REQUEST A MANDATORY INTERVIEW, WHICH SHALL BE KEPT CONFIDENTIAL AND MAINTAINED IN A CONFIDENTIAL FILE SEPARATE FROM THE AGENCY’S EMPLOYMENT APPLICATIONS.

Where We Are: As noted earlier, the “fast track” hiring provisions of P.L.2021, c.466 and P.L.2021, c.465 specifically provide a unique right to a qualified person with a significant disability who is denied an interview for appointment to be provided an opportunity to request an interview. If an interview is requested, the department/agency is required to provide the candidate with a good faith interview that shall be kept confidential.

Where We Are Going: CSC will design a sample process to assist departments/agencies in implementing the good faith interview requirement. This sample process will be designed in conjunction with the development of training for departments/agencies on how to implement the fast track program. One strategy being considered is for departments/agencies to institute an interim step in the recruitment process to advise an applicant with significant disabilities when they have not been selected for an interview, and give them the opportunity to request a good faith interview from the State agency’s human resources office to take place within a reasonable time frame before the final selection is made for the position.

5. ESTABLISH MENTORING, INTERNSHIP, OR SIMILAR WORK-BASED LEARNING EXPERIENCES FOR PERSONS WITH DISABILITIES.

Where We Are: The SAME legislation requires CSC to establish mentoring, internship, or similar work-based learning programs for persons with disabilities. A Statewide Model Mentoring Program intended for the support of all employees is currently under development by CSC to assist departments/agencies in creating their own agency-wide mentoring programs.

Where We Are Going: The Office of Diversity Programs will work with DVRS, who already has existing career counseling and training programs in place for individuals with disabilities, to establish model experiences that can be utilized by State departments/agencies. As it develops, the SAME program will actively benefit state departments/agencies who provide internships, work-based training and job placement for individuals with disabilities. The implementation of a Schedule B-NJ process, described in Section 3 above, will create an additional fast-track hiring process that allows access for the applicants to be interviewed, be provided with a possible work trial and/or offer of permanent employment.

CSC will develop a Statewide Model Mentoring Program for Persons with Disabilities. In addition to the statewide model currently under development, this model mentoring program will specifically focus on supporting employees with disabilities, and assist appointing
authorities in creating their own specialized mentoring programs. CSC will develop and provide training on creating and implementing such mentoring programs as well as other best practices aimed at the recruitment, retention, and career development of employees with disabilities. See Section 1 for more information.

What We Can Do Now – Best Practices. CSC, through its Center for Learning and Improving Performance (CLIP) maintains a central resource of current mentoring/internship/apprenticeship programs throughout State agencies. In light of the SAME effort, the Office of Diversity Programs will survey State agencies with such programs to ensure that they intentionally consider persons with disabilities in 2022 recruitment and glean any best practices from those programs to serve as a model for other State agencies in programs to be developed going forward.

6. INCLUDE A CENTRALIZED ACCOMMODATION PROGRAM TO CONSOLIDATE SUBJECT MATTER EXPERTISE NECESSARY TO ASSESS, EVALUATE, AND IMPLEMENT EFFECTIVE AND MEANINGFUL ACCOMMODATIONS AND FUNDING STREAMS FOR ACCOMMODATIONS.

Where We Are: As first mentioned in Section 1, the New Jersey Department of the Treasury, Division of Property Management and Construction, Office of Disabilities Management (ODM) is responsible to ensuring State owned and operated facilities comply with the requirements for disabilities management and the Americans with Disabilities Act. The Office of Disabilities Management is an existing resource that ensures both current employees and applicants for employment are provided with any needed accommodations from recruitment to performance of on-the-job duties.

The Office of Disabilities Management was created in 1990 shortly after the passage of the Americans with Disabilities Act. It is responsible for implementing the requirements of Titles 1 through 5 of the ADA - ensuring barrier free compliance of State owned and operated facilities, implementation and assistance to allow access to all programs, services, and activities offered by the State, technical assistance and advice concerning accessibility standards and adaptive devices to allow full inclusion by persons with disabilities, providing funding for modifications needed to ensure accessibility to all State operated facilities, maintains a resource list for Assistive Technology, accessible programs, services and activities offered, and guidance with respect to how to apply for funding through the Statewide ADA Funding Account. The Office of Disabilities Management will partner with State departments/agencies on all aspects of SAME initiatives and is anticipated to be a member of implementation task force.

