

CIVIL SERVICE INFORMATION SESSION

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What does Civil Service do?

- Civil Service exists because of Article 7 of the 1947 New Jersey State Constitution.
- Ensure compliance to NJ Statute Title 11A and NJ Administrative Code Title 4A.
- Maintain the title classification system.
- Provide consultation services for state departments and local municipalities.
- Provide Announcement, Selection and Testing Services.

There are two classes of service: Career Service and Unclassified Service

- **Unclassified Appointment**
 - Statute authorizes
 - Serve at the pleasure of the Appointing Authority (AA).

Examples: Monitor, Emergency Response Specialist, and Chaplain

Career Service

- Competitive appointments are typically appointments made from a list. (open or promotional) Ex. Coordinator Community Library Program, Librarian 2
- Noncompetitive appointments do not require a list. Ex. Library Assistant, Librarian 1, Clerk 1

Provisional and Regular Appointments

- "Provisional appointment" (PA) means employment pending examination procedures and in most cases involves an eligible list.
 - PA appointments can be made if there is no list or there is an incomplete list (less than 3 eligibles). (excluding special re-employment lists SRL) The AA certifies that the appointee meets the minimum qualifications for the title at the time of the appointment.
 - AAs should submit a Vacancy Announcement Request Form (VARF's) or request a promotional announcement when a position becomes available, so that we can prepare an announcement and gather a list of eligibles ahead of time for appointment when needed.
- "Regular appointment" (RA) means the employment of a person from a certified list, or the employment of a person to a position in the non-competitive division of the career service (RAN).
Permanent status is established through Regular Appointment.

By rule, for promotions to occur from the non-competitive division, the non-competitive title must be related to the competitive title.

An example is Librarian 1 to Librarian 2.

Exceptions can be made on a case by case basis.

4A:4-2.4 PROMOTIONAL TITLE SCOPE: LOCAL SERVICE

(a) If a title which is the subject of a promotional examination is part of a title series, the examination, with or without all or part of the open competitive requirements, as appropriate, shall be open to one of the following:

1. The next lower in-series title used in the local jurisdiction;
2. The next two lower in-series titles used in the local jurisdiction; or
3. All applicants in the unit scope who meet the open competitive requirements and all applicants in the next lower or next two lower in-series titles used in the local jurisdiction.

(b) When the title which is the subject of the promotional examination is not part of a title series, the examination shall be open to all applicants having a total of one year of permanent service who meet the open competitive requirements.

(c) When a promotion is to be made from the noncompetitive division of the career service to a related entry level title in the competitive division of the career service, or, in appropriate circumstances as determined by the Chairperson or designee, an unrelated entry level or above entry level title in the competitive division of the career service, the examination shall be open to all applicants who meet the complete open competitive requirements and who are either serving in:

1. The next lower in-series noncompetitive title used in the local jurisdiction;
2. The next two lower in-series noncompetitive titles used in the local jurisdiction;
3. All related noncompetitive titles;
4. Unrelated noncompetitive titles, in appropriate circumstances as determined by the Chairperson or designee; or
5. Any competitive title.

4A:4-2.6 Eligibility for promotional examination

(a) Applicants for promotional examinations shall meet all of the following criteria by the announced closing date:

- 1.** Have one year of continuous permanent service for an aggregate of one year immediately preceding the closing date in a title or titles to which the examination is open. Aggregate service shall be calculated in the same manner as seniority as set forth in N.J.A.C. 4A:4-2.15;
- 2.** Be currently serving in the announced unit scope in a title to which the examination is open and meet all other requirements contained in the announcement. If an examination announcement is amended, all requirements must be met by the announced closing date whether or not the application filing date is changed;
- 3.** Have not received a Performance Assessment Review (PAR) final rating below the Successful level (or equivalent in an approved local service evaluation program) in each of the two rating periods immediately preceding the announced closing date; and
- 4.** Submit an application on or before the announced application closing date.

Announcements

- **(a)** On a daily basis, open competitive examination announcements shall be posted on, and applications made available through, the Civil Service Commission web site (<http://www.state.nj.us/csc>) and may be publicized by other appropriate means, as approved by the Chairperson or designee, to secure sufficient qualified candidates.
- **(b)** In order to notify all employees of promotional opportunities, promotional examination announcements shall be posted on, and applications shall be made available through, the Civil Service Commission web site and may also be made available through the web sites of affected appointing authorities. If an affected appointing authority does not maintain or utilize a web site, promotional examination announcements shall be conspicuously posted by the affected appointing authority at all geographic locations within the unit scope (in State service) or department (in local service) to which the examination is open. Appointing authorities shall also ensure the notification by electronic or other means of all eligibles of the promotional examination announcement. Appointing authorities shall maintain a record of promotional examination announcement postings and the notification of eligibles of the announcement.

Types of examinations

- **1. Written tests;**
- 2. Oral tests;
- 3. Performance tests;
- 4. Physical performance tests;
- **5. Evaluation of education, training or experience;**
- 6. Computer-based tests;
- 7. Assessment exercises; and
- 8. Other appropriate measures of knowledge, skills, and abilities.

Certification of List

- When a vacancy is to be filled in the competitive division of the career service from an eligible list, the appointing authority shall request a certification of names for regular appointment. Such request shall be submitted in advance under procedures set by the Chairperson or designee to enable the appropriate Commission staff to issue or authorize the necessary certification or advise that there is no appropriate eligible list.
- When a certification is issued, the Chairperson or designee shall notify, or authorize the notification of, the eligibles whose names appear on the list, at the last known address. Eligibles must notify Civil Service of address change. Eligibles must respond to certification within 5 days of notice date.
- Appointing Authorities make appointments not Civil Service.

