

Discussion Points

1. The Governor's FY 2007 budget includes a reduction of more than 1,000 staff positions with estimated savings of \$54 million through a hiring freeze, administrative efficiencies and reorganization of certain government functions. According to the Department of Personnel's "Workforce Profile," the State workforce totaled 84,400 employees as of January 2006. This number includes all State Government employees: full-time, part-time, hourly, and per diem and the Judiciary and Legislative workforces.

a) As of January 2006, what was the total number of Executive Branch employees?

As of January 6, 2006, the total number of full time Executive Branch employees was 71,851, including those in both pay and leave without pay status. Employees on leave without pay for a full pay period or longer do not get paychecks and therefore are not counted by the Department of Treasury, yet they are still technically employed and we are obligated to have their position waiting for them upon their return. The Governor's proposed budget for FY '07 allows for 71,384 full time funded positions in the Executive Branch.

b) Is the Governor's proposed reduction of 1,000 staff a reduction from the actual number of Executive Branch employees as of January 2006 or is the proposal an elimination of 1,000 funded but vacant positions for FY 2007?

The Governor's proposed elimination of 1,000 positions will be derived from a combination of targeted strategies:

- unfunding of vacancies,
- limited backfilling of positions vacated through attrition,
- internal reassignments of staff from programs and services that have been eliminated or reduced,
- restructuring to place positions in areas of greater priority,
- shifting of funding sources away from State funding, and
- separations of nonrepresented, unclassified employees.

This is a particularly challenging undertaking; but all Executive Branch Departments are working closely with OMB and DOP to strategically meet their reduction goals.

c) What is the average annual rate of attrition for the State workforce?

The average annual rate of attrition for the state workforce is approximately eight per cent (8%). This varies based on economic conditions, external competition, the age and health of the workforce, retention incentives, etc. Significant increases in attrition have resulted from early retirement incentive programs of the past.

d) Will this reduction in force be accomplished solely by means of attrition?

As stated in item c) above, the reduction in force will be derived from several sources, including attrition.

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e) What is DOP's role, if any, in enforcing a hiring freeze among various State departments and agencies?

DOP developed the model, procedures and exemption criteria for the current hiring freeze. It has been in operation since the new Administration began this January. Positions exempt from this freeze and eligible for one to one backfilling include: direct care, custody, public safety, law enforcement and those with considerable public impact such as DYFS and MVC agencies. Further, DOP accepts agencies' requests to exempt specific mission critical positions. Only after critical review and application of a high threshold for request justifications, DOP may then approve an exemption to the hiring freeze.

f) What job titles, if any, are exempt from the proposed hiring freeze?

See answer stated in item e) above for the broad categories of titles and Attachment A for specific exempted titles.

g) Are any departments or agencies exempt from this proposed reduction and hiring freeze?

Several direct care or service payrolls are exempt from this freeze including:

- Human Services – Children's Services and DYFS, mental health hospitals and developmental centers,
- Corrections facilities
- Military and Veterans Affairs veteran homes,
- State Police (non civilian ranks)
- and the Juvenile Justice Commission.

These agencies need to hire replacements quickly to promote health and quality of life for this State's frail and vulnerable citizens, and safety for all New Jersey's citizens. There was no freeze imposed on the Legislature, Judiciary and State Colleges.

2. The FY 2007 recommended budget reflects a \$1.5 million reduction in salary funding for staff reductions and efficiency savings associated with various functions within the Department of Personnel. This follows a reduction in FY 2006 of \$1 million in anticipation of administrative efficiency savings.

a) Please describe and itemize the types of efficiencies the department has implemented or plans to implement to achieve these savings.

To realize the \$1 million savings in the fiscal year 2006 reduction, the Department implemented a targeted managed attrition strategy. This resulted in maintaining a number of unfilled vacancies until it was absolutely critical to fill. The resulting effect was a rotating pool of positions that remained unfilled until operational needs required otherwise and only

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once additional attrition had occurred as an offset. Additionally, four management positions were permanently vacated.