By way of example, within the Office of Disabilities Management is the Bureau of Special Services (BOSS). BOSS was established as a specialty unit to provide health and safety services and address the requirements of The Americans with Disabilities Act, Environmental Services, Fire Safety Inspections and drills. Statewide safety committees and the installation and training of the Automatic External Defibrillators (AED), and First Aid/CPR in State offices also fall under of BOSS’ purview. BOSS is also requested to assist with high profile staff relocations, and provides support and assistance to the Governor-Elect’s transition team and the Governor’s Office for special projects.

BOSS interfaces via Treasury’s Health and Safety Officer with N.J. LWD’s Public Employees Occupational Safety and Health (PEOSH) Office concerning complaints brought to their attention. Since 1992, BOSS’ compliance with The Americans with Disabilities Act has resulted in $31,000,000 in ADA renovations to State owned facilities. Programmatic, ergonomic and physical accommodations are accomplished through this office. This work
ensures that the State remains in compliance with facility accessibility programs and services. BOSS’ Environmental Services Unit provides programs and training in subjects such as Confined Space, Asbestos Awareness, Electrical Safety, Lockout/Tagout, Blood Borne Pathogens, Fall Protection, First Aid and CPR, as well as indoor Air Quality Standards. This Unit has also established the contracting and oversight of the Department of Health to inspect State food services providers at various State-owned facilities.

BOSS’ unit of Fire Safety and Inspection was established to conduct semi-annual fire drills with a cooperative effort of city fire departments and State Police to ensure the safety of the public and the employees of the State in both owned and leased buildings. This unit also performs inspections of leased and state-owned buildings to ensure that all sprinkler valves are chained in an open position and conducts training in fire safety in the workplace and in the use of the Emergency Evacuation Chair for persons with disabilities. Training for the Evacuation chair is given by department and when necessary based on the Buddy System. Persons with a disability may Self-Identify themselves as a person with a disability and if required would be assigned their own Emergency Evacuation chair for their use and, when necessary, the use of their assigned buddy. Fire Suppression Systems and emergency contact lists are maintained through this unit for all Treasury State owned buildings.

**Where We Are Going:** The Department of the Treasury, Division of Property Management and Construction’s Office of Disabilities Management, which is known as the centralized accommodation program for the State workforce, will support the requirements of the SAME legislation. The Office of Diversity Programs will work with the Office of Disabilities Management to include information on the services that office provides to be included in SAME plans. CSC will endeavor to ensure that each department/agency is educated on the services ODM provides and publishes a link to ODM’s services on its website. It is anticipated that by educating State agencies on the availability and services provided by the Office of Disabilities Management will assist in the recruitment and retention of persons with disabilities in the State’s workforce.

7. **ESTABLISH A RECRUITMENT AND REFERRAL PROGRAM THAT CONNECTS THE STATE DEPARTMENT/AGENCY WITH COLLEGE STUDENTS AND RECENT GRADUATES WITH DISABILITIES.**

**Where We Are:** Various state departments/agencies and community partners who provide employment services to persons with disabilities currently offer resources in support of this requirement. For example, DVRS supports training opportunities for individuals eligible for its services. These opportunities include support for participating in post-secondary programs leading to a college degree. Funding for these opportunities include tuition, fees, books, supplies room and board, assistive technology, interpreting services for the deaf and support services depending on need and financial eligibility. Driver training for work purposes and skills training through vocational, technology or trade schools and business school training is also provided by DVRS.

Another resource is through New Jersey’s community colleges and the New Jersey Business & Industry Association (NJBIA) which have launched a transformational initiative designed to align the state’s educational system to build an innovative workforce. The New Jersey Career Pathway Partnership for Employment Accessibility (CPPEA) aims to apply a coordinated systemic approach to encourage career pathway inclusion for people with disabilities. This developing model includes coordinated program recruitment and outreach services to VR (vocational rehabilitation) eligible individuals and employers, pre-enrollment services, benefits counseling, career pathway pilot navigation support teams and placement services for
internships, pre-apprenticeships, registered apprenticeships, and competitive-integrated employment.

