

PERSONNEL

DEPARTMENT OF PERSONNEL
 Summary of Appropriations by Program
 (thousands of dollars)

Year Ending June 30, 1990					Year Ending June 30, 1992			
Orig. & (S) Supplemental	Reapp. & (R) Recpts.	Transfers & (E) Emergencies	Total Available	Expended		1991 Adjusted Approp.	Requested	Recommended
4,780	43	60	4,883	4,808	General Government Services			
					Personnel Policy Development and			
					General Administration	4,117	3,540	3,539
7,632	19	-14	7,637	7,261	Recruitment and Selection	7,913	7,551	7,551
5,020	15	1	5,036	4,959	Personnel Management Systems	5,094	4,793	4,793
803	6	152	961	932	Employee Development and Personnel Services	832	879	878
810	2	13	825	821	Equal Employment Opportunity and Affirmative Action	890	852	850
2,891	7	—	2,898	2,884	Local Government Classification and Placement	3,104	2,586	2,586
1,000	964	—	1,964	972	Human Resource Development Institute	7,954	5,699	5,699
22,936	1,056	212	24,204	22,637	Total Appropriation	29,904	25,900	25,896

PERSONNEL

70. GOVERNMENT DIRECTION, MANAGEMENT AND CONTROL

74. GENERAL GOVERNMENT SERVICES

OBJECTIVES

1. 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.
2. 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.
3. 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.
4. To maintain the number of State Service provisional appointees pending open competitive examination at 1,900 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.
5. 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.
6. To improve the Department's capabilities for strategic and long-range planning.
7. To implement improved Police Officer and Police Sergeant examinations which are acceptable to the Federal Justice Department.
8. To maintain the caseload of the Employee Advisory Service at 3,000 and the annual cost avoidance generated by EAS at approximately \$2.5 million.
9. 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.
10. To implement Executive Order No. 12, centralizing statewide training operations.
11. To improve the Department's classification and compensation services to State agencies beyond the Fiscal Year 1991 level.
12. To improve the quality, variety and relevance of services provided to Title 11A local jurisdictions beyond the Fiscal Year 1991 level.
13. To maintain the average processing time for written appeals to the Merit System Board at fifteen (15) weeks.
14. To save State agencies \$1 million through the operation of incentive and recognition programs.
15. 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;

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.** Develops, maintains, and administers performance appraisal systems for State employees. 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.
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.
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

70. GOVERNMENT DIRECTION, MANAGEMENT AND CONTROL

74. GENERAL GOVERNMENT SERVICES

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.

EVALUATION DATA

	Actual FY 1989	Actual FY 1990	Revised FY 1991	Budget Estimate FY 1992
PROGRAM DATA				
Open competitive examinations announced	5,451	5,182	4,000	3,500
Applications received	149,131	154,421	160,000	180,000
Candidates scheduled	80,225	113,854	60,000	50,000
Eligibles produced	44,275	58,852	35,000	30,000
Appointments from certifications	7,511	3,671	5,000	4,000
State Service provisional appointees pending open competitive examination	2,477	1,746	1,900	2,200
Promotional examinations announced	6,366	3,080	5,000	4,000
Applications received	31,228	27,669	27,000	25,000
Candidates scheduled	26,847	23,267	20,000	17,000
Eligibles produced	18,407	16,330	10,000	10,000
Promotions made	7,795	3,839	4,000	4,000
Separate tests produced	1,430	2,546	1,200	900
New title requests processed (State Service)	130	32	150	150
Titles surveyed	2,673	4,664	350	300
Reevaluations (State Service)				
Requested	25	27	50	50
Studied	20	35	45	40
Reclassification studies (State Service)	650	774	600	550
PMIS Transactions	143,420	111,513	200,000	200,000
Employee Advisory Service				
Number of clients	4,500	2,640	4,500	3,000
Number of counseling sessions	9,514	7,025	9,500	6,000
Suggestions				
Received	392	444	400	400
Approved	67	71	70	70
Savings	\$425,169	\$868,900	\$1,000,000	\$1,000,000
Training				
Trainees	6,694	5,400	67,000 ^(a)	250,000 ^(a)
Contact Hours	227,822	182,469	525,000 ^(a)	1,500,000 ^(a)
Individual classification audits (Local Government Service)	1,100	1,149	1,100	900
PERSONNEL DATA				
Affirmative Action Data				
Male Minority	32	29	36	31
Male Minority %	5.9	5.8	6.9	6.9
Female Minority	158	148	162	137
Female Minority %	28.9	29.8	30.9	30.9
Total Minority	190	177	198	168
Total Minority %	34.8	35.6	37.7	37.7
Position Data				
Budgeted Positions	479	483	483	459
Personnel Policy Development and General Administration	100	104	107	107
Recruitment and Selection	181	180	180	172
Personnel Management Systems	60	64	63	63
Employee Development and Personnel Services	20	21	20	20
Equal Employment Opportunity and Affirmative Action	26	24	23	23

