



68. DEPARTMENT OF PERSONNEL  
70. GOVERNMENT DIRECTION, MANAGEMENT AND CONTROL  
74. GENERAL GOVERNMENT SERVICES

OBJECTIVES

1. To carry out the detailed implementation of the Civil Service Reform Act, following the organizational and procedural guidelines set forth in Fiscal Year 1987 during general implementation.
2. To establish an organizational element at the highest level to administer the Senior Executive Service.
3. To establish a customer service organization which will manage the relationship between the Department and its client agencies, and which will dispatch mobile training teams to deliver presentations on the provisions of Title 11A.
4. To reduce the number of State Service provisional appointees pending open competitive examination from 4,000 to 3,500, and insure that no provisional appointment exceeds the statutory limit of twelve months.
5. To increase the number of separate tests produced from 1,700 to 2,000 and increase the number of separate tests meeting the Department's Advanced Technical Standards from 170 to 200.
6. To provide for the continuous operation, maintenance and modification of the Department's court-mandated Fire Fighter promotional examination program.
7. 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.
8. To provide for the continuous operation, maintenance, and modification of the State Service Personnel Management Information System (PMIS).
9. To provide for the continuous operation, maintenance and modification of the Automated Placement System and the expanded Local Government Automated Records System.
10. To increase 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) from 23 to 24.
11. To deliver at least 300,000 contact hours of training to eligible employees.
12. To prevent the average processing time for major State Service classification actions from rising above seven months.
13. To conduct at least 1,300 individual classification audits of Local Government Service positions.
14. To prevent the average processing time for non-disciplinary appeals from rising above a year.
15. To save State agencies \$4 million through the operation of incentive and recognition programs and personnel services.

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 Civil Service statutes; considers non-disciplinary appeals, reviews hearings and renders decisions; 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; and manages the State Service and Local Government promotional systems.
03. State Service Classification and Compensation--Conducts organizational and classification studies, job evaluation and compensation research for the State Service; 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 Civil Service law and Department rules; and certifies the names of eligibles to State Service appointing authorities.
04. Employee Development and Personnel Services--Presents formal training courses for orienting new employees, increasing job skills and developing supervisory capabilities; provides technical assistance to employee training programs instituted by State and local government agencies; prescribes performance appraisal systems; operates an Employee Advisory Service for State employees; implements suggestion and other award programs for State agencies; develops and delivers the Certified Public Manager and Support Specialist training and certification programs.
05. Equal Employment Opportunity and Affirmative Action--Monitors affirmative action programs in State agencies for compliance with Executive Order No. 61 and PL1981, c.124 (N.J.S.A.11A:7); 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.
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 Civil Service law and Department rules.

68. DEPARTMENT OF PERSONNEL--Continued  
 70. GOVERNMENT DIRECTION, MANAGEMENT AND CONTROL  
 74. GENERAL GOVERNMENT SERVICES

	Actual FY 1985	Actual FY 1986	Budgeted FY 1987	Budget Estimate FY 1988
<b>EVALUATION DATA</b>				
Open competitive examinations announced.....	4,943	4,566	5,000	6,000
Applications received.....	210,811	171,345	200,000	240,000
Candidates scheduled.....	134,738	134,215	150,000	180,000
Eligibles produced.....	48,517	51,170	60,000	75,000
Appointments from certifications.....	10,097	9,658	11,000	15,000
Promotional examinations announced.....	4,701	5,157	6,000	6,000
Applications received.....	27,879	28,096	30,000	30,000
Candidates scheduled.....	18,032	21,598	25,000	25,000
Eligibles produced.....	10,538	12,608	15,000	15,000
Promotions made.....	7,208	6,990	9,000	9,000
Separate Tests Produced.....	1,482	1,568	1,700	2,000
New Title Requests (State Service).....	354	271	270	270
Processed.....	264	387	310	250
Variant Title Requests (State Service).....	136	136	140	140
Processed.....	134	141	120	140
Re-evaluations (State Service)				
Requested.....	134	130	130	130
Studied.....	127	129	150	130
Reclassification Studies (State Service)				
Pending, July 1.....	101	47	27	67
Generated.....	333	484	560	600
Completed, June 30.....	387	504	520	580
Pending, June 30.....	47	27	67	87
Suggestions				
Received.....	358	368	370	370
Approved.....	59	57	60	60
Savings.....	\$1,325,324	\$1,463,108	\$1,500,000	\$1,500,000
Training				
Trainees.....	6,028	6,152	6,000	6,000
Contact Hours.....	238,511	292,603	300,000	300,000
Individual Classification Audits (Local Government Service).....	1,255	1,393	1,400	1,400