CPPEA serves to enhance awareness and participation of public sector employers in the State As A Model Employer effort and promote ongoing enhanced employer engagement and alignment with county colleges. Core members of the CPPEA work group include the New Jersey Division of Vocational Rehabilitation Services, Office of Employment Accessibility Services, Division of Workforce Development within the New Jersey Department of Labor and Workforce Development, the New Jersey Division of Developmental Disabilities, the New Jersey Council of County Colleges, and other community partners.

Where We Are Going: In partnership with DVRS and CPPEA, the Office of Diversity Programs will establish a detailed recruitment and referral program to connect State departments/agencies with college students and recent graduates with disabilities. The programs offered through DVRS can provide State departments/agencies with a pool of potential applicants who are highly educated or trained to fill entry-level non-professional, para-professional, and professional positions in State service.

8. UTILIZE WEB-BASED APPLICATION PORTALS THAT ARE ACCESSIBLE TO AND USEABLE BY PERSONS WITH DISABILITIES.

Where We Are: The SAME program requires all State agencies to utilize web-based application portals that are accessible to and usable by persons with disabilities.

For example, CSC’s Division of Administration and Employee Services, which includes the Division of Information Technology Services (ITS), and the Center for Learning and Improving Performance (CLIP), provides systems which serve the State and civil service workforce and the public. These services include CSC’s website, ePAR (Electronic Performance Assessment), and the Learning Management System (LMS) and e-Learning courses administered by CLIP.

In 2016, CSC’s ITS commissioned accessibility audits of its website and ePAR applications for compliance with Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794d) (requiring that U.S. Federal government agencies develop, procure, or maintain, information and communication technology (ICT) that is accessible to persons with disabilities) and WCAG (Web Content Accessibility Guidelines) 2.0 and fixed critical findings by early 2017. Numerous change requests and bug fixes since the 2016 audit require that new audits be performed to determine the current status of accessibility.

Similar to CSC, all State agencies that utilize web-based application portals in their specific business operations must ensure that they are accessible to and usable by employees and non-employees with disabilities. The current extent of accessibility throughout State agencies (i.e. those which employees with disabilities may need to access as part of their employment such as Ecats and MBOS), particularly older Statewide IT systems, is currently unknown.

Accessibility of Services provided by Center for Learning and Improving Performance (CLIP)

CSC’s CLIP develops and offers a variety of classroom and online training courses to various state and local public employees, including mandatory training for State employees. Services include classroom training, virtual training and asynchronous courses utilizing systems. Accommodations available to learners for classroom or instructor led classes upon request include accessibility to handicap parking, adjusted furniture, hiring and funding interpreters, materials in large print or audio versions. All handbooks may be provided electronically in pdf formats which allows blind and
visually impaired users to utilize JAWS (Job Access With Speech) or other reader software to be used. By reading the content aloud, JAWS enables the special needs reader to recognize labels, headers, links, buttons, and to edit fields. ePAR users are able to navigate the application using their keyboard and a ghost monitor (e.g. black screen).

1. **ePAR (Electronic Performance Assessment)**
   The ePAR Unit provides 508 compliance using JAWS software. By reading the content aloud, JAWS enables the special needs reader to recognize labels, headers, links, buttons, and to edit fields. ePAR users are able to navigate the application using their keyboard and a ghost monitor (e.g. black screen).

2. **Learning Management System (LMS)**
   The Learning Management System (LMS), which offers online training as a fast and efficient way to educate staff and complement instructor led courses, provides end-users/learners with a self-service mode option that allows learners to enable the Accessibility mode preferences in their own Account Preferences options. Therefore, learners may self-identify as disabled and select ADA Web Accessibility if applicable.

   This selection eliminates images that may interfere with visibility and enables JAWS to read information more easily. Learners obtain a special view of the system and information in table format, as shown below:

   ![Accessibility Mode Turned on:](image1)

   ![Accessibility Mode Turned off:](image2)

3. **e-Learning Courses**
   CLIP develops web-based trainings using Articulate 360 software. There are various features within Articulate that assist the CLIP developers in creating 508 compliant courses. Courses are keyboard accessible, meaning activities that require a mouse such as drag and drop, and rollover effects are not included. Other accessible features included are, providing descriptive alternative text (alt text), grouping images and summarizing meaning and context, ordering
objects and text, and placing custom player controls on screens appropriately.

For low-vision or visually impaired learners, courses development includes sequencing, writing descriptive alt text, and labeling objects and groups of images. Courses are reviewed with JAWS (Job Access With Speech) screen reader software. Modifications are made to further enhance the course if needed.

