

B-84

MEMORANDUM

TO: Civil Service Commission

FROM: Kenneth Connolly, Director
Division of Agency Services *Kenneth Connolly*

DATE: February 27, 2015

RE: Reallocation of Position #008062 to the Senior Executive Service

CIVIL SERVICE COMMISSION
AT ITS MEETING OF MAR - 4 2015
 APPROVED **RECORDED**

CIVIL SERVICE COMMISSION

Ann McClaskey, appointing authority for the Civil Service Commission (CSC), seeks reallocation of the subject position from the Career to the Senior Executive Service (SES) pursuant to *N.J.A.C. 4A:3-2.2*. The subject position, currently classified as a Personnel and Labor Analyst 4 (63344-Y29), is assigned exclusively for use within the CSC. The position is located in CSC's Division of Appeals and Regulatory Affairs ("DARA or Division"). The incumbent, Christopher Myers, is also the CSC's nominee to fill the position should it be approved for reallocation to the SES.

The position will function as an Assistant Director and will report to the Division Director (SES); the Division Director reports to the Chief of Staff. Organizationally, the subject position is at the 4th highest level in the agency. It is noted that there is an encumbered existing SES position, in the functional designation of Assistant Director, which reports directly to the Division Director. The proposed SES position will assume the same functional designation of Assistant Director. Oversight of the Division under the Director will be split between the two Assistant Directors.

Responsibilities will include, but are not limited to the following: evaluating the Division's progress against performance goals and objectives to determine if modifications are necessary; working collaboratively with other SES in DARA to explore methods for increasing production of written record appeals and meeting any other goals of the Division; directing the activities of subordinate staff in furtherance of agency goals; assisting in oversight of the regulatory function of the agency to improve the clarity and effectiveness of the regulatory framework; ensuring rulemaking is implemented consistent with the goals of the agency through the Office of the Chair; and identifying practices and/or policies to better serve the agency's customers, consistent with the agency's mission and goals.

Having carefully reviewed the information provided, the Division of Agency Services finds that this request meets the standards established for inclusion in the SES and supports the requested reallocation.

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It is noted that out of the 251 existing SES positions statewide, 215 are filled by incumbents with underlying permanent status. Approval of an additional SES position would not disturb the 85 to 15 percent ratio established by statute, as Mr. Myers has underlying permanent status.

Reallocation of Service

Effective: March 7, 2015

FROM:

Personnel and Labor Analyst 4

Y29-63344 C F NL Position #008062

TO:

Senior Executive Service (SES)

M98 - 90752

KC/b
attachment