



NEW JERSEY CIVIL SERVICE COMMISSION
STATE AS A MODEL EMPLOYER (SAME)
Biannual Report – January 1, 2024, to June 30, 2024

*Empowering Abilities,
Embracing Inclusivity*



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EXECUTIVE SUMMARY

The New Jersey State as a Model Employer (SAME) of People with Disabilities program demonstrates the State's commitment to fostering a diverse and inclusive workforce by increasing employment opportunities for individuals with disabilities. The program emphasizes recruitment, retention, mentorship, and referral initiatives across State agencies, highlighting successes, challenges, and opportunities for growth.

The key findings for the reporting period of January to June 2024 period are as follows:

Percentage Goals for Recruitment and Retention: Agencies' percentage goals for employing individuals with disabilities vary significantly.

No Goals (0%): 13 agencies lack established targets.

Low Goals (1-3%): agencies like the Motor Vehicle Commission (3%) demonstrated modest efforts.

Moderate Goals (5-7%): most agencies meet the SAME standard (7%), signaling progress.

High Goals (15%): The College of New Jersey and the Department of State lead with ambitious targets.

Recommendation - Agencies without established goals should adopt benchmarks based on high-performing agencies.

Recruitment Efforts and Outreach: State agencies have actively engaged with advocacy organizations, universities, and specialized platforms to attract SAME applicants.

Innovative Approaches - The Department of Agriculture uses direct outreach via platforms like Handshake and College Central, while the Department of Transportation partners with the Division of Vocational Rehabilitation Services.

Challenges - The number of vacancies limit recruitment opportunities in some agencies.

Opportunities - Continued collaboration with advocacy groups and targeted outreach through career fairs and social media can enhance visibility.

Mentorship, Internship, and Training Programs: Some agencies excel in developing opportunities for SAME applicants.

Proactive Agencies - The Department of Labor and Workforce Development and the Motor Vehicle Commission offer robust internship and mentorship programs.

Emerging Efforts - Institutions like Kean University and Stockton University are integrating accessibility services into their workforce development initiatives.

Recommendation - Agencies without active programs should replicate successful models from peers, such as the Department of Community Affairs.

Referral Programs and Progress: Referral initiatives connect students and recent graduates with disabilities to employment opportunities. Platforms like Handshake and College Central are utilized by agencies such as the Department of Agriculture and Casino Control Commission. Programs like the Workforce Recruitment Program (William Paterson University) and the Honors Fellow Program (Housing and Mortgage Finance Authority) enhance visibility and access for SAME applicants. The challenge to limited success in recruitment remains a concern for several agencies. However, opportunities exist for enhancing outreach to disability-focused organizations and university accessibility offices can drive greater participation of the SAME program.

Recommendations and Conclusion: To standardize and expand goals, it is suggested that agencies without goals be encouraged to adopt percentage targets and align with high-performing entities. Towards an aim to enhance recruitment and outreach, agencies can form partnerships with advocacy organizations, career services, and specialized job boards to expand applicant pools. This is also important for the development of mentorship and internship programs, by promoting collaboration among agencies to create centralized training and mentoring resources for SAME employees.

In conclusion, the SAME program is a promising step toward inclusivity within New Jersey's workforce. By addressing existing gaps, leveraging successful models, and fostering partnerships, State agencies can lead in setting a standard for disability employment initiatives, aligning with the broader mission of diversity and equity.

INTRODUCTION

This report provides a detailed examination of New Jersey State agencies' initiatives and efforts to enhance the recruitment, retention, and advancement of individuals with disabilities in their workforce. Through data gathered from 33 reporting bodies, a clear picture emerges regarding the establishment of goals, mentoring and internship programs, referral efforts, and overall progress in increasing employment opportunities for SAME applicants.

One of the key findings highlights the wide variability in percentage goals set for the recruitment and retention of SAME applicants across agencies. While some agencies have not established any specific goals, others have set ambitious targets, with a significant proportion of agencies aiming for moderate goals of 7%, in line with the New Jersey Workforce Development Plan goal, and the target for the SAME program. Agencies such as The College of New Jersey and the Department of State set a higher bar with goals of 15%, which serve as models for other entities to follow. However, a notable number of agencies have not yet committed to any specific goals, suggesting an opportunity for advocacy to encourage the adoption of such measures.

In addition to recruitment goals, this report delves into the various efforts undertaken by State agencies to engage individuals with disabilities. From partnerships with advocacy organizations to participation in job fairs and updated job postings, agencies are actively working to expand their outreach and create more inclusive environments. Efforts include utilizing platforms like Handshake, College Central, and other specialized networks, as well as working with local vocational rehabilitation services to ensure that job postings are accessible to individuals with disabilities.

The report also explores the mentoring, internship, and work-based learning opportunities provided by agencies such as the Department of Labor and Workforce Development, the Department of Transportation, and the Motor Vehicle Commission, among others. These agencies are not only offering accommodations but are also developing programs designed to assist individuals with disabilities in transitioning from education to employment.

Furthermore, referral programs play a crucial role in connecting SAME applicants with potential employers. Various agencies have established or are in the process of developing referral systems aimed at connecting college students and recent graduates with disabilities to entry-level positions and internships. These efforts are aligned with the broader goal of increasing workplace diversity and creating more inclusive hiring practices.

Despite these positive efforts, challenges remain. Some agencies report limited success in attracting and hiring individuals with disabilities, often due to low vacancy numbers or a lack of self-identification by applicants. However, many agencies are working to overcome these obstacles by offering good faith interviews, providing specialized training for hiring managers, and ensuring accommodations are in place to support individuals throughout the hiring process.

In conclusion, New Jersey's State agencies have made strides in promoting inclusive hiring practices for individuals with disabilities. However, as highlighted by the variations in goals and the challenges reported by some agencies, there is still considerable room for improvement. Continued efforts to expand recruitment strategies, enhance mentoring and internship opportunities, and develop effective referral systems will further contribute to a more diverse and inclusive workforce across the State.

CIVIL SERVICE COMMISSION INITIATIVES TO PROMOTE THE SAME PROGRAM:

The Civil Service Commission (CSC) has implemented several initiatives to support the SAME program. These efforts aim to enhance accessibility, transparency, and inclusivity in State employment opportunities. The following are key actions taken by CSC to promote the SAME program:

SAME Program Training and Information Session

On February 14, 2024, CSC conducted a two-hour virtual training and information session on the SAME program. The session covered:

- ➔ General program information
- ➔ Legislative review
- ➔ Responsibilities of reporting bodies
- ➔ Reporting requirements and timelines
- ➔ Question and answer session

The session was attended by over 300 participants, including representatives from various departments, agencies, and representatives from the Governor's Office.

