

DEPARTMENT OF CIVIL SERVICE

SUMMARY BY PROGRAM
(amounts expressed in thousands)

| -----Year Ending June 30, 1985----- | | | | | Year Ending -----June 30, 1987----- | | | |
|-------------------------------------|--------------------|-----------------------------------|--------------------|----------|--|----------------------------|-----------|------------------|
| Orig. & (S)Supple- mental | Reapp. & (R)Rec | Transfers (E) Emer- gencies | Total Available | Expended | | 1986 Adjusted Approp | Requested | Recom- mended |
| 3,676 | 996 | 1,594 | 6,266 | 5,856 | General Government Services | | | |
| 4,545 | 98 | -209 | 4,434 | 4,393 | Personnel Policy Development and General Administration | 5,019 | 5,473 | 5,473 |
| 1,924 | 3 | 372 | 2,299 | 1,923 | Recruitment and Selection | 4,906 | 4,688 | 4,688 |
| 548 | 355 | 163 | 1,066 | 1,050 | State Service Classification and Compensation | 1,953 | 2,102 | 2,102 |
| 1,112 | 1 | 3 | 1,116 | 1,067 | Employee Development and Personnel Services | 797 | 754 | 754 |
| 2,216 | 2 | 88 | 2,306 | 2,298 | Equal Employment Opportunity and Affirmative Action | 705 | 728 | 728 |
| | | | | | Local Government Classification and Placement | 2,473 | 2,480 | 2,480 |
| 14,021 | 1,455 | 2,011 | 17,487 | 16,587 | Total Appropriation, Department of Civil Service | 15,853 | 16,225 | 16,225 |

18. DEPARTMENT OF CIVIL SERVICE
70. GOVERNMENT DIRECTION, MANAGEMENT AND CONTROL
74. GENERAL GOVERNMENT SERVICES

OBJECTIVES

1. To modernize and improve personnel management services to State and local government agencies by proposing legislation and refining Civil Service Rules and Regulations.
2. To provide for the continuous operation, maintenance, and modification of the State Service Personnel Management Information System (PMIS).
3. To develop and install an automated placement system.
4. To complete the automation of Local Government Service personnel records.
5. 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 22 to 23.
6. To increase the number of separate tests produced from 1,600 to 1,700.
7. To introduce a certification program, similar to the Certified Public Manager program, for State Service and Local Government Service secretarial assistants.
8. To maintain the volume of training delivered to State and local agencies at the FY 1986 level.
9. To prevent the average processing time for major State Service classification actions from rising above seven months.
10. To conduct at least 1,300 individual classification audits of Local Government Service positions.
11. To prevent the average processing time for non-disciplinary appeals from rising above a year.
12. To save State agencies \$2.5 million through the operation of incentive and recognition programs and personnel services.

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 Civil Service statutes; considers non-disciplinary appeals, reviews hearings and renders decisions; evaluates and adjusts personnel programs; 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; and manages the State Service and Local Government promotional systems.
03. State Service Classification and Compensation--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 Civil Service law and rules; and certifies the names of eligibles to State Service appointing authorities.
04. Employee Development and Personnel Services--Presents formal training courses for orienting new employees, increasing job skills and developing supervisory capabilities; provides technical assistance to employee training programs instituted by State and local government agencies; prescribes performance appraisal systems; operates an Employee Advisory Service for State employees; implements suggestion and other award programs for State agencies; develops and delivers the Certified Public Manager training and certification program.
05. Equal Employment Opportunity and Affirmative Action--Monitors affirmative action programs in State agencies for compliance with Executive Order No. 61 and N.J.S.A.11:20; 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 Civil Service 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 Civil Service law and rules.

| | Actual FY 1984 | Actual FY 1985 | Budgeted FY 1986 | Budget Estimate FY 1987 |
|--|-------------------|-------------------|---------------------|-------------------------------|
| EVALUATION DATA | | | | |
| Open competitive examinations announced..... | 4,100 | 4,943 | 5,400 | 5,700 |
| Applications received..... | 136,342 | 210,811 | 255,000 | 283,000 |
| Candidates scheduled..... | 139,495 | 134,738 | 163,000 | 181,000 |
| Eligibles produced..... | 50,789 | 48,517 | 59,000 | 65,000 |
| Appointments from certifications..... | 9,936 | 9,300 | 11,000 | 12,000 |
| Promotional examinations announced..... | 3,590 | 4,701 | 5,000 | 5,300 |
| Applications received..... | 19,911 | 27,879 | 31,000 | 33,000 |
| Candidates scheduled..... | 17,104 | 18,032 | 20,000 | 21,000 |
| Eligibles produced..... | 9,122 | 10,538 | 12,000 | 12,000 |
| Promotions made..... | 5,814 | 6,200 | 6,900 | 7,300 |

