



State of New Jersey • Department of the Treasury

DIVISION OF PENSIONS & BENEFITS — ENROLLMENT SECTION

P.O. Box 295, Trenton, NJ 08625-0295

**REQUIREMENTS FOR REVIEW OF A TITLE
FOR PARTICIPATION IN THE PFRS**

REQUIREMENTS FOR REVIEW OF A TITLE FOR PARTICIPATION IN THE PFRS

The following categories outline the required documentation to be presented with a written request. The employer should read through each category to determine which one is applicable to the specific title. To assist in the review process, the items identified in each category should be submitted in the order listed (or include information and the reason why the documentation is not available).

Employers should complete and return the appropriate documentation and checklist. If the required information is not included, the request will be returned to the employer for resubmission with the missing information.

ADDITIONAL REQUIREMENTS FOR ADMINISTRATIVE AND SUPERVISORY EMPLOYEES

While most PFRS eligible titles include duties exclusively within the definitions of a “police officer” or “firefighter,” under certain circumstances, a PFRS-eligible employee may also be employed in an administrative or supervisory title which may be considered an eligible PFRS title pursuant to N.J.S.A. 43:16A-1.

Additional Questions for Administrative Employees

1. Whether and to what extent the employee is responsible for preparing or recommending budgets, contracting for goods or services, processing employment actions, managing information systems, and the provision of administrative support;
2. Whether the administrative tasks performed by the employee are central to, rather than incidental to, the primary responsibilities of the employee; and
3. Whether the career path to become an administrative employee begins with or includes positions as non-administrative police officers or firefighters.

Additional Questions for Supervisory Employees

1. Whether and to what extent the employee is responsible for conducting performance evaluations, disciplining, adjusting the grievances, rewarding, and assigning and directing the work of non-supervisory police officers or firefighters or effectively recommending such actions;
2. Whether the individual police officers or firefighters subject to some supervision by this employee have a primary supervisor other than this employee;
3. Whether the supervision performed by this employee is central to, rather than incidental to, the primary responsibilities of this employee; and
4. Whether the career path to become a supervisor begins with or includes positions as non-supervisory police officers or firefighters.

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*(continued)***CATEGORY A****Fire Positions with a Municipal Fire District**

This category is applicable to Civil Service and Non-Civil Service firefighting districts established by PFRS employers. Employers of Civil Service jurisdictions may not require all of the following documents; however, the Civil Service employer should address each question and indicate if the item is not applicable to that location.

Employer _____				
Fire Title for Review _____				
Contact Name _____				
Email Address _____ Phone Number _____				
	CATEGORY A – CHECKLIST Fire Positions with a Municipal Fire District	YES	NO	COMMENTS
1.	A copy of the ordinance established by the governing body which provides the fire district with the powers, duties, and functions within said district to the same extent as in the case of municipalities relating to the prevention and extinguishment of fires and the regulation of fire hazards under the provisions of <u>N.J.S.A. 40A:14-70</u> and <u>N.J.S.A. 40A:14-81</u> et seq.			
2.	A copy of the resolution which establishes the position and sets forth the compensation and the duties associated with such position in compliance with <u>N.J.S.A. 40A:14-81.1</u> .			
3.	Verification that the resolution was published in the newspapers in accordance with <u>N.J.S.A. 40A:14-81.1</u> .			
4.	The preamble to the contract including the specific articles of the executed contract and salary scale negotiated between the individual or collective bargaining group for the requested position.			
5.	Identify the type of position (entry level, promotional, administrative/supervisory position over firefighters) and include all job titles within the fire district. If the title is administrative or supervisory, in addition to all items requested in this category, please refer to the section under "Administrative and Supervisory Employees" for additional information required.			
6.	A description of the selection/promotional process for the candidate to this position.			
7.	An official job description for the position. Note: If the physical and mental requirements of the position are not listed in the job description, then you must provide a separate list.			
8.	A copy of an organizational chart for the fire district which identifies the positions and reporting relationships of the staff within the district. The chart must include names and pension member numbers.			
9.	A description of the training requirements including but not limited to the Fire Fighter I Certification issued by the Division of Fire Safety, Department of Community Affairs. Note: Provide the legal authority for the training.			
10.	Does the fire district require the candidate to pass a separate agility test (physical test) other than the requirements provided for the successful completion of the Fire Fighter I Certification? If yes, provide details.			