Standardized Job Posting Language

CSC provided standardized language to all departments and agencies regarding job postings for unclassified and non-competitive job titles. This measure ensures clear and consistent guidance for SAME program applicants.

Mentoring and Internship Support

In coordination with, and at the request of CSC's Office of the Chair/Chief Executive Officer, the Department of Labor and Workforce Development assisted other departments and agencies in establishing mentoring and internship programs. With a strong track record of successful initiatives, the Department of Labor and Workforce Development provided guidance and support whenever requested for SAME program implementation.

Agency Reporting and Compliance

State agencies submitted quarterly reports to CSC, which were compiled and submitted biannually to the Governor's Office and legislative bodies. This process ensures continuous oversight and compliance with program requirements.

CSC Website Restructuring

CSC restructured the SAME program webpage to provide comprehensive details and guidance for the public. The updated webpage enhances accessibility by offering clear information on program eligibility, application procedures, and other additional resources.

CSC Information Center Statistics

Since the implementation of the SAME dedicated contact number and email address in October 2023, for the period of January to June 2024, the Information Center received 326 calls and responded to 572 emails.

Submission of SAME Program Report

The first biannual reports on the SAME program, covering the period from January to June 2023 and July to December 2023, were submitted to the Governor's Office and legislative authorities. In compliance with legislative requirements, both reports were also published on CSC's SAME program webpage for public access.

In conclusion, CSC remains committed to fostering an inclusive workforce and improving employment opportunities for individuals through the SAME program. These efforts reinforce the State's role as a model employer by promoting equitable hiring practices and enhancing program transparency.

LIST OF RESPONDING AGENCIES - (January 1, 2024, to June 30, 2024)

1	Election Law Enforcement Commission	18	Department of State
2	Department of Agriculture	19	Department of Children and Families
3	Governor's Office	20	Department of the Treasury
4	State Parole Board	21	State Commission of Investigation
5	Office of Information Technology	22	Department of Health
6	Motor Vehicle Commission	23	Department of Corrections
7	Department of Human Services	24	Department of Banking and Insurance
8	Office of Homeland Security and Preparedness	25	Office of the Secretary of Higher Education
9	Department of Law and Public Safety, Division of State Police	26	Higher Education Student Assistance Authority
10	Casino Control Commission	27	William Paterson University
11	Department of Transportation	28	State of New Jersey Schools Development Authority
12	Department of Community Affairs	29	The College of New Jersey
13	Housing and Mortgage Finance Authority	30	Stockton University
14	Department of Labor and Workforce Development	31	New Jersey City University
15	Board of Public Utilities	32	Kean University
16	Economic Development Authority	33	Educational Facilities Authority
17	Civil Service Commission		

1. PERCENTAGE GOALS ESTABLISHED

The provided information is from 33 reporting bodies, which outlines the established percentage goals for recruitment and retention of persons with disabilities across various agencies in New Jersey. The data demonstrates significant variation, ranging from agencies with no established goals (0%) to those with relatively higher targets (up to 15%).

Agencies with 0% Goals - Several agencies have not set any percentage goals for recruitment and retention of persons with disabilities, reflecting potential areas for improvement. These agencies include:

- Educational Facilities Authority
- Governor's Office
- Kean University
- State Parole Board
- Office of Information Technology
- State of New Jersey Schools Development Authority
- Housing and Mortgage Finance Authority
- Board of Public Utilities
- Civil Service Commission
- William Paterson University
- State Commission of Investigation
- Department of Health
- Department of Corrections

Agencies with Low Goals (1-3%) - Some agencies have set modest goals, such as:

Motor Vehicle Commission: 3%, New Jersey City University: 2%, Department of Treasury: 1%

Agencies with Moderate Goals (5-7%) - Many agencies fall into this category, setting goals within the range of 5-7%, indicating a moderate commitment:

- Election Law Enforcement Commission: 7%
- Department of Agriculture: 7%
- Department of Human Services: 7%
- Office of Homeland Security and Preparedness: 7%
- Department of Law and Public Safety, Division of State Police: 5%
- Casino Control Commission: 7%
- Department of Transportation: 7%
- Department of Community Affairs: 7%
- Department of Labor and Workforce Development: 7%
- Economic Development Authority: 7%
- Department of Children and Families: 7%
- Higher Education Student Assistance Authority: 7%
- Office of the Secretary of Higher Education: 7%
- Department of Banking and Insurance: 7%

Agencies with High Goals (15%) - Two agencies have established goals of 15%, representing the highest level of commitment in the data:

The College of New Jersey
Department of State

Observations and Recommendations

No Goals Established - A significant number of agencies (13) have not established goals. Advocacy efforts should focus on these agencies to encourage the adoption of disability inclusion initiatives.

High-Performing Agencies - Agencies like The College of New Jersey and the Department of State serve as models for setting ambitious goals. Their practices could be studied and adapted by other agencies.

General Trends - Many agencies have moderate goals (7%), which is the goal as per the Workforce Development Plan and the aim of the SAME program, to reflects inclusivity in the workplace.

Policy Implementation - Additional policies and strategies to address recruitment and retention challenges could support agencies in meeting or exceeding their established goals.

This summary highlights the disparities and opportunities for progress in enhancing employment opportunities for persons with disabilities within New Jersey agencies.

2. EVENTS AND EFFORTS

This report outlines the efforts made by various New Jersey agencies to attract and hire persons with disabilities through the SAME program. These initiatives aim to ensure equal employment opportunities, providing accommodations and promoting an inclusive workforce.

The agencies mentioned in the report have made various efforts to engage with and recruit individuals with disabilities. These efforts include partnerships with local and regional advocacy organizations, participation in career fairs, updates to job postings to reflect SAME program language, and the use of specialized platforms to connect with diverse applicant pools. Despite low vacancy numbers in certain periods, agencies continue to prioritize inclusivity and accommodations.

Key Agencies and Initiatives

Election Law Enforcement Commission: Reported limited opportunity to attract Individuals with disabilities due to few open positions. However, all vacancy announcements included SAME program information.

Department of Agriculture: Used multiple methods to attract a diverse pool, including job postings on college platforms like Handshake, College Central, and CSC websites. Direct emails were also sent to organizations serving individuals with disabilities, and the department actively participated in job fairs.

