



STATE OF NEW JERSEY 	NEW JERSEY CIVIL SERVICE COMMISSION POLICIES AND PROCEDURES		Number: 17-01-CSC
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SUBJECT: TRAINING CIRCULAR	Edition No. 1	Effective Date: 9/28/2017	Original Issue Date: 9/28/2017
			
	Chair/Chief Executive Officer		
Direct Questions To: Division of Administration			

Authority:

Pursuant to Executive Order No.12 and N.J.A.C. 4A:6-4.2-4.6, the New Jersey Civil Service Commission (CSC) Office of Training has the authority to administer and direct all planning, development, and delivery of training and education programs for State Government Executive Branch employees under the auspices of the civil service except for programs exempted by Executive Order No.12 or by the Chairperson of the Civil Service Commission through a written delegation order. The CSC Office of Training will administer all general and State mandated training to ensure compliance, consistency, and appropriate delivery statewide. All State departments and agencies shall adhere to the stipulations as outlined in this circular.

Purpose:

To ensure that the training and development needs of state employees are addressed through training programs that are planned, designed, and implemented to best leverage state resources and maximize state employees work-related skills.

Functions and Responsibilities:

I. Training and Administration

The CSC Office of Training is responsible for the design, development, and delivery of all State mandated and generic training programs that specifically address the training and development needs of State employees. Each department or agency shall designate staff in the roles of Training Coordinator and Learning Management System (LMS) administrator. The designated staff will serve as the primary point of contact for training matters. The department or agency representative is required to submit an annual training and development plan to the CSC Office of Training that outlines proposed generic and agency specific training for their employees. The training plans may include, but are not limited to employee development and training goals; anticipated generic, agency specific, and/or vendor training; and identify all staff associated with training functions.

State departments and agencies shall not amend or recreate State mandated or policy training without written approval from the CSC Office of Training. Furthermore, neither agency employees nor outside vendors or consultants may design, develop, or deliver training and education programs that the CSC Office of Training is capable of designing, developing, or delivering without written approval from the CSC Office of Training.

State departments and agencies may need to develop agency specific training that meets the needs of their personnel. Agency specific training shall include curricula that is only applicable to the specific training needs of the department or agency. The CSC Office of Training may request to review identified agency specific training curricula to ensure it adheres to this circular.

Upon request, the CSC Office of Training may provide consultation to assist with the development of agency specific training programs.

The CSC Office of Training is the owner of the Learning Management System (LMS) and will utilize the LMS Rules of Governance to oversee training by all participating agencies and their agency administrators. The Learning Management System (LMS) is the authorized system used to record, track, monitor, and report all employee training. The training coordinators and LMS administrators shall use the LMS to record and track all employee training and development activity.

The CSC Office of Training will periodically audit an agency's employee training records, and other training related practices to ensure compliance with N.J.A.C. 4A:6-4.2.

II. Exemptions

The CSC Office of Training may authorize the department or agency to procure a state approved vendor or consultant to develop and deliver agency specific training, when a department or agency needs training that the CSC Office of Training is unable to develop or deliver. Requests for authorization to develop and deliver said training will be reviewed on a case-by-case basis with a written request from the department or agency.

No Executive branch State department or agency may employ or retain any person whose primary duty is staff training or human resource development, except as specifically permitted by Executive Order No. 12 (1990) or by the Chairperson or designee through a written delegation order. No activity regarding the use of training titles for the delivery of institutional and/or agency specific training shall occur without an approved delegation order from the CSC Office of Training. Departments or agencies shall submit in writing a delegation order request to the CSC for authorization to transfer or hire staff in training titles for the purpose of delivering institutional and/or agency specific training topics and/or programs.

The department and/or agency delegation order request shall include the job title, job description, number of staff designated for the title(s), number of training days, number of participants to be trained, and a detailed description of the institutional and/or agency specific topics and/or programs to be delivered.

III. Certified Public Manager Program

The CSC Office of Training shall oversee all policies, procedures, and admissions for the Certified Public Manager (CPM) Program. The New Jersey CPM Program Director shall oversee program standards as required by the National Certified Public Managers Consortium for the development and administration of the CPM Program in conjunction with a State University with an established public administration program.

The CSC Office of Training will select and approve program participants who meet the CPM eligibility requirements for admission into the program. When a department or agency approves an employee's CPM application, the application shall be forwarded to the CSC Office of Training for final review and approval. The CSC Office of Training will review all CPM applications and render a decision within (5) business days of receipt of the application. The CSC Office of Training will provide the CPM vendor with a list of approved CPM Program participants for enrollment into the program.

The CSC Office of Training will use the LMS to record and track CPM Program participation.

IV. Payment

There are two payment options for services provided by the NJ CSC Office of Training: intra-governmental transaction, and invoicing for payment by check. Exception to the intra-governmental payment process will only occur when an agency is using special funds or trust funds, and therefore will pay with a check.

The Fiscal Managers within the departments will be required to provide the encumbrance number, Agency Order (AO) or the account number from which the class will be paid. The Civil Service Commission will review and process all training requests via the LMS/Accounts Receivable System upon final approval and generate an automatic Accounting Voucher (AV) or an automatic Using Agency Voucher (UA) in the New Jersey Comprehensive Financial System (NJCFIS) using the account information entered.

Departments must ensure funds are available in their training accounts upon approval of a class. A class date that occurs in the new fiscal year shall be paid from that fiscal year's appropriations, on the first day of the new fiscal year when the training request is processed. If an agency wants to make a payment using prior fiscal year funds, the department must establish an (AO) document and CSC will establish an (AV) to withdraw the funds.

Additionally, payments are nonrefundable ten days before the class start date. Staff training expenditures are charged to account object 3810.

V. Tuition Aid Program

In accordance with NJAC 4A:6-4.6, the CSC Office of Training must approve a department or agency's Tuition Aid Program prior to implementation. A department or agency may include and submit their tuition aid policy and procedures with their annual training and development plan.

IV. Conferences, Conventions, and Other Business Related Seminars

Conferences and conventions are distinct from formal staff training and seminars although some training may take place at such events. These are general programs sponsored by professional associations on a regular basis that deal with subjects of particular interest to an agency or are convened to conduct association business. Departments and agencies should refer to the Department of Treasury, Office of Management and Budget (OMB) travel regulations circular regarding requests for attendance at conferences, conventions, and other business related seminars since this is not related to training outlined in this circular. Agencies may use the LMS to record attendance at such events if desired.