

**DEPARTMENT OF PERSONNEL
OVERVIEW**

The mission of the Department of Personnel is to develop and administer an effective, efficient and comprehensive personnel system based on merit and sound management principles, which foster the objectives of government, insures equitable treatment of employees and serves the best interest of the public. The recommended budget provides funding of \$31.2 million for the Department's seven major divisions.

Additional funding is provided in the Division of Equal Employment Opportunity and Affirmative Action for the implementation of the Americans with Disabilities Act and to provide the Division with sufficient staff to effectively review and monitor State agencies' Affirmative Action Plans.

Personnel Management programs, which include classification, compensation and employee research functions, were consolidated in the Department of Personnel in fiscal year 1993, eliminating duplication of effort in other State departments. As a result of the consolidation, the Department anticipates a reduction in State and local government job titles and more efficient and effective classification and compensation systems.

Additional funding is provided in the Division of Merit Services which is responsible for processing all written appeals including examination challenges, layoff rights, sick leave injuries, and equal employment opportunity claims. Failure to process appeals in a timely fashion may result in additional high costs to the State.

In Recruitment and Selection, recently enacted legislation will impose a \$5.00 fee to be charged to applicants for open competitive and promotional examinations to offset the costs of this program.

The Human Resource Development Institute, by providing the employee training programs required to maintain certifications of State hospitals, developmental centers, day care centers, and case workers, enables the State to qualify for hundreds of millions of dollars in federal reimbursement funding.

SUMMARY OF APPROPRIATIONS BY PROGRAM
(thousands of dollars)

Year Ending June 30, 1992						Year Ending June 30, 1994		
Orig. & (S)Supple- mental	Reapp. & (R)Recpts.	Transfers & (E)Emer- gencies	Total Available	Expended		1993 Adjusted Approp.	Requested	Recom- mended
					General Government Services			
2,836	—	-15	2,821	2,814	Personnel Policy Development and General Administration	2,265	2,531	2,265
8,246	—	-439	7,807	7,799	Recruitment and Selection	6,955	8,463	6,965
3,569	—	-84	3,485	3,481	Personnel Management Systems	6,202	6,413	6,202
1,057	—	174	1,231	1,231	Merit Services	1,326	1,825	1,476
791	—	-13	778	773	Equal Employment Opportunity and Affirmative Action	1,021	1,498	1,171
2,657	—	-99	2,558	2,558	Local Government Classification and Placement	2,505	2,484	2,445
6,590	3,898	-639	9,849	9,818	Human Resource Development Institute	10,577	10,969	10,627
25,746	3,898	-1,115	28,529	28,474	Total Appropriation	30,851	34,183	31,151

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OBJECTIVES

1. To continue providing 208,000 State and local Merit System employees and 375 State and local appointing authorities with a fair and impartial forum for appellate and dispute resolution activities.
2. To expand the training programs being offered to meet the demands of State and local government agencies and continue to provide quality cost-effective staff development services.
3. To expeditiously respond to the needs of State and local appointing authorities by providing qualified eligibles to fill vacant positions.
4. To provide quicker, more consistent classification and compensation services to all State appointing authorities and assist in areas of problem identification and resolution.
5. To assist agencies in developing and implementing their Affirmative Action Plans; review personnel policies and employment procedures; monitor Affirmative Action Plans more frequently and effectively; and maintain appeal procedures for discrimination complaints to ensure compliance with the Civil Rights Act and the Americans with Disabilities Act.
6. To continue the review of specifications for State Service titles encumbered by 40 percent or more minorities and 70 percent or more women which was begun in Fiscal Year 1987 on the basis of a recommendation by the Task Force on Equitable Compensation.
7. To enlarge the PMIS data base to include education, training, and skills information. To provide Local Government Service appointing authorities with access to automated Local Government Service personnel records.
8. To continue to reduce the number of class titles and develop the capacity to sustain this service level for the following five years.
9. To reduce the number of State Service provisional appointees pending open competitive examination and insure that no provisional appointment exceeds the statutory limit of twelve months. To develop the capacity to sustain this service level for the following five years.
10. To improve the Department's capabilities for strategic and long-range planning.
11. To maintain improved Law Enforcement and Fire Fighter examinations which are acceptable to the Federal Justice Department.
12. To reduce the response time for employee assistance and maintain the caseload of the Employee Advisory Service at 2,500 and the annual cost avoidance generated by EAS at approximately \$2.8 million.
13. To maintain the number of State agencies with Affirmative Action programs in which the proportion of protected class employees, as a whole, exceeds the standard determining underrepresentation (SDU).
14. To improve the quality, variety and relevance of services provided to Title 11A local jurisdictions beyond the Fiscal Year 1993 level.
15. To restore the average processing time for written appeals to the Merit System Board to fifteen (15) weeks.
16. To save State agencies \$1.5 million through the operation of incentive and recognition programs.
17. To develop recommendations to implement a State compensation policy designed to effectively manage, maintain, and develop its human resources.