PERSONNEL

70. GOVERNMENT DIRECTION, MANAGEMENT AND CONTROL 74. GENERAL GOVERNMENT SERVICES

	Actual FY 1989	Actual FY 1990	Revised FY 1991	Budget Estimate FY 1992
Local Government Classification and Placement	92	90	90	74
Human Resource Development Institute	—	—	—	— ^(b)
Positions Budgeted in Lump Sum Appropriation	66	59	33	34
Positions Supported by Appropriated Receipts	32	32	32	29
Total Positions	577	574	548	522

Notes: (a) Evaluation Data reflects implementation of Executive Order No.12, the consolidation of employee training operations.
(b) Positions to be identified and transferred from Departments at a future date.

APPROPRIATIONS DATA (thousands of dollars)

Year Ending June 30, 1990					Year Ending June 30, 1992			
Orig. & (S)Supple- mental	Reapp. & (R)Recpts.	Transfers & (E)Emer- gencies	Total Available	Expended	Prog. Class.	1991 Adjusted Approp.	Requested	Recom- mended
4,780	43	60	4,883	4,808	Distribution by Program			
7,632	19	-14	7,637	7,261	01	4,117	3,540	3,539
5,020	15	1	5,036	4,959	02	7,913	7,551	7,551
803	6	152	961	932	03	5,094	4,793	4,793
810	2	13	825	821	04	832	879	878
2,891	7	—	2,898	2,884	05	890	852	850
1,000	964	—	1,964	972	06	3,104	2,586	2,586
					07	7,954 ^(a)	5,699	5,699
22,936	1,056	212	24,204	22,637		29,904	25,900	25,896
					Distribution by Object			
58	—	-6	52	52	Personal Services:			
16,037	—	547	16,584	16,569		52	52	52
16,095	—	541	16,636	16,621		22,282	19,595	19,595
						22,334^(b)	19,647	19,647
619	—	—	619	619		1,165	989	989
3,648	2	13	3,663	3,500		4,039	3,581	3,577
270	—	—	270	270		285	245	245
					Special Purpose:			
29	—	—	29	18	02	29	29	29
564	1	-42	523	303	02	464	464	464
112	—	—	112	112	03	—	—	—
69	—	—	69	69	05	74	80	80

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74. GENERAL GOVERNMENT SERVICES

Year Ending June 30, 1990						Year Ending June 30, 1992		
Orig. & (S) Supplemental	Reapp. & (R) Recpts.	Transfers & (E) Emergencies	Total Available	Expended	Prog. Class.	1991 Adjusted Approp.	Requested	Recommended
1,000	664	—	1,664	687	Minority Opportunity Skills Training Program	07	500	—
—	300 ^R	-300	—	—	Control-Human Resource Development Institute	07	—	—
1,774	965	-342	2,397	1,189	<i>Total Special Purpose</i>		1,067	573
530	89	—	619	438	Additions, Improvements and Equipment		1,014	865
								865

Notes: (a) Funds transferred from State agencies to the Department of Personnel to implement Executive Order No.12, the consolidation of employee training operations. The FY1992 appropriation will be supplemented by Federal and other non-state funds at a cost which is \$2.2 million lower than currently expended. This will yield a total savings of \$5 million.

(b) The 1991 appropriation has been adjusted for the allocation of the salary program.

LANGUAGE PROVISIONS

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

It is further recommended that funds sufficient to recruit and train a class in the Minority Opportunity Skills Training Program (MOST) shall be transferred from the Office of Telecommunications and Information Systems (OTIS) subject to the approval of the Director of the Division of Budget and Accounting.

22,936	1,056	212	24,204	22,637	Total Appropriation, Department of Personnel	29,904	25,900	25,896
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