For hard-of-hearing or deaf learners, objects and images within the course are labeled. Closed captioning is used when possible. If closed captioning is not available with the course authoring software, the transcript is housed in the notes section of each slide.

When mandatory courses are submitted by departments/agencies outside of the Civil Service Commission and need to be uploaded to the LMS, CLIP staff reviews the course using JAWS and provides feedback to the respective agency related to recommended enhancements to capture features that align with the 508 compliance.

Additionally, CLIP staff curates courses from the eLearning vendor Open Sesame. Emphasis is placed on ensuring the catalog has courses that include closed-captioning, transcripts, or the publisher has noted that their content is 508 compliant.

Where We Are Going. The Division of EEO/AA, potentially in partnership with the N.J. Office of Information Technology (OIT) will include the assessment of technological accessibility gaps as part of its baseline survey of all State departments/agencies regarding barriers to employment for persons with disabilities. See Section 1.

Internally, CSC will explore conducting an updated accessibility audit of the services it provides, including addressing accessibility gaps in older HR systems and exploring options for updating the Online Application System (OAS) for accessibility compliance.


Where We Are: Statistical information on State employees with disabilities is currently limited to the information collected from the Division of EEO/AA’s voluntary survey on State employees with disabilities. The Division of EEO/AA has begun working with various State agencies – who currently provide supported employment services to persons with disabilities – to improve data tracking on State employment of persons with disabilities. For example, the Department of Human Services, Division of Mental Health & Addiction Services uses a web-based application for contracted providers to report data on client job placement based on various types of occupations. The Division of EEO/AA has requested that the web-based application include a separate “State Civil Service” occupation category to assist the Division of EEO/AA in tracking the number of persons with disabilities hired for State employment as the SAME program is implemented.

Where We Are Going: To implement the reporting requirements of P.L. 2021, c.466:

- The Division of EEO/AA will provide each State agency with its available EEO disability workforce statistics as part of the state Workforce Development Plan. Upon receipt of the baseline data discussed in Section 1, but no later than December 31, 2022, a format for
collecting data for quarterly and biannual reporting will be identified and a schedule for publication of the initial and recurring reports will be established.

- Each State department/agency will be required to submit quarterly progress reports regarding their implementation and achievement of goals established in their respective SAME programs, according to the format prescribed by the Division. At a minimum, the information collected must identify the following information:
  
  - The number and types of reasonable accommodations requested in the application process and whether those requests were granted or denied;
  - The jobs (occupational series, grade level, and agency component) for which reasonable accommodations have been requested;
  - The types of reasonable accommodations requested for each of those jobs;
  - The number and types of reasonable accommodation for each job, by agency component, that have been approved, and those that have been denied;
  - The number and types of reasonable accommodations requested related to the benefits or privileges of employment, and whether those requests were granted or denied;
  - The reasons for denial of requests for reasonable accommodation;
  - The amount of time taken to process each reasonable accommodation request;
  - The sources of technical assistance that have been consulted in trying to identify possible reasonable accommodations.

The Biannual reports will be derived from the quarterly reports provided by each State agency to the EEO/AA. The EEO/AA will assess the totality of these reports to determine the existence of any ongoing barriers to employment, progress made in increasing the number of employees with disabilities in each State agency and the State overall, and retention rates of employees with disabilities. Based on its evaluation of this data, the Division of EEO/AA will recommend, if necessary, plans for expanding and improving the SAME program and possible recommendations for legislation.

**Implementation Timeline**

New Jersey’s SAME legislation, P.L.2021, c.466 (A-5296) and P.L.2021, c.465 (A-5294), signed by the Governor on January 18, 2022, shall take effect on the first day of the fourth month next following enactment, or May 1, 2022. Indeed, CSC’s partners at NJLWD’s Employment Accessibility Services and Division of Vocational and Rehabilitative Services, who were intimately instrumental in bringing the SAME legislation to fruition by representing New Jersey in the National Governor’s Association’s State Exchange on Employment and Disability Program (SEED) and outlining a specific action plan for the creation of the NJ SAME program, advise that the implementation of a comprehensive SAME program is understood to be a years-long initiative.

Therefore, CSC, through its Division of EEO/AA, will fully implement this comprehensive SAME program by no later than December 31, 2022, in phases according to the following workflow:
| By June 1 | • Establish and chair a SAME task force with representatives from constituent State agencies which serve the employment needs of persons with disabilities, community partners and the staff responsible for implementing the SAME program in each State agency.  
  