While the Department's budget is predominantly salary, other major savings were generated by reviewing printing and postage costs. Strategic commitment to increased electronic distribution of and access to departmental materials resulted in reduced printing costs. Further, for those times when distributing printed materials was essential, a more effective use of bulking mailing processes and rates also yielded savings.

The Department continued its critical review of its telecommunication needs resulting in reductions in voice and data lines. Monitoring of credit card, long distance and other special services was enhanced, resulting in a significant reduction in resources allocated to these services.

The Department's strategic migration of IT services from the antiquated local government mainframe personnel information system to a server platform, while primarily focused on service improvements and enhancements, generated a substantial savings. A reduction of mainframe support resources in the direct OIT services portion of the department's budget have been eliminated. To date, the CAMPS project (County and Municipal Personnel System), using the new server platform, has allowed the Department to recognize efficiencies and savings estimated at \$500,000 annually. These reflect actual savings of \$120K in systems maintenance included in the FY 06 amount and \$380K in reallocated resources. These savings are further discussed in the upcoming question 3.

Currently the Department expends over \$500K on the Time and Leave Reporting System (TALRS). The Department is partnering with several other state departments to develop the eCATS or Electronic Cost Accounting and Timesheet System with the intent to replace the old system. When completed it is expected to generate significant savings, both directly to DOP and the user agencies; however, realizing these savings are still at some point in future.

A third project nearing implementation, is the online Classification Support System. Described more fully in question 4, it is projected to have potential savings of 230K beginning in fiscal year 2008.

In addition to these measures that resulted in significant savings, the Department also implemented measures to review and evaluate other areas such as travel, subscriptions and supplies to more effectively manage them, though their dollar impact is relatively small compared to other portions of the department's budget.

b) Will these salary savings result in any reductions in the number of staff positions? If so, how many?

Most steps necessary in fiscal year 2007 to reduce the Department's expenditures by an additional \$1.5 million will, unfortunately and necessarily, be staff related. The Department will have to permanently unfund all vacancies and reduce staff complement to 368 filled positions. This is a 71 person reduction or 19.2% over the last four years. (State of New

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Jersey Budget, FY05, page D-12). It is anticipated that staff reductions will be accomplished through attrition.

c) What program, functions or services have been or will be discontinued or curtailed?

As reflected in the Department's evaluation data, the most noticeable effect is in the administration of the public safety-testing program. The actual number of calendar days to achieve list issuance for fiscal year 2004 compared to estimated for fiscal year 2007 are as follows:

	FY 04	FY 07
Law enforcement open competitive	90	300 (Est. for 06, Not to be held in FY 07)
Law enforcement promotional	160	260
Fire service open competitive	330	400
Fire service promotional	210	345

The increase occurs because it is a labor-intensive process to administer. This is both due to the high volume of applicants and the complexity of the testing process required to meet the test validity standards of both the federal government and the courts.

Further reductions are reflected in the evaluation data in the number of exams to be developed and processed in all categories of testing. The department plans to reduce the effect of this by exploring alternatives to the examination process to identify improvements that can be proposed.

To deliver better services with limited staff resources, the department has been executing an aggressive IT improvement and migration plan during the last three years. This has resulted in the three major initiatives described above, as well as several minor, but significant internal projects that improved efficiency and effectiveness of various processes. To execute this plan without requesting additional funding, resources were shifted from different programs and directed into technology initiatives. Many recent consecutive budget reductions have taken a heavy toll on the Department's technology migration initiative and it appears the fiscal year 2007 reduction will continue to erode progress.

Until fiscal year 2006, the overall approach to extending the number of positions and the time that positions remained vacant had the effect of not "breaking" any significant programs, but "weakening" most programs. Increased backlogs and reduction in production have resulted from continuous budget cuts.

3. One of the Department of Personnel's current information management initiatives is CAMPS — the County and Municipal Personnel System. CAMPS, when fully implemented, is expected to eliminate thousands of forms that local governments currently send to the department for input. Instead, local governments will directly enter and access personnel transactions online.

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a) Please describe the current status of CAMPS.

