

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 fosters the objectives of government, insures equitable treatment of employees and serves the best interest of the public. The recommended budget provides funding of \$24.7 million for the Department's core business areas, which is a reduction of \$4.4 million from the fiscal year 1996 adjusted appropriation. The single largest reduction, \$2.1 million, will be achieved by discontinuing low-priority training services provided by the Human Resource Development Institute.

The Department's State and Local Government Operations unit will continue its reengineering efforts aimed at improving the way it conducts its business affairs. A state-wide local government pilot program, featuring less cumbersome civil service rules, will be made available to interested local jurisdictions. Alternatives to speed testing processes through use of new testing methods and instruments are under development. New methods of communicating job announcements to the public are also being researched, including an effort to achieve improved efficiency and effectiveness via INTERNET access. Further progress is planned toward the goal of replacing the existing job classification and compensation systems with an appropriate model, which will be less complex and less costly to administer, substantially reduce the number of job classifications and which will maintain internal equity between jobs while relating compensation to the marketplace.

Continued 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 can result in additional high costs to the State. The Department is actively exploring ways to streamline and expedite the appeals process.

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, 1995					Year Ending June 30, 1997		
Orig. & (S)Supplemental	Reapp. & (R)Recpts.	Transfers & (E)Emergencies	Total Available	Expended	1996 Adjusted Approp.	Requested	Recommended
2,252	---	479	2,731	2,727			
14,817	595	1,029	16,441	16,420			
1,909	---	114	2,023	2,022			
1,130	---	-138	992	991			
8,613	472	737	9,822	9,818			
28,721	1,067	2,221	32,009	31,978			
					General Government Services		
					Personnel Policy Development and General Administration		
					2,456	2,199	2,199
					State and Local Government Operations		
					15,346	13,860	13,860
					Merit Services		
					2,146	2,107	2,107
					Equal Employment Opportunity and Affirmative Action		
					1,088	858	858
					Human Resource Development Institute		
					8,026	5,675	5,675
					29,062	24,699	24,699
					<i>Total Appropriation</i>		

PERSONNEL

70. GOVERNMENT DIRECTION, MANAGEMENT AND CONTROL

74. GENERAL GOVERNMENT SERVICES

OBJECTIVES

1. To continue providing 200,000 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 provide training programs 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 more rapid, 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 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 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).
13. To improve the quality, variety and relevance of services provided to Title 11A local jurisdictions.
14. To restore the average processing time for written appeals to the Merit System Board to fifteen (15) weeks.
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; develops, evaluates and adjusts personnel programs; and provides general administrative support.
02. **State and Local Government Operations.** Provides government agencies with guidance and support in organizational design, classification of job titles, and equitable compensation of staff. Responsible for recruitment of applicants; the planning, scheduling and conduct of examinations; and the preparation of lists of eligible candidates for State and Local government positions. The program administers all reductions in force in State and Local Government as well as the Senior Executive Service and performance appraisal systems. Responsible for monitoring and processing all new hires and promotions to ensure compliance with Merit System rules. Develops and publishes job specifications for all classified titles in all levels of government while maintaining employment records and monitoring all personnel transactions to ensure compliance with Merit System law and Department rules. Provides information processing support to the Department and its 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, P.L. 1981, 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.
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.

