

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

Year Ending June 30, 1991					Year Ending June 30, 1993			
Orig. & (S) Supplemental	Reapp. & (R) Recpts.	Transfers & (E) Emergencies	Total Available	Expended		1992 Adjusted Approp.	Requested	Recommended
4,586	59	-17	4,628	4,478	<b>General Government Services</b>			
7,291	42	-16	7,317	7,132	Personnel Policy Development and General Administration	3,457	3,457	3,457
4,777	59	—	4,836	4,715	Recruitment and Selection	7,121	7,121	7,121
787	19	66	872	834	Personnel Management Systems	4,821	4,821	4,821
668	3	-1	670	659	Employee Development and Personnel Services	834	834	834
2,823	14	30	2,867	2,836	Equal Employment Opportunity and Affirmative Action	751	751	751
—	300	6	306	289	Local Government Classification and Placement	2,442	2,442	2,442
					Human Resource Development Institute	11,060	11,060	11,039
<b>20,932</b>	<b>496</b>	<b>68</b>	<b>21,496</b>	<b>20,943</b>	<b>Total Appropriation</b>	<b>30,486</b>	<b>30,486</b>	<b>30,465</b>

## 70. GOVERNMENT DIRECTION, MANAGEMENT AND CONTROL

### 74. GENERAL GOVERNMENT SERVICES

#### OBJECTIVES

1. 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.
2. 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.
3. 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.
4. To maintain the number of State Service provisional appointees pending open competitive examination at 600 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.
5. To maintain the number of separate tests meeting Department technical standards at 200. To plan the capacity to sustain this service level indefinitely.
6. To improve the Department's capabilities for strategic and long-range planning.
7. To maintain improved Police Officer and Police Sergeant examinations which are acceptable to the Federal Justice Department.
8. To maintain the caseload of the Employee Advisory Service at 3,500 and the annual cost avoidance generated by EAS at approximately \$2.8 million.
9. To maintain 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) at 25.
10. To implement Executive Order No. 12, centralizing statewide training operations.
11. To improve the Department's classification and compensation services to State agencies beyond the Fiscal Year 1991 level.
12. To improve the quality, variety and relevance of services provided to Title 11A local jurisdictions beyond the Fiscal Year 1991 level.
13. To maintain the average processing time for written appeals to the Merit System Board at fifteen (15) weeks.
14. To save State agencies \$1.5 million through the operation of incentive and recognition programs.
15. 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.** Develops, maintains, and administers performance appraisal systems for State employees. Administers awards programs for State agencies, including programs covering longevity, professional achievement, exceptional service, heroism, community service, and suggestions. Operates an Employee Advisory Service that provides access to counseling, rehabilitative and community services for State employees with performance problems. Designs and implements employee interchange and internship 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.
07. **Human Resource Development Institute.** Under the provisions of Executive Order No. 12, dated August 21, 1990, compiles information on the human resources development and training needs of the State Government and shares this information with key executives and planners. Advises the

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Governor on human resources development and training plans, policies, and programs. Works with State Government agencies to prepare human resources development and training plans and programs. Presents formal training

courses in both common tasks and agency-specific subjects to employees of State Government agencies. Determines the necessity for the use of training providers from outside State Government, and obtains these services as required.

EVALUATION DATA

	Actual FY 1990	Actual FY 1991	Revised FY 1992	Budget Estimate FY 1993
<b>PROGRAM DATA</b>				
<b>Recruitment and Selection</b>				
Open competitive examinations announced .....	5,182	4,479	2,800	2,600
Applications received .....	154,421	140,165	150,400	160,000
Candidates scheduled .....	113,854	102,659	106,400	115,000
Eligibles produced .....	58,852	62,863	64,100	69,000
Appointments from certifications .....	3,671	1,413	1,500	1,300
State Service provisional appointees pending open competitive examination .....	1,746	1,048	700	600
Promotional examinations announced .....	3,080	4,334	3,000	2,800
Applications received .....	27,669	28,428	31,000	33,600
Candidates scheduled .....	23,267	23,832	25,700	28,000
Eligibles produced .....	16,330	16,675	18,800	20,200
Promotions made .....	3,839	4,988	3,000	2,500
Separate tests produced .....	2,546	984	900	800
<b>Personnel Management Systems</b>				
New title requests processed (State Service) .....	32	10	6	10
Titles surveyed .....	4,664	2,277	1,550	2,500
Reevaluations (State Service)				
Requested .....	27	5	10	25
Studied .....	35	5	10	20
Reclassification studies (State Service) .....	774	600	300	300
PMIS Transactions .....	111,513	160,277	148,000	140,000
<b>Employee Development and Personnel Services</b>				
<b>Employee Advisory Service</b>				
Number of clients .....	2,640	1,575	2,500	3,500
Number of counseling sessions .....	7,025	4,115	5,000	7,500
<b>Suggestions</b>				
Received .....	444	460	500	550
Approved .....	71	56	60	65
Savings .....	\$868,900	\$1,322,695	\$1,534,831	\$1,500,000
<b>Local Government Classification and Placement</b>				
Individual classification audits .....	\$1,149	\$824	\$400	\$350
<b>Human Resource Development Institute</b>				
<b>Training</b>				
Trainees .....	5,400	16,392	250,000 <sup>(a)</sup>	250,000 <sup>(a)</sup>
Contact Hours .....	182,469	111,212	1,500,000 <sup>(a)</sup>	1,500,000 <sup>(a)</sup>
<b>PERSONNEL DATA</b>				
<b>Affirmative Action Data</b>				
Male Minority .....	29	30	30	30
Male Minority % .....	5.8	5.8	5.8	5.8
Female Minority .....	148	149	149	149
Female Minority % .....	29.8	28.7	28.7	28.7
Total Minority .....	177	179	179	179
Total Minority % .....	35.6	34.4	34.4	34.4