The County and Municipal Personnel System (CAMPS) has been fully implemented at the Department of Personnel. To date, 13 Counties and 100 Municipalities (encompassing 210 appointing authorities) are already on-line; i.e., have been trained, granted access to CAMPS, and now submit transactions via the Internet to CAMPS. It is expected that all 20 Counties and another 55 Municipalities (encompassing 107 appointing authorities) under Civil Service will be trained and granted access to CAMPS by the end of 2006. Aside from other benefits, CAMPS system has facilitated timely reporting of personnel actions by local jurisdictions. Reaction of those local governments who are on-line to the system is overwhelmingly positive.

b) Upon full implementation, will the department require all local government entities to submit forms via CAMPS?

There are approximately 50 municipalities that have, for various reasons, not move into CAMPS, preferring to remain with the inefficient paper based system. It was anticipated that there would be some resistance to the progress CAMPS represents. It is expected that the overwhelming positive reaction of those who have implemented CAMPS to its benefits and the Department's technical assistance will help smooth the way for the resistant municipalities to change their minds and participate. (See Attachment B for selected testimonials from participating jurisdictions.)

c) If not, will the department charge a processing fee to local government entities that continue to submit the paper forms?

There is a cost of keeping dual systems (staffing, printing, postage, etc.) especially in the face of continuing budget constraints. The Department is evaluating whether to and how much to charge jurisdictions that use the paper reporting method. Hope remains that they will join us online, since there are many benefits in adopting CAMPS, including that it is offered at no cost to the jurisdiction. As worries abound about local tax increases, this single benefit alone could be the major push to go online with the Department of Personnel.

d) What is the estimated cost to develop and to fully implement CAMPS?

CAMPS development and implementation cost is approximately \$500K. As in any new system, there are enhancement and change requests, but these requests should decline as CAMPS reaches maturity. Estimated annual cost for support and maintenance is \$60K.

Since we did not charge local governments for analysis, training, data clean-up and site implementation, start-up costs, and technical assistance, approximately \$400K came from direct appropriations.

e) What are the expected annual savings to the department once CAMPS is fully implemented?

Efficiencies derived from CAMPS are estimated at over \$500K per year. These efficiencies can be itemized into systems (around \$120K), employees who will be redirected to other areas in need of support (around \$340K), printing, phone, postage, and downtime (\$40K).

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This means that the Return on Investment is less than 2 years. This does not consider the intangible cost in local government (customer) satisfaction.

f) Please itemize both the costs and savings, each with respect to both the department and to participating local governments.

In that cost and savings for DOP have been explored in the items above, what follows is focused on local government.

Local government costs: The service comes at no cost to the participating local jurisdictions. The only requirements are that the local jurisdiction provide the necessary employee data for record reconciliation purposes and to attend a one-and-a-half day training session at no charge.

Local government savings: This service comes with many benefits to the participating local jurisdictions including reductions in paperwork, mailing costs and the time spent engaging in inquiries made to DOP about the status of employees. An additional benefit is the option to use the system as their primary electronic record keeping system for personnel records. In fact, some local jurisdictions are adopting CAMPS as their human resource information system which will result in a significant savings for those jurisdictions.

4A. Beginning in the fall of 2005, the department implemented a web enabled Classification Support System to provide more accurate title options for assigning employees, while at the same time enabling State agencies to complete requests for job classification in real-time.

a) Please itemize the costs and benefits of the web enabled Classification Support System.

The Classification Support System (CSS) is currently undergoing final user acceptance testing and is scheduled to be implemented in the coming weeks. It is expected that all State departments and agencies will use the new system to process their position classification requests.

The total design and development cost is approximately \$800K, with an estimated implementation cost of \$114,100 (staff, \$110,000, training material and facilities, \$4,100). Additional costs will be incurred in the areas of system modification, enhancements, and maintenance.

Once fully implemented, and with DOP and State agency staff fully acquainted with it (beginning of FY08), CSS on-line will generate annual efficiencies of approximately \$230,000 to DOP alone. The \$230,000 has been calculated by projecting a 20% reduction in processing time. This figure is very conservative since once CSS is in full use, with few exceptions, most agency classification requests will be handled automatically by the system. These efficiencies could enable DOP to redirect resources to cope with staff reductions,

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while also helping decrease backlog and increase customer service and satisfaction. Currently, the backlog generated by staff reductions coupled with an increase in requests by state agencies has negatively impacted turnaround time, while equally affecting productivity, cost and customer satisfaction.