Governor's Office: Reported no specific initiatives.

Department of Human Services: Posted SAME information on job listings and distributed listings to other State agencies for further outreach.

Office of Homeland Security and Preparedness: Shared job postings with diversity committees and extended outreach through social media platforms to increase visibility.

Motor Vehicle Commission: Collaborated with veterans' services and college accessibility offices and attended State job fairs.

Department of Law and Public Safety, Division of State Police: Included SAME verbiage on job postings to attract individuals with disabilities for non-competitive and unclassified positions.

Department of Transportation: Collaborated with the Department of Labor and Workforce Development and Best Buddies program to assist with any barriers in the hiring process for individuals with disabilities.

Housing and Mortgage Finance Authority: Focused on career fairs and joined the HUD-sponsored Affinity/Employee Resource Group for additional resources in recruitment.

Department of Labor and Workforce Development: Used its website, LinkedIn, and participation in career fairs to promote SAME eligible positions and co-hosted Diversity Day.

Department of the Treasury: Established an Outreach & Engagement Unit focusing on cultivating diverse applicant pools, including individuals with disabilities, through Taxation Career Expos.

Higher Education Institutions (e.g., William Paterson University, Kean University, Stockton University): Integrated the SAME program into recruitment practices and created dedicated communication channels for SAME applicants.

Challenges and Opportunities

Some agencies, such as the Election Law Enforcement Commission and the Governor's Office, reported limited opportunity to attract individuals with disabilities due to a low number of open positions. In certain instances, internal transitions (e.g., Stockton University) have led to temporary pauses in recruitment initiatives.

Opportunities

Continued attendance at career fairs, participation in specialized job boards, and collaborations with advocacy organizations increase the visibility of the SAME program. Expanding outreach through multiple channels, such as LinkedIn, social media, and university platforms, provides a broader pool of SAME applicants. Direct outreach to disability services departments in universities and colleges and job boards specific to individuals with disabilities opens avenues for more tailored recruitment efforts.

Conclusion and Recommendations

New Jersey agencies are committed to diversifying their workforce through inclusive hiring practices. By utilizing platforms such as the SAME program, partnering with advocacy organizations, and attending career fairs, they continue to work towards providing equal employment opportunities for individuals with disabilities. Continued evaluation and expansion of these initiatives will further enhance the representation of individuals with disabilities in the State workforce.

It is recommended that agencies should continue to assess the effectiveness of their outreach efforts, exploring new partnerships and platforms to further expand their reach to individuals with disabilities. More targeted initiatives could be developed for high-demand positions with low vacancy numbers to ensure consistent engagement with diverse candidates.

3. MENTORING, INTERNSHIP, AND REFERRAL PROGRAMS

This report provides an overview of the efforts by various agencies and institutions in New Jersey to create or support mentoring, internship, and work-based learning opportunities for persons with disabilities.

This summary highlights the current landscape and potential growth areas for work-based learning opportunities for persons with disabilities in New Jersey.

Agencies with Active Programs or Initiatives

Motor Vehicle Commission:

- Offers internal diversity and inclusion initiatives.
- Conducts mentorship programs for underrepresented employees.
- Facilitates a Summer Internship Program.

Office of Homeland Security and Preparedness:

- Has an internship program which includes mentoring and work-based learning for persons with disabilities.
- Features capstone presentations for interns.

Department of Transportation:

- Provides accommodations for training and development, including accessible formats and interpreters.
- Develops mentoring programs through partnerships like "Best Buddies."

Department of Community Affairs:

- Has expanded internship opportunities across divisions, including for students with disabilities.
- Builds relationships with disability services offices at universities.

Department of Labor and Workforce Development:

- Has launched multiple initiatives, including mentorship programs, training resources, webinars, and employee resource groups.
- Has expanded summer internship recruitment efforts.

Department of Children and Families:

- Has internship programs for students pursuing degrees in social work and related fields, open to individuals with disabilities.

Department of the Treasury:

- Has revamped mentoring program with professional development support for new employees.

Stockton University:

- Collaborates with campus departments like Career Education and Development.
- Plans to develop training on work-based learning for persons with disabilities.

Kean University:

- Offers learning management systems (LMS) and LinkedIn learning for professional development.
- Hosts bi-annual job fairs and provides mentors for employees with disabilities.

Agencies Planning to Establish Programs

Casino Control Commission:

Plans to partner with vocational and rehabilitative organizations to develop mentoring programs.

Department of Corrections:

Reviewing new initiatives to create mentoring and internship programs.

State Commission of Investigation:

Seeks assistance to create a mentoring and internship plan for persons with disabilities.

Stockton University:

Plans to establish partnerships with local agencies and internal university departments to enhance mentoring opportunities.

Agencies Providing Equal Opportunities without Specific Programs

Office of Information Technology:

Training opportunities are provided equally to all employees.

Department of Banking and Insurance:

Offers accommodations under the Americans with Disabilities Act (ADA) and training for employees as needed.

Board of Public Utilities:

Manages professional development and training identically for all employees, unless specific accommodation is required.

William Paterson University:

Participates in the federal Workforce Recruitment Program to guide students with disabilities toward federal employment opportunities.

Agencies with Minimal or No Active Initiatives

Several agencies, including the Governor's Office, State Parole Board, CSC, Economic Development Authority, and others, have not yet developed specific mentoring or internship programs for persons with disabilities.

Key Observations

Proactive Agencies: Departments like Department of Labor and Workforce Development and Department of Community Affairs are leading efforts in mentoring and internships by integrating partnerships and targeted resources. **Planned Improvements:** Many agencies are exploring future collaborations and programs, signaling growing awareness of the need for inclusivity.

Recommendations

Agencies with minimal activity should collaborate with leaders like the Department of Labor and Workforce Development and the Department of Community Affairs to replicate successful models. Agencies should expand partnerships with universities and vocational organizations to attract interns and employees with disabilities.

4. REFERRAL EFFORTS AND PROGRESS TO INCREASE EMPLOYMENT FOR APPLICANTS

This report summarizes the referral programs currently in place or being planned by various State agencies and institutions to connect with college students and recent graduates with disabilities.

The initiatives focus on recruiting individuals for entry-level positions, internships, and job opportunities across different sectors. Each agency uses specific methods to ensure inclusivity and facilitate the hiring process for individuals with disabilities.