# PERSONNEL

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

	Actual FY 1990	Actual FY 1991	Revised FY 1992	Budget Estimate FY 1993
<b>Position Data</b>				
Budgeted Positions .....	483	483	575	701
Personnel Policy Development and General Administration .....	104	107	107	109
Recruitment and Selection .....	180	180	172	172
Personnel Management Systems .....	64	63	63	63
Employee Development and Personnel Services .....	21	20	20	21
Equal Employment Opportunity and Affirmative Action .....	24	23	23	21
Local Government Classification and Placement .....	90	90	74	74
Human Resource Development Institute .....	—	—	116 <sup>(a)</sup>	241 <sup>(a)</sup>
Positions Budgeted in Lump Sum Appropriation .....	59	33	45 <sup>(a)</sup>	22
Positions Supported by Appropriated Receipts .....	32	32	117 <sup>(a)</sup>	—
Total Positions .....	574	548	737	723

Notes: (a) Evaluation and Position Data reflect implementation of Executive Order No.12, the consolidation of employee training operations. In FY1992, positions for the Human Resource Development Institute are shown in the budgeted line for the Institute (116), in the Positions Supported by Appropriated Receipts (117) and in positions budgeted in Lump Sum Appropriations (8) for a total of 241, the same number as recommended in FY1993.

### APPROPRIATIONS DATA (thousands of dollars)

Year Ending June 30, 1991					Year Ending June 30, 1993				
Orig. & (S)Supple- mental	Reapp. & (R)Recpts.	Transfers & (E)Emer- gencies	Total Available	Expended	Prog. Class.	1992 Adjusted Approp.	Requested	Recom- mended	
4,586	59	-17	4,628	4,478	<b>Distribution by Program</b>				
7,291	42	-16	7,317	7,132	01	3,457	3,457	3,457	
4,777	59	—	4,836	4,715	02	7,121	7,121	7,121	
787	19	66	872	834	03	4,821	4,821	4,821	
668	3	-1	670	659	04	834	834	834	
2,823	14	30	2,867	2,836	05	751	751	751	
—	300	6	306	289	06	2,442	2,442	2,442	
—	—	—	—	—	07	11,060 <sup>(a)</sup>	11,060	11,039	
<b>20,932</b>	<b>496</b>	<b>68</b>	<b>21,496</b>	<b>20,943</b>		<b>30,486</b>	<b>30,486</b>	<b>30,465</b>	
					<b>Distribution by Object</b>				
52	—	-19	33	33	<b>Personal Services:</b>				
15,135	—	202	15,337	15,336		52	52	52	
—	—	—	—	—		18,787	18,787	18,787	
—	—	—	—	—		238	238	238	
—	—	—	—	—		4,528	4,528	4,528	
<b>15,187</b>	<b>—</b>	<b>183</b>	<b>15,370</b>	<b>15,369</b>		<b>23,605<sup>(b)</sup></b>	<b>23,605</b>	<b>23,605</b>	
533	—	-15	518	440		1,247	1,247	1,226	
3,587	—	223	3,810	3,694		4,049	4,049	4,049	
214	—	-21	193	186		286	286	286	

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Orig. & (S) Supplemental	Reapp. & (R) Recpts.	Transfers & (E) Emergencies	Total Available	Expended	Prog. Class.	1992 Adjusted Approp.	Requested	Recommended	
74	—	—	74	74					
					Special Purpose:				
29	—	—	29	29	01	82	82	82	
464	13	-2	475	445	02	29	29	29	
	300 <sup>R</sup>	-300	—	—	02	434	434	434	
					07	—	—	—	
567	313	-302	578	548		545	545	545	
844	183	—	1,027	706		754	754	754	

Notes: (a) The fiscal year 1992 appropriation has been adjusted to reflect funds reallocated from other State agencies to the Department of Personnel to implement Executive Order No.12, the consolidation of employee training operations.  
(b) The fiscal year 1992 appropriation has been adjusted for the allocation of the salary program and has been reduced to reflect the transfer of funds to the social security account.

LANGUAGE PROVISIONS

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

20,932	496	68	21,496	20,943	Total Appropriation, Department of Personnel	30,486	30,486	30,465
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