Other benefits to CSS Online implementation include:

- Quicker turnaround of classification actions.
- Overall savings to the State by ensuring that positions are accurately classified and prevention of "over-classification" leading to appropriate compensation of positions.
- More control of TES positions (temporary hires) and the salaries paid to such positions,
- Significant reduction in time consuming call backs and down-time while waiting for clarification on errors and paper requests.
- As a single entry point of position actions, the system will allow more control over the number of positions created.
- Classification requests for high Frequency, but lower sensitivity titles (i.e., most titles under class code 15), will be automatically approved, thus increasing efficiency.
- Classification requests for certain high criticality titles (e.g., Nurses, Physicians, Electricians, Plumbers, etc.), where the classification of the position is generally unequivocal, will be automatically approved.

The on going cost to maintain CSS on line once fully implemented is estimated at approximately \$60K per year.

b) Do local government employers also have access to and a need for this web enabled system? If so, would the department charge such local employers a fee to utilize this system?

At the present time, the CSS Online will be used for State agencies only. Classification support services for local jurisdictions will continue in its current format. Once we have experience with system utilization in State government, we can look to expanding the service to our local agency customers. It is estimated that the cost of development and implementation of an on-line classification system available to local governments would be approximately \$400K, an expense that will require funding support by the Legislature.

4B. Also, the department was researching a possible "pilot program" with the International Federation of Professional and Technical Engineers (IFPTE) bargaining unit to test the benefits of broad banding. In general, broad banding is a strategy for salary structures that consolidates a large number of pay grades into a few broad bands. Broad banding attempts to overcome a rigid, hierarchical pay structure.

a) *Has the pilot program with the IFPTE commenced? If so, please describe the results to date.*

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The pilot title consolidation project is ready for implementation. Occupational groups and titles to be included have been identified, market pricing data has been obtained and analyzed, and 9 titles are proposed for consolidation. The titles are:

Occupational Group 04- Life Sciences

Horticulturist
Technician 1 & 2, Fish and Wildlife

Occupational Group 20- Stenography, Typing and Filing

Examination Technician, Motor Vehicles

Occupational Group 72- Repair of Electrical Equipment

Communications Systems Technician
Electrical Mechanic
Electrical Mechanic Trainee
Micro-Electronics Systems Technician
Office Machine Service Technician
Radio Technician

These titles were selected and agreed to by IFPTE. They were selected to arrange an assessment of title consolidation and market-based compensation without impacting other collective bargaining titles in the pilot process. While not a system-wide pilot of title consolidation and market-based compensation, this initiative will allow many aspects of these new approaches to be 'tested' and impacts assessed.

On March 20, 2006, a meeting was held with the Office of Employee Relations (OER) at which the market pricing data was presented and several open issues regarding implementation were discussed. A subsequent meeting with OER and IFPTE is scheduled for April 25, 2006, to get final agreement on the particulars of the project. As soon as the parties agree, DOP will move forward with implementation. We anticipate implementation effective July, 2007.

b) If the pilot program has not been initiated, please inform the Legislature as to the reasons for the delay.

As mentioned above, the pilot program has been carefully designed and an implementation date of July, 2007 is anticipated.

5. In response to an Office of Legislative Services (OLS) Discussion Point question last year, the department said that the Commissioner of Personnel was conducting a review of the Human Resources Development Institute (HRDI) and all related business practices. The HRDI coordinates and provides training services for employees of State government agencies. As part of the review, an examination of alternate methods of training delivery, including e-learning (computer based programs), coordinated efforts with a consortium of colleges and other methods were to be explored.

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a) Please describe the findings and recommendations of the Commissioner's review of the HRDI.