Agency-Specific Referral Programs

Election Law Enforcement Commission:

The commission does not currently have a referral program but plans to share job information with local colleges should entry-level positions arise, targeting potential SAME applicants.

Department of Agriculture:

The department utilizes platforms like College Central and Handshake to engage with students from various universities and colleges. They ensure that job postings include information on the SAME program and encourage applications from individuals with disabilities. They also use direct emails and partnerships with community organizations such as Jewish Vocational Services and Employment Horizons, Inc.

Governor's Office and State Parole Board:

No formal referral programs have been specified by the Governor's Office and State Parole Board, but the State Parole Board plans to post job openings on Handshake and their Facebook page.

Department of Transportation:

The department works with the Division of Vocational Rehabilitation Services, Katzenbach School, and local ARC organizations to ensure that job postings reach candidates with disabilities. They also use Handshake for targeted outreach.

Department of Labor and Workforce Development:

The department is enhancing its outreach by working with counselors at the Division of Vocational Rehabilitation Services to promote job postings suitable for recent graduates and current college students. They are also building relationships with universities and colleges to expand their reach.

Department of Human Services:

The department includes SAME program information in job postings for internships and positions. It sends these postings to the CSC and to other relevant platforms.

Housing and Mortgage Finance Authority:

The authority offers an Honors Fellow Program, a 12-month on-the-job training opportunity for recent graduates, particularly those with disabilities. It actively recruits through Handshake and collaborates with career services offices at various colleges.

Casino Control Commission:

The commission uses Handshake to connect with students and to promote the SAME program, providing guidance on the application process.

Department of Health:

The department offers mentoring, internship, and work-based learning opportunities for individuals with disabilities. It partners with Rutgers University for internship programs and offers an annual American Sign Language course to all staff.

Department of Corrections:

While no specific referral programs for individuals with disabilities are in place, the department has expanded its outreach efforts by partnering with an advertisement agency to post job vacancies in disability-focused organizations.

Department of Banking and Insurance:

The department is building relationships with local colleges to improve its recruitment efforts for graduates with disabilities.

Higher Education Student Assistance Authority:

The authority uses Handshake to post job vacancies and sends notice of vacancies to colleges not part of the platform.

William Paterson University:

The university participates in the Workforce Recruitment Program, a federal program designed to connect students with disabilities to federal job opportunities.

Stockton University:

The university is working to establish a partnership with its Learning Access Program and Career Education and Development departments to assist students with disabilities in finding employment both during and after graduation.

Kean University:

The university's Human Resources Office collaborates with its Career Services and Accessibility Services offices to promote job opportunities for students and recent graduates with disabilities. It also attends career fairs to connect with potential candidates.

Educational Facilities Authority:

The authority posts job opportunities on the CSC's website, as well as other platforms like Indeed and Monster. It includes language encouraging the SAME program, and applicants are encouraged to submit relevant documentation with their application.

Several State agencies and universities are actively engaged in creating or enhancing referral programs that facilitate connections with college students and recent graduates with disabilities. These programs range from posting job opportunities on platforms like Handshake and College Central to collaborating with vocational rehabilitation services and attending job fairs. Additionally, many agencies include information on the SAME program in their job postings, ensuring that individuals with disabilities are

aware of their eligibility for specific roles. These efforts align with the broader goal of increasing workplace diversity and promoting inclusive hiring practices.

Progress by Agencies to increase employment for persons with disabilities.

Limited Success in Recruitment: Several agencies, including the Election Law Enforcement Commission, Governor's Office, and Department of State, reported minimal to no success in increasing their number of employees with disabilities. Some did not receive any applications from candidates self-identifying with disabilities, while others have had no new hires since the implementation of the SAME program.

Increased Recruitment Efforts: Agencies such as the Department of Transportation, Department of Labor and Workforce Development, and Housing and Mortgage Finance Authority have made significant strides. These include expanding recruitment efforts through career fairs, changing applicant tracking systems, and targeting disability-specific events.

Specialized Programs and Trainings: Agencies like the Department of Human Services and Department of the Treasury are offering specialized training for their managers and line supervisors on neurodiversity and interview practices for applicants with disabilities. This effort aims to increase awareness and ensure that the hiring process is more inclusive.

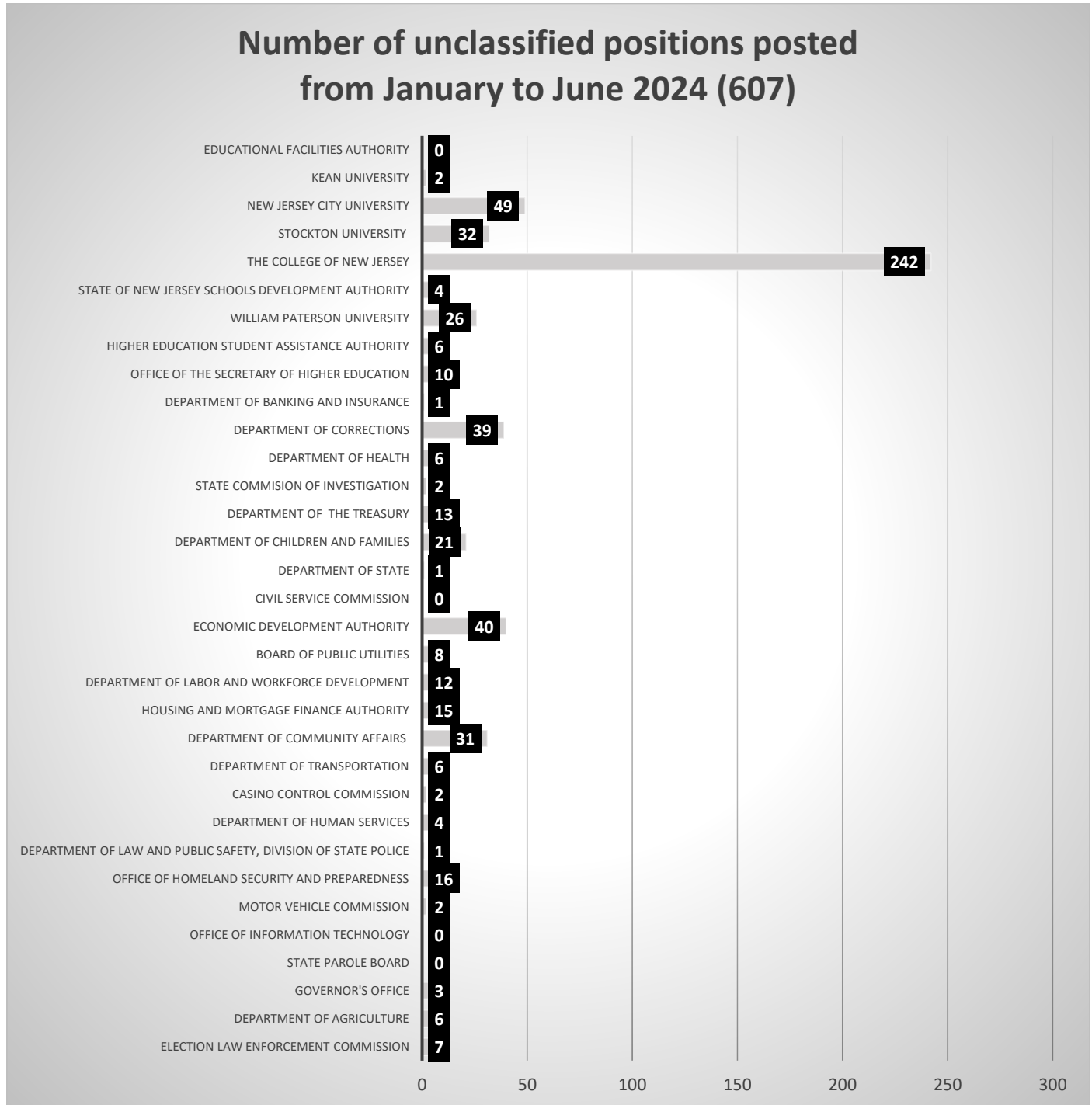
Focus on Good Faith Interviews: Some agencies, including the Office of Information Technology and the Motor Vehicle Commission, report actively offering good faith interviews to candidates applying through the SAME program, though challenges remain in ensuring applicants self-identify as having disabilities.

