

DEPARTMENT OF PERSONNEL
 Summary of Appropriations by Program
 (thousands of dollars)

Year Ending June 30, 1989					Year Ending June 30, 1991		
Orig. & Supplemental	Reapp. & Recpts.	Transfers & Emergencies	Total Available	Expended	1990 Adjusted Approp.	Kean Admin. Request	Recommended
3,991	61	235	4,287	4,282	General Government Services		
7,458	250	91	7,799	7,787	Personnel Policy Development and General Administration		
8,473	493	90	9,056	9,050	4,966	5,234	4,762
1,074	354	30	1,458	1,446	7,931	7,841	7,291
846	1	—	847	845	5,138	5,579	4,777
2,844	4	13	2,861	2,852	Personnel Management Systems		
					Employee Development and Personnel Services		
					834	1,231	787
					Equal Employment Opportunity and Affirmative Action		
					843	798	742
					Local Government Classification and Placement		
					3,026	2,963	2,823
24,686	1,163	459	26,308	26,262	22,738	23,646	21,182
					Total Appropriation		

PERSONNEL

70. GOVERNMENT DIRECTION, MANAGEMENT AND CONTROL

74. GENERAL GOVERNMENT SERVICES

OBJECTIVES

1. To review, evaluate and adjust the detailed implementation of the Civil Service Reform Act carried out to date.
2. 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.
3. 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.
4. To prevent the number of class titles from exceeding 5,000, and develop the capacity to sustain this service level for the following five years.
5. To reduce the number of State Service provisional appointees pending open competitive examination from 3,000 to 1,800 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.
6. To increase the number of separate tests meeting Department technical standards from 200 to 230. To plan the capacity to sustain this service level indefinitely.
7. To improve the Department's capabilities for strategic and long-range planning.
8. To implement improved Police Officer and Police Sergeant examinations which are acceptable to the Federal Justice Department.
9. To increase the caseload of the Employee Advisory Service from 5,000 to approximately 7,000, and the annual cost avoidance generated by EAS from approximately \$4 million to approximately \$5 million.
10. 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 24 to 25.
11. To deliver at least 196,000 contact hours of training to eligible trainees.
12. To improve the Department's classification and compensation services to State agencies beyond the Fiscal Year 1990 level.
13. To improve the quality, variety and relevance of services provided to Title 11A local jurisdictions beyond the Fiscal Year 1990 level.
14. To reduce the average processing time for written appeals to the Merit System Board from thirteen weeks to eleven weeks.
15. To save State agencies \$1 million through the operation of incentive and recognition programs.
16. 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; considers non-disciplinary appeals, reviews hearings and renders decisions; evaluates and adjusts personnel programs; administers the Senior Executive Service 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; certifies the names of eligibles to State Service appointing authorities; and manages the State Service and Local Government promotional systems.
03. **Personnel Management Systems.** 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 Merit System law and Department rules; and provides information processing support to the Department and 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 and Support Specialist training and certification programs.
05. **Equal Employment Opportunity and Affirmative Action.** Monitors affirmative action programs in State agencies for compliance with Executive Order No. 61 and PL1981, c.124 (N.J.S.A.11A:7); 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.
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 Merit System law and Department rules.

70. GOVERNMENT DIRECTION, MANAGEMENT AND CONTROL
74. GENERAL GOVERNMENT SERVICES

EVALUATION DATA

	Actual FY 1988	Actual FY 1989	Revised FY 1990	Budget Estimate FY 1991
PROGRAM DATA				
Open competitive examinations announced	4,602	5,451	4,800	4,600
Applications received	127,233	149,131	134,000	130,000
Candidates scheduled	93,809	80,225	75,000	68,000
Eligibles produced	45,380	44,275	43,000	40,000
Appointments from certifications	10,152	7,511	8,700	7,200
State Service provisional appointees pending				
open competitive examination	3,010	2,477	2,000	2,000
Promotional examinations announced	5,686	6,366	6,200	6,200
Applications received	26,803	31,228	27,000	27,000
Candidates scheduled	24,341	26,847	24,000	24,000
Eligibles produced	16,284	18,407	17,000	17,000
Promotions made	6,383	7,795	8,600	8,600
Separate tests produced	1,407	1,430	1,350	1,300
New title requests processed (State Service)	128	130	150	150
Titles surveyed	375	2,673	5,000	400
Reevaluations (State Service)				
Requested	14	25	25	50
Studied	38	20	30	50
Reclassification studies (State Service)	639	650	650	650
PMIS Transactions	— (a)	143,420	218,300	220,000
Employee Advisory Service				
Number of clients	— (a)	4,500	5,000	4,500
Number of counseling sessions	— (a)	9,514	10,000	9,500
Suggestions				
Received	398	392	375	356
Approved	57	67	30	30
Savings	\$1,925,021	\$425,169	\$1,000,000	\$1,000,000
Training				
Trainees	8,000	6,694	6,500	6,100
Contact Hours	229,000	227,822	213,000	196,000
Individual classification audits (Local Government Service)	1,051	1,100	1,200	1,100
PERSONNEL DATA				
Affirmative Action Data				
Male Minority	30	32	34	36
Male Minority %	5.6	5.9	6.4	6.9
Female Minority	153	158	160	162
Female Minority %	28.7	28.9	30.5	30.9
Total Minority	183	190	194	198
Total Minority %	34.3	34.8	36.9	37.7
Position Data				
Budgeted Positions	488	479	483	483
Personnel Policy Development and General Administration	111	100	104	107
Recruitment and Selection	168	181	180	180
Personnel Management Systems	66	60	64	63
Employee Development and Personnel Services	18	20	21	20
Equal Employment Opportunity and Affirmative Action	26	26	24	23
Local Government Classification and Placement	99	92	90	90