  • Update the current voluntary N.J. State Survey on Persons with Disabilities for new hires with additional self-identification methodologies permitted by P.L.2021, c.466, order to improve constituent agencies’ tracking of outcomes for self-identified hires going forward.  
  
  • Partner with the Department of the Treasury, Division of Property Management and Construction Office of Disabilities Management as the centralized accommodation program required by the SAME legislation. |
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<td>By July 1</td>
<td>• Partner with NJLWD/DVRS and the New Jersey Career Pathway Partnership of Employment Accessibility (CPPEA) to establish a detailed recruitment and referral program that connects the State departments/agencies with college students and recent graduates with disabilities.</td>
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| By September 1 | • In conjunction with its Workforce Development Plan, develop baseline demographics on the current percentage of persons in the State workforce with self-identified disabilities.  
  
  • Design and issue a model methodology for State agencies to utilize for the initial assessment of existing policies and barriers to employment of persons with disabilities in State government, including the establishment of baseline data reflecting the current staffing, titles, agencies, accommodations, and barriers provided by self-identified employees with disabilities in order to design a phased-in strategy for the implementation of goals moving forward.  
  
  • Identify prospective employee populations in partnership with pertinent State agencies serving the employment needs of persons with disabilities, with a hiring and recruitment goal of increasing the percentage of persons in the State workforce with self-identified disabilities to 7%.  
  
  • Work with NJLWD/DVRS to establish model internships or similar work-based learning experiences for employees with disabilities that can be utilized by State agencies.  
  
  • Develop a model mentoring program with a specific focus on supporting employees with disabilities and provide training to State agencies on creating and implementing such programs. |
| By October 1 | • As part of the state Workforce Development Plan, provide each State agency with its baseline EEO disability workforce statistics, and identify a methodology for collecting data for required quarterly and biannual reporting.  
• Educate State agencies on the availability and services provided by the Office of Disabilities Management to assist in the recruitment and retention of persons with disabilities in the State’s workforce. |
| By December 1 | • Work in partnership with entities with whom the Division of Vocational Rehabilitation has existing relationships to design strategies for ongoing infrastructure and capacity building, to include designing training for applicants, human resources staff, and employees to enhance recruitment and retention of persons with disabilities, and providing information related to diversity and inclusion.  
• Work with NJLWD/DVRS to develop guidelines for the identification of a pool of persons with significant disabilities who may benefit from the “fast-track” program, including the creation of a Schedule B-NJ hiring process.  
• Design a sample process to assist appointing authorities in implementing the good faith interview requirement, as well as developing training for appointing authorities on how to implement the fast track program.  
• Survey technological accessibility gaps in all State agencies as part of baseline survey barriers to State employment for persons with disabilities, including exploring conducting an updated accessibility audit of the web-based services CSC provides to the public. |
APPENDIX
REFERENCES AND RESOURCES

State Resources

Civil Service Commission
https://www.nj.gov/csc/

Office of the Chair/Chief Executive Officer
https://www.nj.gov/csc/about/chair/
Deirdré L. Webster Cobb, Esq. (609) 690-8155

ADA Coordinator
Beverly Hamilton (609) 690-8025

Civil Service Regulations and Laws
www.nj.gov/csc/about/about/regulations/index.html

Division of Administrative and Employee Services
https://nj.gov/csc/about/divisions/admin/
Kimberly Rogers-McLean (609) 690-8112

Test Administration, ADA Reasonable Accommodation Requests
Brandy Sims (609) 690-8255

Office of Diversity Programs – Charlie Williams (609) 690-8195

Office of Human Resources – Beverly Hamilton (609) 690-8025

Information Technology Services (ITS) – Sun Kim (609) 690-8199

UsableNet - https://usablenet.com/

Example of UsableNet service providing Text Only Pages:
https://transcoder.usablenet.com/tt/www.state.nj.us/csc/#content

Center for Learning and Improving Performance (CLIP)
https://www.nj.gov/csc/employees/training/
Holly Foster (609) 690-8109

Learning Management System, eLearning
https://www.nj.gov/csc/employees/training/elearning/index.html

Employee Advisory Service
https://www.state.nj.us/csc/employees/programs/advisory/eas.html
Shelby Pettis (609) 690-8003