EVALUATION DATA

	Actual FY 1994	Actual FY 1995	Revised FY 1996	Budget Estimate FY 1997
PROGRAM DATA				
State and Local Government Operations				
Open competitive examinations announced	2,067	2,377	2,700	2,450
Applications received	95,561	128,487	130,000	135,000
Candidates scheduled	74,508	96,664	100,000	100,000
Eligibles produced	46,010	66,296	70,000	72,000
Appointments from certifications				
State	1,529	1,600	1,600	1,600
Local	6,672	7,000	7,000	7,000
State Service provisional appointees pending open competitive examination	479	1,220	1,000	1,000
Promotional examinations announced	3,817	3,402	3,600	3,300
Applications received	23,323	23,103	25,000	26,000
Candidates scheduled	14,829	19,199	20,800	21,600
Eligibles produced	10,703	14,400	15,600	16,200
Promotions made (State)	5,476	6,000	6,200	6,400
Separate tests produced - State and local	431	405	280	180
Titles Abolished	448	180	124	396
Organizational Studies	---	4	10	25
Merit Services				
Written record appeals				
Total received	5,763	5,404	4,526	5,000
Total disposed	5,296	4,455	4,508	4,880
Backlog	2,585	3,534	3,552	3,666
Hearings and major disciplinary matters	1,546	1,048	1,672	1,675
EEO/AA appeals				
On hand July 1	22 ^(a)	24	20	15
Received	18 ^(a)	22	25	25
Processed	16 ^(a)	26	30	25
Backlog	24 ^(a)	20	15	15
Human Resource Development Institute				
Training				
Trainees	106,000	75,800	64,800	40,900
Contact Hours	590,520	416,900	356,400	225,000
PERSONNEL DATA				
Affirmative Action Data				
Male Minority	41	41	43	36
Male Minority %	6.6	7.0	7.7	7.9
Female Minority	165	167	148	123
Female Minority %	26.6	28.4	26.5	27.0
Total Minority	206	208	191	159
Total Minority %	33.2	35.4	34.2	34.9
Position Data				
Filled Positions by Funding Source				
State Supported	620	588	558	456
Total Positions	620	588	558	456
Filled Positions by Program Class				
Personnel Policy Development and General Administration	46	48	46	37
State and Local Government Operations	307	291	281	261
Merit Services	40	40	43	42
Equal Employment Opportunity and Affirmative Action	15	15	13	12
Human Resource Development Institute	212	194	175	104
Total Positions	620	588	558	456

Notes: Actual fiscal years 1994 and 1995 and Revised fiscal year 1996 position data reflect actual payroll counts. The Budget Estimate for fiscal year 1997 reflects the number of positions funded.

(a) Data changed to reflect revised basis of reporting.

PERSONNEL

APPROPRIATIONS DATA (thousands of dollars)

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1,130	---	-138	992	991					
<u>8,613</u>	<u>472</u>	<u>737</u>	<u>9,822</u>	<u>9,818</u>					
28,721	1,067	2,221	32,009	31,978					
Distribution by Program									
					01	2,456	2,199	2,199	
					02	15,346	13,860	13,860	
					04	2,146	2,107	2,107	
					05	1,088	858	858	
					07	<u>8,026</u>	<u>5,675</u>	<u>5,675</u>	
						29,062 ^(a)	24,699	24,699	
Distribution by Object									
Personal Services:									
						52	52	52	
<u>22,383</u>	<u>1,057^R</u>	<u>2,415</u>	<u>25,855</u>	<u>25,855</u>		<u>22,838</u>	<u>19,075</u>	<u>19,075</u>	
22,383	1,057	2,415	25,855	25,855		22,890	19,127	19,127	
753	---	-416	337	335		753	753	753	
3,862	---	181	4,043	4,035		3,862	3,362	3,362	
279	---	-10	269	266		279	279	279	
Special Purpose:									
84	---	---	84	84	01	93	93	93	
29	---	---	29	29	02	29	29	29	
434	---	---	434	434	02	434	434	434	
60	---	---	60	60	05	60	60	60	
<u>100</u>	<u>---</u>	<u>---</u>	<u>100</u>	<u>100</u>	07	<u>100</u>	<u>---</u>	<u>---</u>	
707	---	---	707	707		716	616	616	
737	10	51	798	780		562	562	562	

OTHER RELATED APPROPRIATIONS

Federal Funds									
---	---	850	850	814					
---	---	850	850	814					
28,721	1,067	3,071	32,859	32,792		29,062	24,699	24,699	

Notes: (a) The fiscal year 1996 appropriation has been adjusted for the allocation of salary program and has been reduced to reflect the transfer of funds to the Employee Benefits and Salary and Other Benefits accounts.

LANGUAGE RECOMMENDATIONS

Receipts derived from fees charged to applicants for open competitive or promotional examinations are appropriated.

Receipts derived from training services are appropriated.

Receipts derived from Employee Advisory Services are appropriated.

28,721	1,067	2,221	32,009	31,978	Total Appropriation, Department of Personnel	29,062	24,699	24,699
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