18. DEPARTMENT OF CIVIL SERVICE--Continued
 70. GOVERNMENT DIRECTION, MANAGEMENT AND CONTROL
 74. GENERAL GOVERNMENT SERVICES

| | Actual FY 1984 | Actual FY 1985 | Budgeted FY 1986 | Budget Estimate FY 1987 |
|---|-------------------|-------------------|---------------------|-------------------------------|
| Separate Tests Produced..... | 1,520 | 1,482 | 1,600 | 1,700 |
| New Title Requests (State Service)..... | 338 | 354 | 360 | 370 |
| Processed..... | 328 | 254 | 390 | 350 |
| Variant Title Requests (State Service)..... | 80 | 136 | 160 | 180 |
| Processed..... | 95 | 134 | 120 | 140 |
| Re-evaluations (State Service) | | | | |
| Requested..... | 74 | 134 | 160 | 180 |
| Studied..... | 94 | 127 | 140 | 150 |
| Reclassification Studies (State Service) | | | | |
| Pending, July 1..... | 64 | 101 | 47 | 117 |
| Generated..... | 305 | 333 | 350 | 350 |
| Completed, June 30..... | 268 | 387 | 280 | 300 |
| Pending, June 30..... | 101 | 47 | 117 | 167 |
| Suggestions | | | | |
| Received..... | 353 | 358 | 350 | 350 |
| Approved..... | 74 | 59 | 60 | 60 |
| Savings..... | \$1,291,346 | \$1,145,445 | \$1,100,000 | \$1,100,000 |
| Training | | | | |
| Trainees..... | 11,000 | 6,028 | 5,900 | 5,900 |
| Contact Hours..... | 272,022 | 238,511 | 230,000 | 230,000 |
| Individual Classification Audits (Local Government Service)..... | 2,370 | 1,255 | 1,300 | 1,300 |

AFFIRMATIVE ACTION DATA

| | | | | |
|------------------------|------|------|------|------|
| Male Minority..... | 33 | 32 | 35 | 38 |
| Male Minority %..... | 6.7 | 6.6 | 7.2 | 7.8 |
| Female Minority..... | 126 | 129 | 129 | 129 |
| Female Minority %..... | 25.5 | 26.6 | 26.6 | 26.6 |
| Total Minority..... | 159 | 161 | 164 | 167 |
| Total Minority %..... | 32.1 | 33.2 | 33.8 | 34.4 |

POSITION DATA

| | | | | |
|---|-----|-----|-----|-----|
| Budgeted Positions..... | 510 | 493 | 493 | 488 |
| Personnel Policy Development and General Administration..... | 115 | 115 | 112 | 114 |
| Recruitment and Selection..... | 182 | 156 | 157 | 154 |
| State Service Classification and Compensation..... | 63 | 76 | 76 | 78 |
| Employee Development and Personnel Services..... | 16 | 18 | 18 | 18 |
| Equal Employment Opportunity and Affirmative Action.. | 29 | 27 | 29 | 25 |
| Local Government Classification and Placement..... | 105 | 101 | 101 | 99 |
| Positions Budgeted in Lump Sum Appropriations..... | --- | 5 | 5 | 5 |
| Total Positions..... | 510 | 498 | 498 | 493 |

APPROPRIATION DATA (amounts expressed in thousands)

| Orig. & (S)Supple- mental | Year Ending June 30, 1985 | | | PROGRAM CLASSIFICATIONS | | Ref Key | 1986 Adjusted Approp | Year Ending June 30, 1987 | |
|---------------------------------|---------------------------|-----------------------------------|--------------------|-------------------------|--|------------|----------------------------|------------------------------|--------|
| | Reapp. & (R)Rec | Transfers (E) Emer- gencies | Total Available | Expended | Requested | | | Recom- mended | |
| 3,676 | 996 | 1,594 | 6,266 | 5,856 | Personnel Policy Development and General Administration | 01 | 5,019 | 5,473 | 5,473 |
| 4,545 | 98 | -209 | 4,434 | 4,393 | Recruitment and Selection | 02 | 4,906 | 4,688 | 4,688 |
| 1,924 | 3 | 372 | 2,299 | 1,923 | State Service Classification and Compensation | 03 | 1,953 | 2,102 | 2,102 |
| 548 | 355 | 163 | 1,066 | 1,050 | Employee Development and Personnel Services | 04 | 797 | 754 | 754 |
| 1,112 | 1 | 3 | 1,116 | 1,067 | Equal Employment Opportunity and Affirmative Action | 05 | 705 | 728 | 728 |
| 2,216 | 2 | 88 | 2,306 | 2,298 | Local Government Classification and Placement | 06 | 2,473 | 2,480 | 2,480 |
| 14,021 | 1,455 | 2,011 | 17,487 | 16,587 | Total Appropriation | | 15,853 | 16,225 | 16,225 |