Working Test Period

The Working Test Period (WTP) is a part of the procedural process after most Regular Appointment (RA). For local jurisdictions, the WTP is 90 days, during which time the work performance and conduct of the employee is evaluated to determine if permanent status is merited. WTP may not be extended in Local jurisdictions.

Separation After Working Test Period

- **(a)** An employee terminated from service or returned to his or her former permanent title at the conclusion of a working test period due to unsatisfactory performance shall be given written notice in person or by certified mail by the appointing authority.
- **(b)** The notice shall inform the employee of the right to request a hearing before the Civil Service Commission within 20 days of receipt of the notice.
- **(c)** The notice shall be served not more than five working days prior to or five working days following the last day of the working test period. A notice served after this period shall create a presumption that the employee has attained permanent status.

4A:3-3.4 TITLE APPROPRIATE TO DUTIES PERFORMED

No person shall be appointed or employed under a title not appropriate to the duties to be performed nor assigned to perform duties other than those properly pertaining to the assigned title which the employee holds, unless otherwise provided by law or these rules.

4A:3-3.5 RECLASSIFICATION OF POSITIONS

(a) When the duties and responsibilities of a position change to the extent that they are no longer similar to the duties and responsibilities set forth in the specification and the title is no longer appropriate, the Chairperson or designee, shall after review:

1. Reclassify the position to a more appropriate title if there is one;
2. Establish a new title to which the position shall be reclassified; or
3. Take other appropriate action based on the organizational structure of the appointing authority.

(b) An appointing authority may request a classification review by the Chairperson or designee in a manner and form as determined by the Chairperson or designee. Such review may be initiated by the Chairperson or designee. An employee or union representative may request a classification review in accordance with N.J.A.C. 4A:3-3.9.

(c) No reclassification of any position shall become effective until notice is given to affected permanent employees and approval is given by an appropriate Commission representative.

1. Within 30 days of receipt of the reclassification determination, unless extended by the Chairperson or designee in a particular case for good cause, the appointing authority shall either effect the required change in the classification of an employee's position; assign duties and responsibilities commensurate with the employee's current title; or reassign the employee to the duties and responsibilities to which the employee has permanent rights. Any change in the classification of a permanent employee's position, whether promotional, demotional, or lateral, shall be effected in accordance with all applicable rules.

2. Should an employee in the career or unclassified service in State or local service, or an appointing authority in local service, disagree with a reclassification determination, an appeal to the Civil Service Commission may be filed in accordance with N.J.A.C. 4A:3-3.9.

Duties Questionnaire

POSITION CLASSIFICATION QUESTIONNAIRE NEW JERSEY CIVIL SERVICE COMMISSION DIVISION OF STATE & LOCAL OPERATIONS		FOR CIVIL SERVICE COMMISSION USE	
<p>IMPORTANT: Full instructions for completing this form are located on the last page. It is most important that employees and supervisors read them carefully. The form must be signed by the employee, his or her supervisor, the Program Manager or Division Director and the Appointing Authority Representative.</p> <p>INCOMPLETE REQUESTS WILL BE RETURNED.</p>		SELO LOG NO.	EMPLOYEE ID #
		CSS REQUEST NO.	
		1. NAME OF EMPLOYEE (IF ANY)	2. ANNUAL SALARY (<i>Current</i>)
5. OFFICIAL TITLE OF POSITION		6. WORKING TITLE (<i>If different</i>)	
7. LOCATION OF POSITION (<i>Geographic location, Unit, Section, Division, Institution, or Department</i>)			
7A. EMPLOYEE WORK OR HOME MAILING ADDRESS			
8. WORK (DUTIES) PERFORMED - Describe in detail the work required of this position. Make descriptions so clear that persons unfamiliar with the work can understand exactly what is done. NOTE: If this is a vacant position or a new position request, the form must be completed by the supervisor of the position and certified for accuracy by the Appointing Authority Representative.			
Percent of Time	Work (Duties) Performed		Order of Difficulty

Disciplinary Actions

- Minor disciplinary actions are five or less days of suspension or fine, or formal written reprimand.
- Major disciplinary actions are more than five days of suspension or fine, demotion, or removal.

4A:2-2.3

General Causes

(a) An employee may be subject to discipline for:

- 1.** Incompetency, inefficiency or failure to perform duties;
- 2.** Insubordination;
- 3.** Inability to perform duties;
- 4.** Chronic or excessive absenteeism or lateness;
- 5.** Conviction of a crime;
- 6.** Conduct unbecoming a public employee;
- 7.** Neglect of duty;
- 8.** Misuse of public property, including motor vehicles;
- 9.** Discrimination that affects equal employment opportunity (as defined in N.J.A.C. 4A:7-1.1), including sexual harassment;
- 10.** Violation of Federal regulations concerning drug and alcohol use by and testing of employees who perform functions related to the operation of commercial motor vehicles, and State and local policies issued thereunder;
- 11.** Violation of New Jersey residency requirements as set forth in P.L. 2011, c. 70; and
- 12.** Other sufficient cause.

Disciplinary Actions

- **Minor Disciplinary Actions:** an appointing authority (Union) may establish procedures for processing minor discipline and grievances.
(No paperwork is required unless your consultant specifically requests it)
- **Major Disciplinary Actions:** require the AA to submit notices DPF 31(A and B). This is to ensure an employee has been notified of his/her right to a hearing. Hearings are processed in accordance to procedures established by the AA and/or Union. Employees have the right to appeal to the Civil Service Commission within 20 days the 31B is issued.

Additional Information

- Information can be found on our website:

<https://www.nj.gov/csc>

Information Center:

Phone 609-292-4144