PROGRAM CLASSIFICATIONS

01. **Personnel Policy Development and General Administration.** Exercises overall direction and control of the Department's operations; develops proposals for revised legislation governing the public career system; issues official rules and regulations which implement the Merit System statutes; develops, evaluates and adjusts personnel programs; and provides general administrative support.
02. **Recruitment and Selection.** Recruits applicants; plans, schedules and conducts examinations; prepares lists of eligible candidates for State and local government positions; forestalls discrimination by maximizing test validity; certifies the names of eligibles to State Service appointing authorities; and manages the State Service and Local Government promotional systems.
03. **Personnel Management Systems.** Conducts organizational and classification studies, job evaluation and compensation research for the State Service; administers the Senior Executive Service and performance appraisal systems; develops and publishes class specifications for State Service job titles; maintains State Service employment records; monitors State Service personnel transactions in order to insure compliance with Merit System law and Department rules; and provides information processing support to the Department and appointing authorities.
04. **Merit Services.** Provides professional, technical and clerical support services for the Merit System Board and the Commissioner of Personnel; investigates and responds to appeals; maintains agendas and schedules Board meetings; resolves disputes by providing alternate avenues of resolution; prepares and reviews Merit System rules for inclusion in the New Jersey Administrative Code; and ensures compliance with laws and rules governing appointments and determinations.
05. **Equal Employment Opportunity and Affirmative Action.** Monitors affirmative action programs in State agencies for compliance with Executive Order No. 61, PL1981, c.124 (N.J.S.A.11A:7), and the Americans with Disabilities Act (ADA); develops and implements programs which insure appropriate representation of protected classes at all levels of responsibility in State government; identifies barriers to equal employment opportunity in the existing structure of the merit system, and proposes means of eliminating them; distributes information on equal employment opportunity and affirmative action programs.

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06. **Local Government Classification and Placement.** Conducts organizational and classification studies for the Local Government Service; develops and publishes class specifications for Local Government Service job titles; certifies the names of eligibles to local government appointing authorities; determines eligibility for Local Government Service promotional examinations; provides technical assistance to local government officials; maintains Local Government Service employment records; and monitors Local Government Service personnel transactions in order to insure compliance with Merit System law and Department rules.
07. **Human Resource Development Institute.** Under the provisions of Executive Order No. 12, dated August 21, 1990, compiles information on the human resources development and training needs of the State Government and shares this information with key executives and planners; advises the

Governor on human resources development and training plans, policies, and programs; works with State Government agencies to prepare human resources development and training plans and programs; presents formal training courses in both common tasks and agency-specific subjects to employees of State Government agencies; determines the necessity for the use of training providers from outside State Government, and obtains these services as required; administers awards programs for State agencies, including programs covering longevity, professional achievement, exceptional service, heroism, community service, and suggestions; operates an Employee Advisory Service that provides access to counseling, rehabilitative and community services for State employees with performance problems; designs and implements employee interchange and internship programs.

EVALUATION DATA

	Actual FY 1991	Actual FY 1992	Revised FY 1993	Budget Estimate FY 1994
PROGRAM DATA				
Recruitment and Selection				
Open competitive examinations announced	4,479	2,838	2,500	2,500
Applications received	140,165	145,463	175,000	150,000
Candidates scheduled	102,659	107,840	125,000	135,000
Eligibles produced	62,863	58,733	85,000	95,000
Appointments from certifications				
State	1,413	1,701	1,800	2,300
Local	4,661	4,385	5,000	4,700
State Service provisional appointees pending open competitive examination	1,048	644	600	550
Promotional examinations announced				
Applications received	4,334	3,298	3,000	3,500
Candidates scheduled	28,428	20,507	25,000	27,500
Candidates scheduled	23,832	17,161	22,500	25,000
Eligibles produced	16,675	14,976	18,500	22,500
Promotions made (State)	4,988	858	500	750
Separate tests produced	984	900	800	700
Personnel Management Systems				
New title requests processed (State Service)	10	100	150	150
Titles surveyed	2,277	—	500 ^(a)	2,300 ^(a)
Reevaluations (State Service)				
Requested	5	40	40	50
Studied	5	40	40	50
Reclassification studies (State Service)	600	720	500	1,000 ^(a)
PMIS Transactions	160,277	163,399	150,000	150,000
Merit Services				
Written record appeals				
Examination challenges	290	256	600	700
Sick Leave Injury	225	231	250	275
Layoff title rights	13	68	100	150
All Other	444	402	650	550
Total received	972	957	1,600	1,675
Total disposed	995	1,033	715	1,668
Backlog	476	400	1,285	1,292
Hearings and major disciplinary matters	1,348	1,168	1,692	1,750