Division of Equal Employment Opportunity/Affirmative Action (EEO/AA)
https://www.nj.gov/csc/about/divisions/eeo/index.html
Jillian Hendricks (609) 690-8190

Division of EEO/AA Resource Links
State Human Resource Officers and EEO/AA Officers
https://www.state.nj.us/csc/about/divisions/eeo/pdf/EEOHR%20List_Revised.pdf

N.J. State Survey on Persons with Disabilities
https://www.state.nj.us/csc/about/divisions/eeo/pdf/DPF421_5.22.18.pdf

Division of Test Development, Analytics and Administration
https://nj.gov/csc/about/divisions/selection/
Ryan Reinert (609) 690-8233

Job Announcements and Testing
www.nj.gov/csc/seekers/jobs/announcements

County and Municipal Personnel System (CAMPS) User Guide

Online Application System User Guide

Performance Assessment Review - ePAR User Guide

Department of Corrections

Department of Health
https://www.nj.gov/health/

Public Employees Occupational Safety and Health (PEOSH)
https://www.nj.gov/health/workplacehealthandsafety/peosh/
(609) 984-1863

Department of Human Services
https://www.nj.gov/humanservices/index.shtml

Commission for the Blind and Visually Impaired (CBVI)
https://www.nj.gov/humanservices/cbvi/home/index.html
(877) 685-8878

Division of the Deaf and Hard of Hearing (DDHH)
Elizabeth Hill (609) 588-2648

Division of Developmental Disabilities (DDD)
https://www.nj.gov/humanservices/ddd/index.shtml
Jonathan Seifried (609) 633-1482

Division of Disability Services (DDS)
https://www.nj.gov/humanservices/dds/home/index.html
Peri Nearon (888) 285-3036

Division of Mental Health and Addiction Services (DMHAS)
https://www.state.nj.us/humanservices/dmhas/home/
Valerie L. Mielke (800) 382-6717

Department of Labor and Workforce Development
https://www.nj.gov/labor/

Division of Vocational Rehabilitation Services (DVRS)
https://www.nj.gov/labor/career-services/special-services/individuals-with-disabilities/ 
(866) 871-7867

Department of Law and Public Safety

Division on Civil Rights
https://www.njoag.gov/about/divisions-and-offices/division-on-civil-rights-home/

Department of Military and Veterans Affairs
https://www.nj.gov/military/

Department of the Treasury
https://www.nj.gov/treasury/

Bureau of Special Services (BOSS), Office of Disabilities Management, 
Division of Property Management and Construction
https://www.state.nj.us/treasury/dpmc/property_management%20_disabilities.shtml
David Millstein (609) 292-7299 – State ADA Coordinator

Federal Resources

American Community Survey
https://www.census.gov/programs-surveys/acs

Americans with Disabilities Act (ADA)
https://www.dol.gov/general/topic/disability/ada

Office of Disability Employment Policy – Employment First
https://www.dol.gov/agencies/odep/initiatives/employment-first

Office of Federal Contract Compliance Programs (OFCCP)
https://www.dol.gov/agencies/ofccp

Office of Personnel Management, Schedule A Excepted Service Hiring
https://www.opm.gov/policy-data-oversight/hiring-information/excepted-service/

Social Security Disability Insurance
https://www.ssa.gov/benefits/disability/

State Exchange on Employment & Disability (SEED)
https://seed.csg.org/about/
Supplemental Security Income
https://www.ssa.gov/benefits/ssi/

Ticket to Work
https://choosework.ssa.gov/

U.S. Department of Labor
https://www.dol.gov/

U.S. Department of Veterans Affairs
https://www.va.gov/

College Resources

New Jersey Career Pathway Partnership of Employment Accessibility (CPPEA)
New Jersey Pathways – New Jersey Pathways to Career Opportunities
https://njpathways.org/
(In partnership with New Jersey Business and Industry Association

New Jersey Community College Consortium for Workforce Development
https://njworkforce.org/

New Jersey Office of the Secretary of Higher Education
https://www.state.nj.us/highereducation/

Rutgers University, Office of Disability Services
https://ods.rutgers.edu/
Carlie Andrews (848) 445-4479

Community Resources

Easter Seals Employment and Training for Persons with Disabilities:

Other Resources

National Governors Association

National Conference of State Legislators