

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

OBJECTIVES

1. To review, evaluate and adjust the detailed implementation of the Civil Service Reform Act carried out during Fiscal Years 1988 and 1989.
2. 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.
3. 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.
4. To prevent the number of class titles from exceeding 5,000, and develop the capacity to sustain this service level for the following five years.
5. To reduce the number of State Service provisional appointees pending open competitive examination from 3,200 to 3,000 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.
6. To increase the number of separate tests produced from 2,300 to 2,600, and to increase the number of separate tests meeting Department technical standards from 200 to 230. To plan the capacity to sustain this service level indefinitely.
7. To improve the Department's capabilities for strategic and long-range planning.
8. To implement improved Police Officer and Police Sergeant examinations which are acceptable to the Federal Justice Department.
9. To increase the caseload of the Employee Advisory Service from 5,000 to approximately 7,000, and the annual cost avoidance generated by EAS from approximately \$4 million to approximately \$5 million.
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 24 to 25.
11. To deliver at least 301,000 contact hours of training to eligible trainees.
12. To improve the Department's classification and compensation services to State agencies beyond the Fiscal Year 1989 level.
13. To improve the quality, variety and relevance of services provided to Title 11A local jurisdictions beyond the Fiscal Year 1989 level.
14. To reduce the average processing time for written appeals to the Merit System Board from thirteen weeks to nine weeks.
15. To save State agencies \$1.75 million through the operation of incentive and recognition programs.

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; considers non-disciplinary appeals, reviews hearings and renders decisions; evaluates and adjusts personnel programs; administers the Senior Executive Service 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; 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. 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 Merit System law and Department rules.

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	Actual FY 1987	Actual FY 1988	Revised FY 1989	Budget Estimate FY 1990
EVALUATION DATA				
Open competitive examinations announced.....	4,740	4,602	5,000	5,000
Applications received.....	138,176	127,233	140,000	140,000
Candidates scheduled.....	100,432	93,809	120,000	120,000
Eligibles produced.....	41,591	45,380	50,000	50,000
Appointments from certifications.....	8,757	10,152	10,000	10,000
Promotional examinations announced.....	5,278	5,686	7,000	7,000
Applications received.....	28,494	26,803	35,000	35,000
Candidates scheduled.....	21,342	24,341	28,000	28,000
Eligibles produced.....	14,397	16,284	17,000	17,000
Promotions made.....	8,172	6,383	10,000	10,000
Separate Tests Produced.....	1,287	1,407	2,300	2,300
New Title Requests (State Service) (a).....	162	128	15	15
Processed (a).....	212	165	15	15
Variant Title Requests (State Service) (a).....	35	5	5	5
Processed (a).....	32	5	5	5
Reevaluations (State Service)				
Requested (a).....	44	14	11	11
Studied (a).....	50	38	11	11
Reclassification Studies (State Service)				
Pending, July 1.....	27	10	13	10
Generated.....	642	642	270	270
Completed, June 30.....	659	639	273	270
Pending, June 30.....	10	13	10	10
Suggestions				
Received.....	628	398	500	590
Approved.....	43	57	50	58
Savings.....	\$1,660,415	\$1,925,021	\$1,500,000	\$1,750,000
Training				
Trainees.....	7,160	8,000	8,500	9,100
Contact Hours.....	295,474	229,000	275,000	301,000
Individual Classification Audits (Local Government Service).....	1,243	1,051	1,200	1,200

(a) Evaluation data reflects moratorium from November, 1986 and continues indefinitely.

AFFIRMATIVE ACTION DATA

Male Minority	32	30	41	42
Male Minority %.....	6.4	5.6	7.3	7.1
Female Minority	140	153	159	177
Female Minority %.....	28.1	28.7	28.4	30.0
Total Minority	172	183	200	219
Total Minority %.....	34.5	34.3	35.7	37.1

POSITION DATA

Budgeted Positions.....	488	479	483	488
Personnel Policy Development and General Administration.....	111	100	98	103
Recruitment and Selection.....	168	181	181	180
Personnel Management Systems.....	66	60	66	65
Employee Development and Personnel Services.....	18	20	21	26
Equal Employment Opportunity and Affirmative Action.....	26	26	25	24
Local Government Classification and Placement.....	99	92	92	90
Positions Budgeted in Lump Sum Appropriations.....	31	66	63	63
Positions Supported by Appropriated Receipts.....	32	32	32	32
Total Positions.....	551	577	578	583

APPROPRIATION DATA (amounts expressed in thousands)

-----Year Ending June 30, 1988-----					-----Year Ending June 30, 1990-----				
Orig. & (S)Supple- mental	Reapp. & (R)Rec	Transfers (E) Emer- gencies	Total Available	Expended	PROGRAM CLASSIFICATIONS	Ref Key	1989 Adjusted Approp	Requested	Recom- mended
5,296	538	-111	5,723	5,659	Personnel Policy Development and General Administration	01	4,198	5,413	4,910
5,647	331	233	6,211	5,962	Recruitment and Selection	02	7,803	8,368	7,762
4,188	235	993	5,416	4,884	Personnel Management Systems	03	8,618	6,399	5,320
849	561	84	1,494	1,403	Employee Development and Personnel Services	04	1,130	1,261	1,214

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-----Year Ending June 30, 1988-----					-----Year Ending June 30, 1990-----			
Orig. & (S)Supplemental	Reapp. & (R)Rec	Transfers (E) Emergencies	Total Available	Expended	Ref Key	1989 Adjusted Approp	Requested	Recommended
865	7	-47	825	812				
2,540	36	20	2,596	2,588	05	888	899	810
					06	3,005	2,930	2,891
19,385	1,708	1,172	22,265	21,308		25,642	25,270	22,907
<u>Distribution by Object</u>								
<u>Personal Services--</u>								
58			58	58		58	58	58
13,088	144	1,015	14,247	14,160		16,590	17,037	16,492
						120		
							166	166
							106	
13,146	144	1,015	14,305	14,218		16,768(a)	17,367	16,716
565	36	54	655	651		597	629	619
3,177	57	515	3,749	3,662		3,233	3,867	3,798
242	25	-1	266	263		258	270	270
<u>Special Purpose--</u>								
300		-300			01			
	3		3	3				
	339	-339			01			
	66		66	45	01			
1,400	95	250	1,745	1,738	01			
27	2		29	29	01			
	41		41	41	02	27	29	29
					02			
					02	575	564	564
					02		200	
					02		200	
	236		236		02			
					02			
					03	1,000		
					03	2,200		
					03	500		
					03		125	
50	136	-120	66	66	03			
					03			
200	58	120	378	243	03		315	
		339	339		03	212	212	212
					03			
60			60	60	03		500	
27	5	41	73	73	05	65	69	69
	{ 19 } { 398 R }	-417			04			
2,064	1,398	-426	3,036	2,298		4,579	2,214	874
191	48	15	254	216		207	923	630

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It is recommended that the unexpended balance as of June 30, 1989 in the Personnel Management Information System II account be appropriated for the same purpose.

It is further recommended that the unexpended balance as of June 30, 1989 in the Classification support system account be appropriated for the same purpose.

It is further recommended that the unexpended balance as of June 30, 1989 in the Revised automated placement system account be appropriated for the same purpose.

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

(a) The 1989 appropriation has been adjusted for the allocation of the salary program.

NOTES