As a part of the Commissioner's review of the HRDI, a customer satisfaction survey was performed. The findings of this survey were memorialized in a report dated July 2005. The report and the Commissioner's objective observations have yielded the following:

The areas with which customers are satisfied are currentness and relevancy of HRDI course materials. Several areas for improvement identified by customers include: instructor quality; cost of courses; location and condition of HRDI facility; absence of specialized training in certain fields and customer relations skills. Of particular concern was absence of specialized training in Information Technology courses for OIT, advanced courses regarding office tools like MS Excel and professional development courses.

Further, a review of overall organizational structure, function and resources has revealed three key concerns. First, significant staffing reductions have severely limited HRDI's ability to maintain scheduling and registration staff, curriculum development staff and a sales and marketing staff. Next, it was highlighted that HRDI's Staff Training and Development Information System (STADIS) is an antiquated mainframe system which is supported by numerous independent databases with limited functionality and redundant data. Several State agencies have felt forced by STADIS's limitations to adopt their own training information systems. Finally, HRDI's class offerings are too numerous and varied to be efficiently administered by the amount and skill sets of its current staff.

To address these significant concerns, the Department of Personnel recommends:

- Conduct review of HRDI class offerings, determine which are in highest demand and which provide most net profit to HRDI. Revise FY 2007 course catalog to reflect results of review by eliminating undersubscribed courses.
- Invest in and implement a Learning Management System (LMS) and facilitate the process for State-wide utilization of the same system. Examples of the functions that LMS will enable or enhance include: tracking of individual/customer training history; blended learning solutions (online training, pre and post training preparation, coupled with traditional classroom style learning); online registration; individualized training prescriptions personalized for each employee; and reporting capabilities to enhance workforce development planning.
- Offer additional e-learning courses to promote participation flexibility.
- Establish a training advisory council composed of representatives from State departments and agencies, unions and local government agencies.
- Create relationships with colleges and universities, such as Thomas Edison University, to provide opportunities for:
 - Expanded traditional classroom and Internet courses
 - College credit to be given for HRDI courses taken in support of obtaining degrees.
- Relocate HRDI to a more accessible facility space.

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- Develop a targeted marketing program to increase state, local government and private individual subscription to HRDI training and education programs. This will include examination of successful models like the NJ Institute for Continuing Legal Education.
- Introduce an auditing function to aide Department of Treasury in its examination of the State department and agency training account.

b) Has the department made any changes to the way HRDI services are delivered? If so, how have these changes impacted the previous method of training State employees and how have costs shifted?

No, the Department has not made any changes at this time.

c) What colleges are involved with the HRDI training program and what is the annual cost, per college, to retain their services?

Mercer County College (MCC) and Fairleigh Dickinson University (FDU) are the colleges that are presently involved with HRDI to provide training and education services to its customers. For FY 2006, the aggregate cost for MCC's services is \$16,800. HRDI subcontracts MCC on a per course basis. For FY 2006, the aggregate cost for the FDU's services is 249,251. HRDI subcontracts FDU on a per student basis, at a rate of \$1,485.00 per student which covers the fifteen training days associated with CPM Levels 4-6.

d) For each college involved, please describe the work performed on behalf of the HRDI.

Through Mercer County College, HRDI offers:

- Accent on English for Professionals Whose First Language is not English
- Business Writing for Professionals Whose First Language is not English
- Presenting with Power and Style for Professionals Whose First Language is not English

HRDI maintains a contract with Fairleigh Dickinson University, to provide the second part (Levels 4, 5 and 6, totaling 15 training days) of the Certified Public Manager course.

e) For each college, please provide the number of employees trained and the number of training hours provided to State employees.

	# Employees Trained	# of training hours
MCC	39	576
FDU	171	23, 085

f) Overall, have HRDI costs risen or fallen due to these changes?

Neither; however, if the recommendations are not funded, then the cost of doing business in these improved ways will be passed on to the customers, by necessity.

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6. The FY 2006 Appropriation Act directed the Governor to undertake a study on the advisability of consolidating all human resources functions of departments of State government in the Department of Personnel or assigning such functions to the various departments. The results of this study were to have been submitted to the Legislature by January 1, 2006.

a) To the Department of Personnel's knowledge, was this study completed?