PERSONNEL

70. GOVERNMENT DIRECTION, MANAGEMENT AND CONTROL 74. GENERAL GOVERNMENT SERVICES

	Actual FY 1988	Actual FY 1989	Revised FY 1990	Budget Estimate FY 1991
Positions Budgeted in Lump Sum Appropriation	31	66	59	33
Positions Supported by Appropriated Receipts	32	32	32	32
Total Positions	551	577	574	548

Notes: (a) New Evaluation Data.

APPROPRIATIONS DATA (thousands of dollars)

Year Ending June 30, 1989					Year Ending June 30, 1991				
Orig. & (S) Supple- mental	Reapp. & (R) Recpts.	Transfers & (E) Emer- gencies	Total Available	Expended	Prog. Class.	1990 Adjusted Approp.	Kean Admin. Request	Recom- mended	
Distribution by Program									
3,991	61	235	4,287	4,282	Personnel Policy Development and General Administration	01	4,966	5,234	4,762
7,458	250	91	7,799	7,787	Recruitment and Selection	02	7,931	7,841	7,291
8,473	493	90	9,056	9,050	Personnel Management Systems	03	5,138	5,579	4,777
1,074	354	30	1,458	1,446	Employee Development and Personnel Services	04	834	1,231	787
846	1	—	847	845	Equal Employment Opportunity and Affirmative Action	05	843	798	742
2,844	4	13	2,861	2,852	Local Government Classification and Placement	06	3,026	2,963	2,823
24,686	1,163	459	26,308	26,262	Total Appropriation		22,738	23,646	21,182
Distribution by Object									
Personal Services:									
58	—	—	58	58	Merit System Board		58	58	52
15,754	—	906	16,660	16,651	Salaries and Wages		16,839	16,818	15,285
—	—	—	—	—	New Positions		—	115	—
15,812	—	906	16,718	16,709	Total Personal Services		16,897^(a)	16,991	15,337
597	—	-4	593	592	Materials and Supplies		619	632	558
3,233	—	6	3,239	3,237	Services Other Than Personal		3,648	3,646	3,637
258	—	—	258	258	Maintenance and Fixed Charges		270	254	239
Special Purpose:									
27	—	-27	—	—	Microfilm Service Charges	02	29	29	29
575	—	1	576	574	Test Validation/Police Testing	02	564	564	464
—	236	—	236	236	Fire Fighter Promotional Testing	02	—	—	—
1,000	—	—	1,000	1,000	Personnel Management Information System II	03	—	—	—
2,200	—	—	2,200	2,200	Classification Support System	03	—	—	—
500	—	—	500	498	Revised Automated Placement System	03	—	—	—
212	153	—	365	365	Pay Equity Specification Study	03	112	112	—
—	—	—	—	—	Compensation Policy Development	03	—	500	—

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Orig. & (S) Supplemental	Reapp. & (R) Recpts.	Transfers & (E) Emergencies	Total Available	Expended	Prog. Class.	1990 Adjusted Approp.	Kean Admin. Request	Recommended
—	339	—	339	339	03	—	—	—
—	354 ^R	-354	—	—	04	—	—	—
65	—	-65	—	—	05	69	74	74
4,579	1,082	-445	5,216	5,212	<i>Total Special Purpose</i>			567
207	81	-4	284	254	Additions, Improvements and Equipment			844
						774	1,279	567
						530	844	844

Notes: (a) The 1990 appropriation has been adjusted for the allocation of the salary program.

LANGUAGE PROVISIONS

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

24,686	1,163	459	26,308	26,262	Total Appropriation, Department of Personnel	22,738	23,646	21,182
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