Partnerships with Advocacy Groups: Agencies such as the Casino Control Commission and the Economic Development Authority have established partnerships with disability-focused organizations like Jewish Family Services and C.O.D.I. to improve recruitment efforts.

Employee Accommodations: Agencies like the Department of Human Services are using accommodations to assist individuals with disabilities throughout the hiring process. Some have also hired coordinators to oversee ergonomic assessments and accommodations for current staff.

5. UNCLASSIFIED AND NON-COMPETITIVE VACANCIES AND ANALYSIS

5a. Breakdown and analysis of unclassified job postings



Analysis of Unclassified Positions Posted by Agencies from January 1, 2024, to June 30, 2024

This report examines the number of unclassified positions posted by various agencies between January 1, 2024, to June 30, 2024. The data highlights the recruitment trends across departments and educational institutions, revealing significant disparities in hiring activities.

Overall Recruitment Activity

A total of **607 unclassified positions** were posted by all listed agencies and educational institutions during the first half of 2024.

The top contributors to this total were:

- The College of New Jersey: **242 postings** (39% of the total)
- New Jersey City University: **49 postings**
- Economic Development Authority: **40 postings**
- Department of Corrections: **39 postings**
- Stockton University: **32 postings**
- Department of Community Affairs: **31 postings**

Agencies which had moderate recruitment were:

- Department of Children and Families: **21 postings**
- William Paterson University: **26 postings**
- Housing and Mortgage Finance Authority: **15 postings**
- Department of Labor and Workforce Development: **12 postings**

Agencies which had no postings were:

- State Parole Board
- Office of Information Technology
- Civil Service Commission
- Educational Facilities Authority

Other agencies, such as the Department of Law and Public Safety's Division of State Police, Department of Banking and Insurance, and Department of State posted only **1** position each.

Agency Insights:

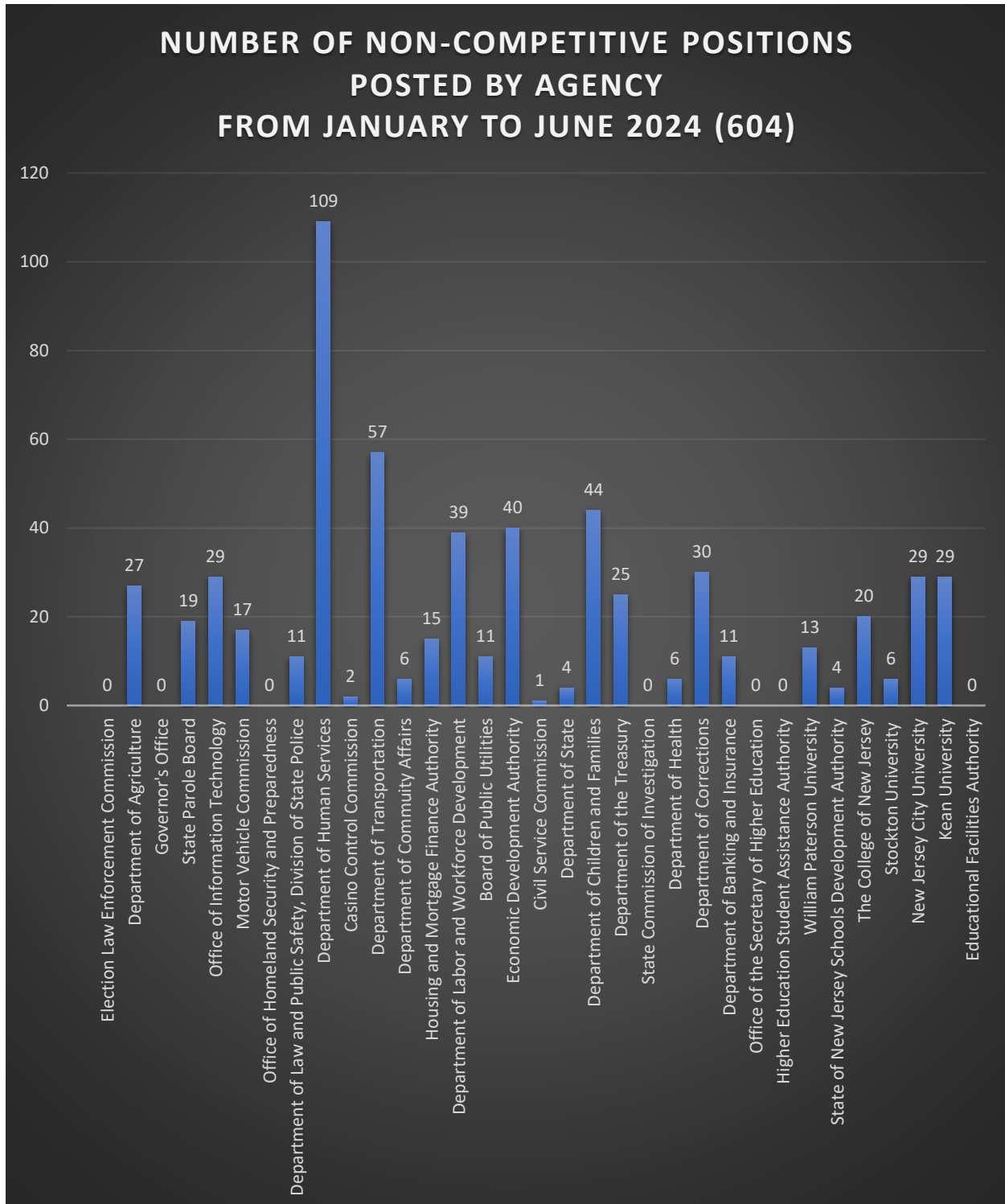
Among government agencies, the Economic Development Authority led recruitment efforts with **40 postings**, followed by the Department of Corrections with **39 postings**. The Department of Community Affairs and the Office of Homeland Security and Preparedness also reported notable activity, with **31 and 16 postings**, respectively.