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CATEGORY B

**Fire Positions with a State, County, Regional Services,
or Municipal Firefighting Department or Unit**

This category is applicable to Civil Service and Non-Civil Service State, County, Regional Services, or Municipal Firefighting Departments or Units. Employers of Civil Service jurisdictions may not require all of the following documents; however, the Civil Service employer should address each question and indicate if the item is not applicable to that location.

Employer _____

Fire Title for Review _____

Contact Name _____

Email Address _____ Phone Number _____

	CATEGORY B – CHECKLIST Fire Positions with a State, County, Regional Services, or Municipal Firefighting Department or Unit	YES	NO	COMMENTS
1.	A copy of the ordinance or the legal authority which provides the governing body of the state, county, regional services entity, or municipality to create and establish a paid or part-paid fire department and also provides the state, county, regional services entity or municipality with the powers, duties and functions relating to the prevention and extinguishment of fires and the regulation of fire hazards under the provisions of N.J.S.A. 43:16A-62, N.J.S.A. 40A:14.1 et seq, <u>N.J.S.A.</u> , 40A:14-7.			
2.	A copy of the ordinance or resolution which establishes the position and sets forth the compensation and the duties associated with such position.			
3.	The preamble to the contract including the specific articles of the executed contract and salary scale negotiated between the individual or collective bargaining group for the requested position.			
4.	Identify the type of position (entry level, promotional, administrative/supervisory position over firefighters). Also include all job titles within the fire department. If the title is administrative or supervisory, in addition to all items requested in this category, please refer to this section under “Administrative and Supervisory Employees” for additional information required.			
5.	A description of the selection/promotional process for the candidate to this position.			
6.	An official job description for the position. Note: If the physical and mental requirements of the position are not listed in the job description, then you must provide a separate list.			
7.	A copy of an organizational chart for the fire department which identifies the positions and reporting relationships of the staff within the fire department. The chart must include names and pension member numbers.			
8.	A description of the training requirements including but not limited to the Fire Fighter I Certification issued by the Division of Fire Safety, Department of Community Affairs. Note: Provide the legal authority for the training.			
9.	Does the fire department require the candidate to pass a separate agility test (physical test) other than the requirements provided for the successful completion of the Fire Fighter I Certification? If yes, provide details			
10.	Municipal fire departments must provide proof of compliance of <u>N.J.S.A.</u> 40A:14-41 and the appointment of volunteer firefighters was made in accordance with <u>N.J.S.A.</u> 40A:14-42, 43, 44.			

*(continued)***CATEGORY C****Police Positions with a State, County, or
Municipal Police Department or Unit**

This category is applicable to Civil Service and Non-Civil Service State, County, or Municipal Police Departments or Units. Employers of Civil Service jurisdictions may not require all of the following documents; however, the Civil Service employer should address each question and indicate if the item is not applicable to that location.

Employer _____				
Fire Title for Review _____				
Contact Name _____				
Email Address _____ Phone Number _____				
	CATEGORY C – CHECKLIST Fire Positions with a State, County, Regional Services, or Municipal Firefighting Department or Unit	YES	NO	COMMENTS
1.	A copy of the ordinance, resolution or legal authority of the governing body of the state, county or municipality to create and establish a state, county or municipal police department as required under the provisions of <u>N.J.S.A. 43:16A-62</u> , <u>N.J.S.A. 40A:14-106</u> , and <u>N.J.S.A. 40A:14-118 et seq.</u>			
2.	Statutory reference which provides the law enforcement unit with the authority of detecting crime and enforcing the general criminal laws of the state.			
3.	Statutory reference authorizing carrying a firearm in the performance of duty			
4.	Statutory reference that identifies the police powers of the position.			
5.	Statutory reference to the police training requirement of the Police Training Commission (PTC) or other comparable training.			
6.	Identify the type of position (entry level, promotional, administrative/supervisory position over police officers). Also include all job titles within the police department. If the title is administrative or supervisory, in addition to all items requested in this category, please refer to the section under “Administrative and Supervisory Employees” for additional information required.			
7.	A description of the selection/promotional process for the candidate to this position.			
8.	An official job description for the position. Note: If the physical and mental requirements of the position are not listed in the job description, then you must provide a separate list.			
9.	A copy of the ordinance or resolution which establishes the position and sets forth the compensation and the duties associated with such position.			
10.	The preamble to the contract including the specific articles of the executed contract and salary scale negotiated between the individual or collective bargaining group for the requested position.			
11.	A copy of an organizational chart for the police department which identifies the positions and reporting relationships of the staff within the police department. The chart must include names and pension member numbers.			