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	Actual FY 1991	Actual FY 1992	Revised FY 1993	Budget Estimate FY 1994
EEO/AA appeals				
On hand July 1	—	122	127	154
Received	—	104	132	125
Processed	—	99	105	175
Backlog	—	127	154	104
Local Government Classification and Placement				
Referrals received	219	483	252	350
Referrals completed	220	344	244	250
Personnel actions approved	53,947	46,756	55,870	53,000
Job classification audits	792	400	388	500
Individual layoff determinations	2,197	1,261	1,864	2,000
Human Resource Development Institute				
Employee Advisory Service				
Number of clients	1,575	1,789	2,400	2,500
Number of counseling sessions	4,115	4,094	5,000	5,200
Suggestions				
Received	460	376	400	450
Approved	56	47	75	50
Savings/cost avoidance	\$1,322,695	\$1,280,133	\$1,000,000	\$1,500,000
Training				
Trainees	16,392	82,052	80,000	85,000
Contact Hours	111,212	562,178	800,000	850,000
PERSONNEL DATA				
Affirmative Action Data				
Male Minority	30	41	41	41
Male Minority %	5.8	6.5	6.5	6.5
Female Minority	149	163	165	165
Female Minority %	28.7	25.8	26.0	26.0
Total Minority	179	204	206	206
Total Minority %	34.4	32.3	33.0	33.0
Position Data				
Budgeted Positions	483	575	751 ^(b)	751 ^(b)
Personnel Policy Development and General				
Administration	72	72	64	65
Recruitment and Selection	180	172	167	166
Personnel Management Systems	63	63	122 ^(b)	122 ^(b)
Merit Services	35	35	47	47
Equal Employment Opportunity and Affirmative				
Action	23	23	32	32
Local Government Classification and Placement	90	74	70	70
Human Resource Development Institute	20	136	249	249
Positions Budgeted in Lump Sum Appropriation	33	45	22	20
Positions Supported by Appropriated Receipts	32	117	6	5
Total Positions	548	737	779	776

Notes: (a) Evaluation Data reflects the Statewide consolidation of Personnel Management functions within the Department of Personnel.

(b) Includes fifty (50) positions for the consolidation of Personnel Management functions to be identified and transferred from Departments at a future date.

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APPROPRIATIONS DATA
(thousands of dollars)

Year Ending June 30, 1992					Year Ending June 30, 1994				
Orig. & (S) Supplemental	Reapp. & (R) Recpts.	Transfers & (E) Emergencies	Total Available	Expended	Prog. Class.	1993 Adjusted Approp.	Requested	Recommended	
Distribution by Program									
2,836	—	-15	2,821	2,814					
8,246	—	-439	7,807	7,799	01	2,265	2,531	2,265	
3,569	—	-84	3,485	3,481	02	6,955	8,463	6,965	
1,057	—	174	1,231	1,231	03	6,202 ^(a)	6,413	6,202	
791	—	-13	778	773	04	1,326	1,825	1,476	
2,657	—	-99	2,558	2,558	05	1,021	1,498	1,171	
6,590	3,898	-639	9,849	9,818	06	2,505	2,484	2,445	
					07	10,577	10,969	10,627	
25,746	3,898	-1,115	28,529	28,474		30,851^(b)	34,183	31,151	
Distribution by Object									
Personal Services:									
52	—	—	52	52		52	52	52	
19,595	—	3,074	22,669	22,669		24,234	25,913	24,598	
19,647	—	3,074	22,721	22,721		24,286	25,965	24,650	
979	—	-423	556	556		971	916	842	
3,526	—	228	3,754	3,741		3,909	4,283	3,679	
245	—	-38	207	207		286	294	279	
Special Purpose:									
80	—	—	80	80	01	82	82	82	
29	—	—	29	29	02	29	50	29	
464	—	-30	434	434	02	434	1,201	434	
—	—	—	—	—	05	—	212	100	
—	—	—	—	—	07	100	100	100	
—	3,888 ^R	-3,888	—	—	07	—	—	—	
573	3,888	-3,918	543	543		645	1,645	745	
776	10	-38	748	706		754	1,080	956	

Notes: (a) Appropriation data reflects Statewide consolidation of Personnel Management functions within the Department of Personnel.

(b) The fiscal year 1993 appropriation has been adjusted for the allocation of salary program and has been reduced to reflect the transfer of funds to the Employee Benefits accounts.

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LANGUAGE PROVISIONS

It is recommended that receipts derived from fees charged to applicants for open competitive or promotional examinations be appropriated.

It is further recommended that receipts derived from training services be appropriated.

It is further recommended that receipts derived from Employee Advisory services be appropriated.

25,746	3,898	-1,115	28,529	28,474	Total Appropriation, Department of Personnel	30,851	34,183	31,151
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