Higher Education Institutions:

The College of New Jersey (**242 postings**) dominated among educational institutions, accounting for **39%** of all postings in the dataset. Other active institutions included New Jersey City University (**49 postings**) and Stockton University (**32 postings**). By contrast, Kean University had only **2 postings**.

In conclusion, this analysis highlights varying recruitment levels across agencies and higher education institutions, emphasizing the need for strategic workforce planning and resource allocation to address disparities.

5b. Breakdown and analysis of non-competitive jobs postings:



Analysis of Non-Competitive Positions Posted by Agencies from January 1, 2024, to June 30, 2024

This report provides an analysis of non-competitive positions posted by various agencies and institutions during the first half of 2024. The data identifies recruitment trends and highlights disparities across sectors, offering insights into workforce planning and resource allocation.

Overall Recruitment Activity

A total of **604 unclassified positions** were posted by the agencies and institutions listed in the data.

The top contributors to overall recruitment include:

Department of Human Services: **109 postings**

Economic Development Authority: **40 postings**

Department of Labor and Workforce Development: **39 postings**

Department of Children and Families: **44 postings**

Office of Information Technology: **29 postings** (tied with New Jersey City University and Kean University)

Government Agencies:

Active Recruiters

The Department of Human Services led with **109 postings**, accounting for **16%** of total postings. The Department of Transportation followed with **57 postings**.

Moderate Recruitment Agencies

Agencies like the Department of Corrections (**30 postings**), Economic Development Authority (**40 postings**), and Department of Children and Families (**44 postings**) exhibited moderate recruitment activity.

Minimal or No Recruitment Agencies

Agencies such as the Election Law Enforcement Commission, Governor's Office, Office of Homeland Security and Preparedness, State Commission of Investigation, and the Higher Education Student Assistance Authority reported **0 postings**.

Educational Institutions:

Active Recruiters

New Jersey City University and Kean University each posted **29 positions**, showcasing significant recruitment activity within higher education. The College of New Jersey posted **20 positions**, representing a steady hiring trend.

Minimal or No Recruitment

Stockton University and William Paterson University reported only **6 and 13 postings**, respectively, while the Educational Facilities Authority and Higher Education Student Assistance Authority reported **0 postings**.

Sector Highlights:

Transportation Sector

The Department of Transportation posted **57 positions**, reflecting robust recruitment aligned with infrastructure demands.

Economic Development Sector

The Economic Development Authority exhibited strong hiring activity with **40 postings**, indicating efforts to boost economic initiatives.

Public Safety and Law Enforcement

Departments such as the Department of Law and Public Safety's Division of State Police (**11 postings**) and the Department Corrections (**30 postings**) indicate a continued focus on public safety.

Analysis and Observations:

Sector Disparities

Recruitment levels varied significantly between agencies and institutions, with some exhibiting high activity (e.g., Department of Human Services) and others showing no activity (e.g., Office of Homeland Security and Preparedness).

Education Sector's Strategic Growth

The substantial recruitment by Kean University and New Jersey City University reflects their potential expansion or adaptation to meet academic and operational needs.

Underperforming Agencies

Agencies like the Election Law Enforcement Commission and Governor's Office reported no postings, signaling potential resource constraints.

Recommendations:

Address Recruitment Gaps

Agencies with minimal or no recruitment should evaluate workforce requirements and align hiring efforts with operational needs.

Leverage Best Practices

High-performing sectors like transportation and human services can share strategies to optimize recruitment processes across other agencies.

Enhance Workforce Planning in Education

Educational institutions with low recruitment activity should assess whether existing resources align with institutional goals and consider strategies to attract qualified candidates.

In conclusion, this analysis highlights the recruitment trends and disparities among agencies and institutions for the first half of 2024. Strategic workforce planning is essential to addressing recruitment gaps and optimizing resource utilization across sectors.

6. ONGOING BARRIERS TO EMPLOYMENT

Barriers such as lack of self-identification, specific job requirements, or limited recruitment opportunities have hindered the inclusion of people with disabilities in the workforce. The following is a summary of the ongoing barriers to employment for people with disabilities as reported by the various agencies:

Election Law Enforcement Commission – Limited turnover, so no open positions

Department of Agriculture – Job-specific requirements such as physical mobility, intellectual competence, and licenses (e.g., veterinary or engineering)

Governor's Office – No reported barriers

State Parole Board – Physical assessment required for law enforcement personnel.

Office of Information Technology – No reported barriers

Motor Vehicle Commission – Limited applications from SAME applicants and barriers in finding qualified candidates for the job duties.

Office of Homeland Security and Preparedness – Lack of experience and education, especially for law enforcement personnel

Department of Law and Public Safety, Division of State Police – Stereotypes, prejudice, and discrimination

Department of Human Services – Flexibility in work schedules and remote work could help alleviate barriers.

Casino Control Commission – Concerns about individuals losing disability benefits by seeking employment and limited recruitment opportunities due to the agency's size.

Department of Transportation – Low self-identification of disabilities and limited assistance in recruitment and onboarding processes.

Department of Community Affairs – Lack of disability disclosure and promoting a safe and inclusive work environment

Housing and Mortgage Finance Authority – Complex industry regulations and required skill sets create barriers for individuals with disabilities.