18. DEPARTMENT OF CIVIL SERVICE--Continued
 70. GOVERNMENT DIRECTION, MANAGEMENT AND CONTROL
 74. GENERAL GOVERNMENT SERVICES

| -----Year Ending June 30, 1985----- | | | | | Year Ending -----June 30, 1987----- | | | |
|--|--------------------|-----------------------------------|--------------------|----------|--|----------------------------|-----------|------------------|
| Orig. & (S)Supple- mental | Reapp. & (R)Rec | Transfers (E) Emer- gencies | Total Available | Expended | Ref Key | 1986 Adjusted Approp | Requested | Recom- mended |
| Distribution by Object | | | | | | | | |
| Personal Services-- | | | | | | | | |
| 58 | --- | --- | 58 | 58 | | 58 | 58 | 58 |
| 10,402 | --- | 1,139 | 11,541 | 11,523 | | 12,026 | 12,076 | 12,076 |
| 10,460 | --- | 1,139 | 11,599 | 11,581 | | | | |
| 467 | --- | 58 | 525 | 523 | | | | |
| 1,506 | --- | -30 | 1,476 | 1,471 | | | | |
| 224 | --- | -3 | 221 | 220 | | | | |
| 48 | --- | --- | 48 | 48 | | | | |
| --- | 973 | 1,070 | 2,043 | 1,728 | | | | |
| --- | --- | --- | --- | --- | | | | |
| --- | --- | --- | --- | --- | | | | |
| 27 | --- | --- | 27 | 22 | | | | |
| 150 300 S } | --- | --- | 450 | 81 | | | | |
| --- | 355 R | -355 | --- | --- | | | | |
| 450 S | --- | 20 | 470 | 430 | | | | |
| 18 | --- | 8 | 26 | 26 | | | | |
| 993 | 1,328 | 743 | 3,064 | 2,335 | | | | |
| 371 | 127 | 104 | 602 | 457 | | | | |
| Special Purpose-- | | | | | | | | |
| Affirmative action and equal employment opportunity program | | | | | 01 | 52 | 53 | 53 |
| Design and implementation - Personnel management system | | | | | 01 | 600 | --- | --- |
| Automated placement system | | | | | 01 | --- | 365 | 365 |
| Local government service automation improvement | | | | | 01 | --- | 400 | 400 |
| Microfilm service charges | | | | | 02 | 27 | 27 | 27 |
| Priority recruitment, selection and placement | | | | | 02 | 225 S | --- | --- |
| Task Force on Equitable Compensation | | | | | 03 | --- | 100 | 100 |
| Computer literacy training | | | | | 04 | 30 | --- | --- |
| Control | | | | | 04 | --- | --- | --- |
| Equal employment opportunity/affirmative action sensitivity training | | | | | 05 | --- | --- | --- |
| Compensation awards | | | | | | 27 | 29 | 29 |
| Total Special Purpose | | | | | | 961 | 974 | 974 |
| Additions, Improvements and Equipment | | | | | | 399 | 383 | 383 |
| OTHER RELATED APPROPRIATIONS | | | | | | | | |
| Federal Funds | | | | | | | | |
| --- | 23 | --- | 23 | --- | | --- | --- | --- |
| --- | 4 | --- | 4 | --- | | --- | --- | --- |
| --- | 3 | --- | 3 | --- | | --- | --- | --- |
| --- | 35 | --- | 35 | --- | | --- | --- | --- |
| --- | 65 | --- | 65 | --- | | --- | --- | --- |
| 14,021 | 1,520 | 2,011 | 17,552 | 16,587 | | 15,853 | 16,225 | 16,225 |

It is recommended that the unexpended balance as of June 30, 1986 in the Special Purpose account, Design and implementation - Personnel management system be appropriated.

It is further recommended that the unexpended balance as of June 30, 1986 in the Special Purpose account, Priority recruitment, selection and placement be appropriated.

It is further recommended that the unexpended balance as of June 30, 1986 in the Special Purpose account, Task Force on Equitable Compensation be appropriated.

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

(a) The 1986 appropriation has been adjusted for the allocation of the salary program.