

Civil Service Commission Performance Indicators - January 2015	Frequency	Desired Trend	Target	Prior Month December 2014	Current Month January 2015	% Change	Last 12 Month Average
Selection Services and Recruitment							
Number of calendar days from job announcement to list issuance, ¹	monthly	reduce	110	126	150	19.4%	127
Number of job announcements older than six months as a percentage of all active announcements, ¹	monthly	reduce	7.5%	2.9%	2.7%	-8.6%	3.8%
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 194,072 applications via the OAS for 10,715 announcements (Open Competitive and Promotional) issued. ²	monthly	increase	100.0%	99.9%	100.0%	0.0%	99.9%
Percentage of Promotional job announcements accepting applications via the Online Application System only. ³	monthly	increase	100.0%	100.0%	99.6%	-0.4%	99.7%
Average number of minutes a caller remains in the queue until connected to a call center employee. Call Center staff handled 2,479 calls in January. ⁴	monthly	reduce	0.8	1.6	1.7	5.2%	1.3
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%	104.7%	101.5%	-3.0%	106.7%
Percentage of pending written record appeals aged greater than six months. ⁵	monthly	reduce	30.0%	21.3%	21.6%	1.5%	24.3%

¹The performance indicator does not reflect public safety positions, due to outstanding litigation. In January, 177 new lists were issued. Of these, 30 (or 17%) were "backlog" or announcements older than six months.

²The CSC received 8,632 applications for the 72 Open Competitive announcements with issue dates between January 1 and January 31, 2015; all but two were received via the OAS.

³In January, the CSC received 507 applications for the 134 Promotional announcements issued; all but two of these applications were received via the OAS.

⁴The Call Center phone system received 5,900 calls in January. Of these, 2,479 (or 47%) were handled by Call Center staff.

⁵In the preceding 12 months, DARA has received a total of 2,738 written record appeals and has completed 2,776. As of January 31, 2015, there were 1,135 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 three Permanent Layoff Plans in December for a total of one Temporary and 42 Permanent Layoff Plans in Calendar Year 2014. In Calendar Year 2015, the Civil Service Commission has received three Permanent Layoff Plans.	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%	100.0%	0.0%	100.0%
Percentage of Local government certifications issued within 5 business days ₆	monthly	maintain	100%	99.6%	96.6%	-3.1%	99.7%
State and Local Government Titles consolidated or eliminated. Since March 2010, 2,468 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	2		
State Titles	monthly	reduce	-	2,533	2,533	0.0%	-
Local Titles	monthly	reduce	-	2,200	2,198	-0.1%	-
Common Titles (titles that can be used by both State and Local governments)	monthly	increase	-	231	231	0.0%	-
Pending classification appeals ₈	monthly	maintain	300	325	313	-3.7%	336
Percentage of classification appeals completed within 180 days ₈	monthly	maintain	100%	60.9%	71.0%	16.6%	75.3%

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 January 172 State and 233 local government certifications were issued.

⁷The number of State Titles only includes those titles in the Executive branch of State Government. As of January 31, 2015, there are 485 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 received 820 classification appeals and completed 722. In Calendar Year 2015, CPM has received 51 classification appeals and completed 62.

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Training and Development							
Number of Contact Hours - Classroom ⁹	annually	increase	28,331	2,994	2,574	-14.0%	3,094
Number of Contact Hours - Electronic ¹⁰	annually	increase	101,000	8,032	20,684	157.5%	8,082
Number of Contact Outreach Hours - Employee Advisory Service ¹¹	annually	increase	100	3	6	100.0%	10

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 18,966 instructor - led contact hours in Fiscal Year 2015 as of January 31, 2015.

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 79,402 electronic contact hours in Fiscal Year 2015 as of January 31, 2015.

¹¹This is a new Performance Indicator for FY 2015. Employee Advisory Services has performed 88 outreach hours in Fiscal Year 2015 as of January 31, 2015.