Department of Labor and Workforce Development – Anxiety, lack of confidence in interviews, education or experience mismatches, and accessibility issues with online job searches

Board of Public Utilities – SAME applicants struggle with application protocols and unresponsiveness.

Economic Development Authority – SAME applicants failing to meet documentation requirements.

Civil Service Commission – No reported barriers as an agency. However, the involvement of the Civil Service Commission in these types of appointments, which are non-competitive and unclassified appointments, that are by law primarily managed by appointing authorities, has resulted in an additional barrier for the intended population for employment. This is contrary to the purpose of the Fast Track legislation. As such, the Civil Service Commission will be deferring to the agencies to post their own job opportunities on their respective websites for these types of appointments.

Department of State – Difficulty finding candidates with specialized experience for niche roles

Department of Children and Families – Lack of interested candidates and difficulties in attracting applicants through the SAME program.

Department of the Treasury – Self-identification and tracking issues and potential underreporting of disabilities

State Commission of Investigation – Lack of qualified candidates due to experience requirements

Department of Health – Certain positions cannot accommodate specific disabilities.

Department of Corrections – Difficulty reaching the demographic of people with disabilities and low application numbers despite using the SAME program

Department of Banking and Insurance – SAME applicants not meeting qualifications or completing required documentation

Office of the Secretary of Higher Education – No reported barriers

Higher Education Student Assistance Authority – No reported barriers

William Paterson University – No reported barriers

State of New Jersey Schools Development Authority – No reported barriers

The College of New Jersey – Hiring freeze causing limitations in recruitment

Stockton University – Budgetary restrictions, accessibility issues on job boards, and reluctance to relocate.

New Jersey City University – Non-disclosure of disabilities by candidates and limited hiring discretion for competitive titles

Kean University – Lack of awareness of disabilities and challenges related to voluntary disclosure.

Educational Facilities Authority – No reported barriers

7. PLANS FOR EXPANDING AND IMPROVING EMPLOYMENT OPPORTUNITIES

The following are the summarized plans for expanding and improving employment opportunities for people with disabilities across various agencies for the next reporting period. These plans focus on improving visibility of the SAME program, expanding outreach, enhancing recruitment strategies, and promoting inclusivity for people with disabilities.

Election Law Enforcement Commission: Continue posting SAME information on vacancy announcements.

Department of Agriculture: Develop an internship program and expand outreach to specialized talent pools.

State Parole Board: Continue advertising vacancies widely.

Office of Information Technology: Attend job fairs and collaborate with local/State colleges to promote career opportunities.

Motor Vehicle Commission: Implement unbiased screening processes and structured interviews.

Office of Homeland Security and Preparedness: Review recruitment sources and promote awareness of the SAME program.

Department of Law and Public Safety, Division of State Police: Maintain use of SAME program language in public postings.

Department of Human Services: Hire a coordinator for ergonomic assessments and accommodations.

Casino Control Commission: Continue outreach and utilize social media to advertise opportunities.

Department of Transportation: Focus on diversity and inclusivity, attending career fairs and using various job sites.

Department of Community Affairs: Establish relationships with vocational rehabilitation services and promote job postings internally and externally.

Housing and Mortgage Finance Authority: Utilize networking platforms and attend career fairs focusing on disabilities and veterans.

Department of Labor and Workforce Development: Expand recruitment efforts with a focus on people with disabilities through career fairs and outreach.

Board of Public Utilities: Attend job fairs and continue to advertise positions according to SAME requirements.

Economic Development Authority: Build on the existing successful plan for more qualified SAME applicants.

Department of State: Utilize non-competitive and unclassified titles to attract candidates.

Department of Children and Families: Continue recruiting for various positions and refine hiring practices.

Department of the Treasury: Coordinate recruitment efforts with local colleges' disability services

State Commission of Investigation: Continue including SAME information in job postings.

Department of Health: Promote awareness of the SAME program during recruitment and job fairs.

Department of Corrections: Collaborate with human resources and ADA liaison to improve employment efforts.

Department of Banking and Insurance: Continue encouraging self-identification of disabilities and expanding outreach to qualified candidates.

Office of the Secretary of Higher Education: Advertise on disability job boards and include SAME-specific information in job postings.

Higher Education Student Assistance Authority: Post job openings on abilityjobs.com

William Paterson University: Review recruitment strategies with a new Chief Diversity Officer

State of New Jersey Schools Development Authority: Continue posting job openings through multiple platforms and attending college career fairs.

The College of New Jersey: Focus on strategic placement of job advertisements and recruitment at fairs when positions are approved.

Stockton University: Establish networking opportunities with partners and attend more job fairs.

New Jersey City University: Add SAME verbiage to job postings and advertise in The Chronicle of Higher Education

Kean University: Increase funding for job board subscriptions and attend career fairs.

Educational Facilities Authority: No plans detailed.

8. RETENTION RATES OF APPOINTEES

For this reporting period of January to June 2024, this data reflects the retention of employees with disabilities across various departments and universities, with some agencies reporting full retention, while others have no recorded retention. The following is a summary of the retention rates under the SAME program:

100% Retention Rate:

Department of Agriculture
Office of Information Technology
Motor Vehicle Commission
Office of Homeland Security and Preparedness
Department of Human Services
Department of Labor and Workforce Development
Economic Development Authority
Department of Children and Families
Kean University

50% Retention Rate:

