



Philip D. Murphy
Governor

Tahesha L. Way
Lt. Governor

STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION
OFFICE OF THE CHAIR/CHIEF EXECUTIVE OFFICER
P.O. Box 317
Trenton, New Jersey 08625-0317

Allison Chris Myers
Chair/Chief Executive Officer

For More Information:

CSCCommunications@csc.nj.gov

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New Jersey State Clerical Apprenticeship Program for Excellence (CAPE) 2024 Graduation Ceremony Tuesday, March 26, 2024

TRENTON, NJ - The New Jersey State Clerical Apprenticeship Program for Excellence (CAPE) 2024 Graduation ceremony was held yesterday at the Civil Service Commission (CSC). Allison Chris Myers, CSC's Chair/Chief Executive Officer; Joseph Greer, CSC's Chief of Staff; LaVida Stalsworth, Director of CSC's Center for Learning and Improving Performance (CLIP); and Denise Salvatore, Supervisor of the CLIP Content Development Team, presided over the graduation ceremony.

"It was a privilege to officiate yesterday's commencement," said Allison Chris Myers, Chair & Chief Executive Officer of CSC. "How wonderful it was to see the enthusiasm of the participants as they received their much-deserved certifications. I trust their efforts will not only benefit themselves in their current and future civil service roles but will also boost their organizations' productivity as well."

CAPE was designed by CLIP to support entry-level clerical professionals in civil service state departments, and county and local jurisdictions by enhancing technical skills needed to thrive in the profession. Clerical employees are skilled, multi-faceted individuals who play an invaluable role in an organization's success. CAPE is a 15-week program that utilizes hybrid learning, with in-person and online courses. The program encompasses reflective writing assignments and assessments and is a rigorous curriculum designed to reinforce specific clerical job-related functions. Participants develop professional and technical skills necessary to successfully perform in their current role.

The CSC plays a major role in the recruitment, testing, selection, and retention of civil service employees. There are numerous civil service employees in approximately 400 Civil Service clerical and administrative job titles, including State, Local, and common titles. CLIP has access to and knowledge of the CSC classification process, skills, and demographics which strengthen CAPE's ability to develop a relevant curriculum and competencies that address gaps in skills and knowledge. Jobs in the clerical occupational group typically consist of various office and administrative duties that range from day-to-day tasks to more complex and specialized functions.

Upon completion of the CAPE program, participants will be poised to pursue higher-level technical and paraprofessional work. The program focuses on three critical components: Communication and

Organizational Skills; Office Technology and Computations; and Professional and Interpersonal Management. Upon completion of CAPE, participants receive a CLIP certificate of completion and can earn up to six lower-division associate/baccalaureate-level credits from Thomas Edison State University.

The CAPE 2024 Cohort had 13 participants in the program. Their hard work and dedication throughout the program (October 3, 2023 - February 6, 2024) culminated in a 100% completion rate, and 11 graduates are eligible to pursue college credit through Thomas Edison State University.

The cohort consisted of the following: Department of Children and Families (1 graduate); Department of Health (1 graduate); Department of Labor (2 graduates); Department of the Treasury (6 graduates); Mercer County Personnel (1 graduate); Motor Vehicle Commission (1 graduate); and State Commission of Investigation (1 graduate).

LaVida Stalsworth, Director of CLIP, said, "It was an honor to be a part of the CAPE graduation ceremony. It was overwhelming to see the CAPE program with the college credits come to fruition. The CLIP team worked hard to develop this rigorous program and the graduates were amazing! They persevered through all the challenges and stood proudly today to embrace the fruits of their labor. Hats off to the 2024 CAPE graduates! You did it!"