

Civil Service Commission Performance Indicators - October 2014	Frequency	Desired Trend	Target	Prior Month September 2014	Current Month October 2014	% Change	Last 12 Month Average
Selection Services and Recruitment							
Number of calendar days from job announcement to list issuance, ¹	monthly	reduce	110	105	118	12.3%	130
Number of job announcements older than six months as a percentage of all active announcements, ¹	monthly	reduce	7.5%	3.4%	3.5%	2.8%	4.3%
Percentage of Open Competitive job announcements accepting applications via the Online Application System only. Since March 7, 2011, when the OAS became operational, the Civil Service Commission has received 171,028 applications via the OAS for 9,980 Announcements (Open Competitive and Promotional) issued. ²	monthly	increase	100.0%	99.7%	99.9%	0.2%	99.9%
Percentage of Promotional job announcements accepting applications via the Online Application System only. ³	monthly	increase	100.0%	98.8%	99.4%	0.6%	99.8%
Average number of minutes a caller remains in the queue until connected to a call center employee. Call Center staff handled 2,298 calls in October. ⁴	monthly	increase	0.8	0.9	1.2	29.6%	1.1
Appeals & Regulatory Affairs							
For the preceding 12 months (a rolling period), complete at least 105% of the number of written record appeals received. ⁵	monthly	maintain	105.0%	103.4%	101.9%	-1.4%	105.0%
Percentage of pending written record appeals aged greater than six months. ⁵	monthly	reduce	30.0%	19.2%	19.8%	2.9%	25.5%

¹The performance indicator does not reflect public safety positions, due to outstanding litigation. In October, 225 new lists were issued. Of these, 30 (or 13%) were "backlog" or announcements older than six months.

²The CSC received 1,836 applications for the 93 Open Competitive announcements with issue dates between October 1 and October 31, 2014; all but two were received via the OAS.

³In September, the CSC received 838 applications for the 183 Promotional announcements issued; all but five applications were received via the OAS.

⁴The Call Center phone system received 5,360 calls in October. Of these, 2,298 (or 49%) were handled by Call Center staff.

⁵In the preceding 12 months, DARA has received a total of 2,695 written record appeals and has completed 2,746. As of October 31, 2014, there were 1,147 pending written record appeals.

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Classification & Personnel Management							
Percentage of final layoff plans reviewed and approved within 30 days. In Calendar Year 2010, the Civil Service Commission received 219 Permanent and 70 Temporary Layoff Plans. In Calendar Year 2011, the Civil Service Commission received 127 Permanent and 12 Temporary Layoff Plans. In Calendar Year 2012, the Civil Service Commission received 60 Permanent and three Temporary Layoff Plans. The Civil Service Commission received 39 Permanent and six Temporary Layoff Plans in Calendar Year 2013. The Civil Service Commission received six Permanent Layoff Plans in October for a total of one Temporary and 38 Permanent Layoff Plans in Calendar Year 2014.	monthly	maintain	100%	100.00%	100.00%	0.0%	100.0%
Percentage of State government certifications issued within 10 business days ₆	monthly	maintain	100%	100.0%	99.4%	-0.6%	100.0%
Percentage of Local government certifications issued within 5 business days ₆	monthly	maintain	100%	100.0%	100.0%	0.0%	99.8%
State and Local Government Titles consolidated or eliminated. Since March 2010, 2,465 titles have been eliminated or consolidated. ⁷ In FY 2013, 193 State and Local Government Titles were consolidated or eliminated. In FY 2014, 43 titles were eliminated or consolidated.	annually		50	0	1		
State Titles	monthly	reduce	-	2,533	2,532	0.0%	-
Local Titles	monthly	reduce	-	2,203	2,202	0.0%	-
Common Titles (titles that can be used by both State and Local governments)	monthly	increase	-	230	231	0.4%	-
Pending classification appeals ₈	monthly	maintain	300	369	347	-6.0%	315
Percentage of classification appeals completed within 180 days ₈	monthly	maintain	100%	93.1%	68.8%	-26.1%	82.0%

⁶Pursuant to N.J.A.C. 4A: 4-4.2 and 4A: 4-4.8, the Certification Unit is responsible for the issuance and final disposition of all State and local government certifications. In October 171 State and 262 local government certifications were issued.

⁷The number of State Titles only includes those titles in the Executive branch of State Government. As of October 31, 2014, there are 484 titles assigned to the Judicial and Legislative Branches of State Government that the Civil Service Commission maintains on behalf of both branches; however, the authority over the consolidation and/or elimination of those titles rests with the branches themselves.

⁸Pursuant to N.J.A.C. 4A: 3-3.9, the Division of Classification and Personnel Management ("CPM") is responsible for performing Classification Appeals in State and local government jurisdictions under civil service. Pursuant to N.J.A.C. 4A:3-3.9(c)5 and (d)1, CPM must issue its decision letter within 180 days of receipt of the appeal and all completed documentation as required by CPM. In Calendar Year 2013, CPM received 835 Classification Appeals and completed 958. In Calendar Year 2014, CPM has received 732 classification appeals and completed 606.

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Training and Development							
Number of Contact Hours - Classroom ⁹	annually	increase	28,331	1,566	5,712	264.8%	3,262
Number of Contact Hours - Electronic ¹⁰	annually	increase	101,000	10,178	18,170	78.5%	4,873
Number of Contact Outreach Hours - Employee Advisory Service ¹¹	annually	increase	100	27	21	-22.2%	11

⁹This is a new Performance Indicator for FY 2015. Contact Hours - Classroom represents the number of hours participants spent in an Instructor-led classroom. The Division of Training and Development has performed 9,360 instructor - led contact hours in Fiscal Year 2015 as of October 31, 2014.

¹⁰This is a new Performance Indicator for FY 2015. Contact Hours - Electronic represents the number of hours participants spent taking online courses. The Division of Training and Development has performed 35,344 electronic contact hours in Fiscal Year 2015 as of October 31, 2014.

¹¹This is a new Performance Indicator for FY 2015. Employee Advisory Services has performed 63 outreach hours in Fiscal Year 2015 as of October 31, 2014.