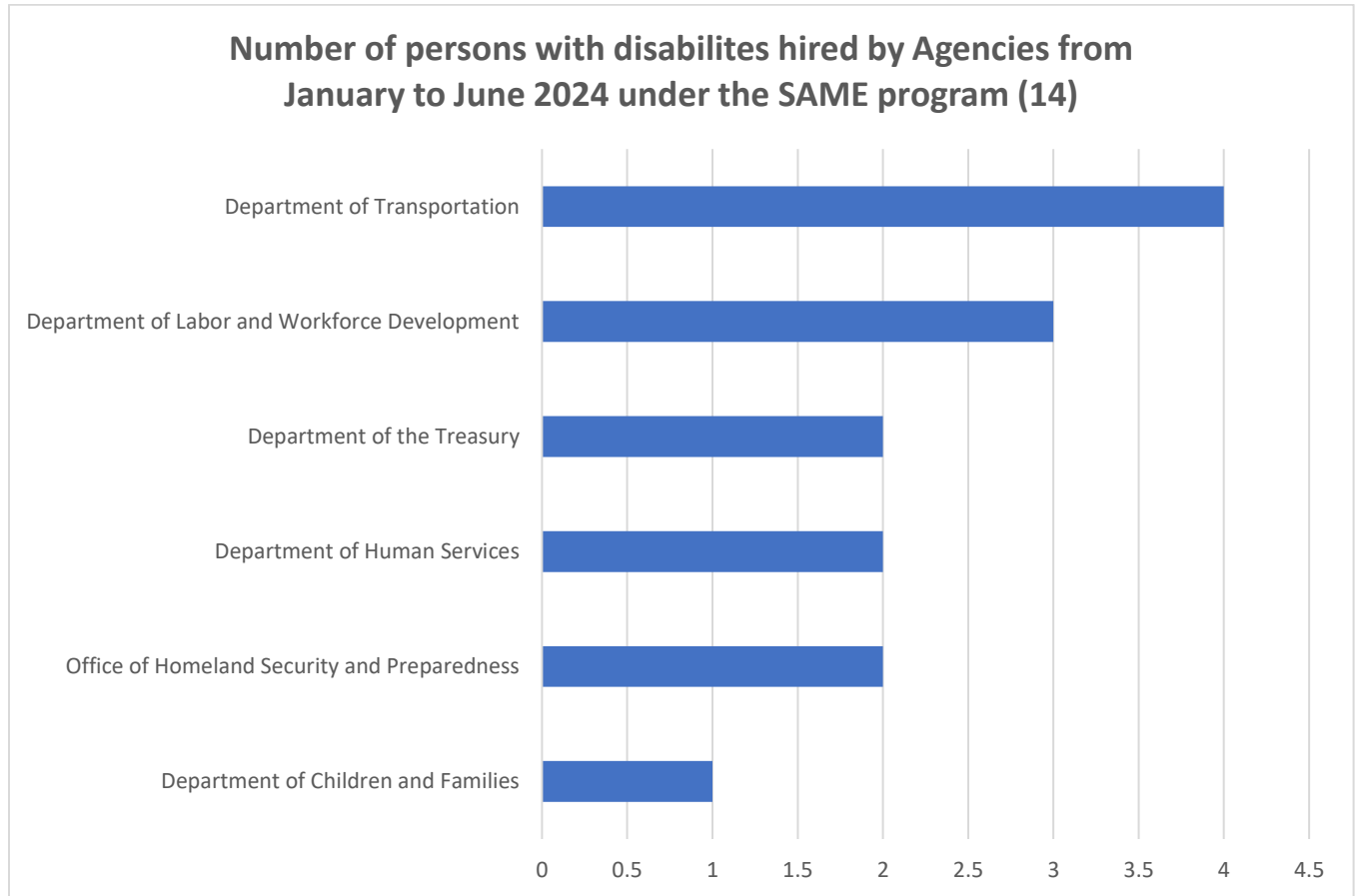
Civil Service Commission

0% Retention Rate:

Election Law Enforcement Commission
Governor's Office
State Parole Board
Department of Law and Public Safety, Division of State Police
Casino Control Commission
Department of Transportation
Department of Community Affairs
Housing and Mortgage Finance Authority
Board of Public Utilities
Department of State
Department of the Treasury
State Commission of Investigation
Department of Health
Department of Corrections
Department of Banking and Insurance
Office of the Secretary of Higher Education

Higher Education Student Assistance Authority
William Paterson University
State of New Jersey Schools Development Authority
The College of New Jersey
Stockton University
New Jersey City University
Educational Facilities Authority

9. NUMBER OF SAME APPLICANTS APPOINTED



10. RECOMMENDATIONS FOR LEGISLATION

These recommendations reflect a variety of strategies aimed at improving recruitment, retention, and awareness of opportunities for individuals with disabilities across different State agencies and higher education institutions. The following is a summary of the recommendations for legislation from various agencies:

Civil Service Commission: Recommends that the law be amended to clarify a complaint process, *i.e.*, if a SAME applicant is denied an interview or disagrees with a decision of the State agency, university, or college with regard to the SAME program, that applicant may be entitled to file a complaint through the Equal Employment Opportunity Office of the State agency, university, or college if the applicant believes that the applicant has been discriminated against under the State Policy Prohibiting Discrimination in the Workplace (State Policy). The applicant may also have a right to file with outside agencies or with the courts. The appeal process under the State Policy would only pertain to certain applicants.

Department of Law and Public Safety, Division of State Police: Recommends more advertisement to raise public awareness about the SAME program, ensuring persons with disabilities know about these opportunities.

Department of Human Services: Recommends allowing flexible schedules and expanding remote work possibilities for individuals with disabilities.

Department of Labor and Workforce Development: Recommends changing qualifications in *N.J.S.A. 11A:7-13.5* to ensure applicants are provided an opportunity to interview rather than having to request it.¹

Board of Public Utilities: Suggests tracking employees with disabilities through mandatory surveys or other disclosure methods and creating a standard process for all agencies regarding recruitment and applicant coordination.

Department of Children and Families: Recommends making the New Jersey State Employee Survey on Disabilities accessible online, reformulating the survey to include criteria-based questions rather than asking employees to self-identify, and sharing responses with appointing authorities.

¹ It is noted that *N.J.S.A. 11A:7-13.5* currently provides that “[a] person with significant disabilities applying for appointment in the State workforce under this act, P.L.2021, c.465 (C.11A:7-13.1 et seq.), who is denied an interview for appointment in the unclassified service or career service of civil service, shall be provided the opportunity to request an interview. If an interview is requested, the appointing authority shall provide the candidate with a good faith interview. The request for an interview shall be kept confidential. To be eligible to request an interview, the person shall provide proof of eligibility and qualification for appointment pursuant to the provisions of this act. Written proof of the eligibility and qualification shall be provided to the appointing authority with the written request for an interview.”

Department of Treasury: Suggests simplifying reporting procedures by making reports annual rather than quarterly or biannual and recommends additional resources and coordinated recruitment activities to support applicants with disabilities.

Department of Corrections: Recommendations for legislation are still under review.

The College of New Jersey: Recommends allocating funds to higher education institutions to support the success of the SAME program, organizing recruitment fairs specifically for SAME participants, and helping hiring agencies focus on these candidates.

Stockton University: Recommends reviewing job specifications for clarity, particularly for university athletic coaches, and developing SAME program training offered via Zoom to provide a refresher and attract more SAME applicants.