**AFFIRMATIVE ACTION DATA**

Male Minority .....	32	33	36	40
Male Minority %.....	6.6	6.7	6.9	7.3
Female Minority .....	129	137	144	154
Female Minority %.....	26.6	27.8	27.8	27.8
Total Minority .....	161	170	180	194
Total Minority %.....	33.2	34.6	34.7	35.1

**POSITION DATA**

Budgeted Positions.....	493	493	488	479
Personnel Policy Development and General Administration.....	115	115	114	102
Recruitment and Selection.....	156	156	154	167
State Service Classification and Compensation.....	76	75	78	74
Employee Development and Personnel Services.....	18	19	18	20
Equal Employment Opportunity and Affirmative Action.....	27	27	25	24
Local Government Classification and Placement.....	101	101	99	92
Positions Budgeted In Lump Sum Appropriations.....	5	5	31	62
Positions Supported by Appropriated Receipts.....	34	32	32	32
Total Positions.....	532	530	551	573

**APPROPRIATION DATA (amounts expressed in thousands)**

-----Year Ending June 30, 1986-----					-----Year Ending June 30, 1988-----				
Orig. & (S) Supplemental	Reapp. & (R) Rec	Transfers (E) Emergencies	Total Available	Expended	PROGRAM CLASSIFICATIONS	Ref Key	1987 Adjusted Approp	Requested	Recommended
4,731	420	541	5,692	5,600	Personnel Policy Development and General Administration	01	6,010	7,178	7,178
4,691	40	171	4,902	4,713	Recruitment and Selection	02	5,692	5,847	5,647
1,828	409	131	2,368	2,219	State Service Classification and Compensation	03	2,377	2,366	2,366
680	342	132	1,154	1,119	Employee Development and Personnel Services	04	799	849	849

68. DEPARTMENT OF PERSONNEL--Continued  
 70. GOVERNMENT DIRECTION, MANAGEMENT AND CONTROL  
 74. GENERAL GOVERNMENT SERVICES

Orig. & (S) Supplemental	Year Ending June 30, 1986				Ref Key	1987 Adjusted Approp	Year Ending June 30, 1988	
	Reapp. & (R) Rec	Transfers (E) Emergencies	Total Available	Expended			Requested	Recommended
649	47	40	736	727				
2,294	10	119	2,423	2,400	05	733	805	805
					06	2,505	2,540	2,540
14,873	1,268	1,134	17,275	16,778		18,116	19,585	19,385
<b>Distribution by Object</b>								
<b>Personal Services--</b>								
58	---	---	58	58		58	58	58
11,046	---	1,219	12,265	12,254		13,117	13,142	12,992
						82	96	96
11,104	---	1,219	12,323	12,312		13,257(a)	13,296	13,146
521	---	46	567	566		567	575	565
1,909	---	-57	1,852	1,852		2,217	3,212	3,177
249	---	-25	224	224		268	242	242
<b>Special Purpose--</b>								
52	---	---	52	52				
600	322	198	1,120	1,034	01	53	60	60
					01	---	---	---
					01	365	---	---
					01	400	---	---
					01	250 S	1,700	1,700
27	---	---	27	27	02	27	27	27
225 S	---	---	225	120	02	---	---	---
					02	---	---	---
	401	---	401	265		---	---	---
					03	100	50	50
					03	200	200	200
30	---	---	30	30	04	---	---	---
	342 R	-342			04	---	---	---
	44	---	44	44		---	---	---
27	---	---	27	27	05	---	---	---
						29	27	27
961	1,109	-144	1,926	1,599		1,424	2,064	2,064
129	159	95	383	225		383	196	191
<b>OTHER RELATED APPROPRIATIONS</b>								
<b>Federal Funds</b>								
	23	---	23	23	01	---	---	---
	4	---	4	4	02	---	---	---
	3	---	3	3	03	---	---	---
	33	---	33	33	04	---	---	---
	63	---	63	63		---	---	---
14,873	1,331	1,134	17,338	16,841		18,116	19,585	19,385

It is recommended that the unexpended balances as of June 30, 1987 in this account be appropriated.

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

(a) The 1987 appropriation has been adjusted for the allocation of the salary program.

(b) Appropriation of \$500,000 distributed to applicable operating accounts.