EXECUTIVE SUMMARY

CIVIL SERVICE COMMISSION

We found that the financial transactions included in our testing were related to the Civil Service Commission programs, were reasonable, and were recorded properly in the accounting systems. In making this determination, we noted certain internal control weaknesses meriting management’s attention. We also observed certain civil service processes that were inefficient.

AUDIT HIGHLIGHTS

- During our review of the commission’s revenue processes, we noted weaknesses where internal controls should be strengthened regarding timely deposits, properly safeguarding checks, recording fees and fines receivables, the waiving of fees, and the accurate billing of appointing authorities.

- The County and Municipal Personnel System (CAMPS) is used to monitor appointing authorities’ compliance with New Jersey statues and administrative codes. We matched 100 percent of the data in CAMPS to the Department of Labor and Workforce Development’s wage reporting database and found employees are working for the counties and municipalities, but are not on the CAMPS database.

- Our analysis of provisional positions disclosed that as of March 2014 there were 2,522 provisional positions statewide of which 1,291 have been in provisional status for over 12 months; 522 of which exceeded two years. New Jersey statutes require that in no case shall any provisional appointment exceed a period of 12 months. Our sample of current provisional employees also disclosed appointees that failed to meet the required experience/education to hold the position or failed the civil service test, but remained in the positions.

- We also observed that the employment process for non-public safety positions disclosed, on average, a position that requires testing takes 278 days for a list to be promulgated. If the position does not require a test, the average is 151 days. Additionally, we found 120 positions with only one eligible applicant for which a test was still administered.

AUDITEE RESPONSE

The commission concurs with our findings and recommendations.

For the complete audit report, click here.