The Department of Personnel engaged in a review of the personnel services offered within each of the State Departments. The study provides cursory information about the staffing and structure of these offices, and suggests a need for further review. DOP stands ready and able to continue this review process in concert with Governor Corzine's reengineering initiatives.

b) If so, what are its findings, conclusions and recommendations?

The recently completed study has been submitted for your review. There are several important points to notes resulting from this study:

- Many of the typical "HR functions" such as payroll, benefits, pension, etc. are administered centrally, at the Department of Treasury. For these specific areas, if there are redundancies between the agencies' HR offices and centralized services, the Department of the Treasury would need to address them.
- Likewise, labor relations is typically considered a key function in any HR organization, however by statute, the DOP and the OER must be separate entities to negate possible conflicts of interest.
- The application of technological solutions (e.g. employee access to update their records, call centers to handle general/routine inquiries, integrated Statewide HR systems) could help to improve and streamline HR service delivery. Central HR technology solutions could be cost effective when implemented by DOP, Treasury and OIT in partnership, rather than by lone agencies as is often the case now.
- Some State HR offices appear to be overstaffed, based on industry standards of one HR professional recommended for every 100 employees. However, there are situations in government service such as number of locations being served, number of employees with special needs, number of shifts employees work, complexity of staffing models, etc. which necessitate smaller ratios, use of associated personnel to perform HR ancillary tasks, and the degree to which HR functions have been modernized with accessible and user friendly technology; all of which impact on the need for increased staffing.

c) What role did the department play in undertaking or contributing to this study?

Department of Personnel staff conducted this study and drafted all findings and recommendations, with input from the agencies. A more comprehensive review of State human resource technology, operations and strategic partnering is warranted. While consolidation of functions is worthy of consideration, the Department of Personnel would need to engage in a strategic partnership with Treasury, OER and OIT because these agencies administer payroll, benefits, pensions, contract administration and other Treasury and OER programs that influence workforce management and support. Experience shows

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us that a shared services model can work very effectively in the twelve smaller departments with under 1000 employees. However, we believe the larger State agencies must have a model to address operational complexities such as multiple locations and varying work schedules, including 24/7 coverage needed in State facilities. All agencies need improved leveraging of technology to increase HR service levels and to more effectively deploy their staff to best address agencies' missions.

The Department is eager to work with Governor Corzine's Commission on Reengineering Government to address Human Resource Management as an important component toward empowering New Jersey's Public Workforce to more efficiently render services. A strong and integrated HR program is a win-win solution: Agencies win, employees win and most importantly, the citizens of New Jersey and the users of government services win.

d) If no such study was completed, what is the department's view of the merits or drawbacks of consolidation of functions under its jurisdiction?

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Attachment A
Hiring Freeze Exempted Title List

Titles Exempt from 2006 Hiring Freeze

Administered by the NJ Department of Personnel

Administrative Law Judge	Dairy Worker
Aides CBVI (driver for blind professionals)	Day Care Aide
Assistant Family Service Worker 1	Day Care Center Technician
Assistant Family Service Worker 2	
Assistant Family Service Worker 3	
Assistant Family Service Worker 4	
Assistant Food Service Supervisor 3	Deaf Blind Specialists
Automotive Mechanic	Dentist 1
Baker	Dentist 2
Behavior Modification Technician	Dental Assistant 1
Building Management Services Specialist 3	Dental Assistant 2
Building Management Services Specialist 4	
Bus Drivers	Electrical Mechanic
Butcher	Electrician, all variants
Carpenter, all variants	Electroencephalographer
CBVI Camp Director (Camp Marcella)	Emergency Medical Services Technician
Charge Nurse 12 Months	Eye Health Nurse
Clinical Dietician	Farmer
Clinical Lab Technician	Field Reps Eye Health Services
Clinical Pharmacist	Field Reps Vending Facilities Operations
Clinical Psychiatrist Board Eligible	Family Service Specialist 2 Bi Sp/Eng
Clinical Psychtrst 2	Family Service Specialist Trainee
Clinical Specialist In Psychiatric Nursing	Family Services Specialist 1
Clinical Psychiatrist Board Certified	Family Services Specialist 1 Bi Sp/Eng
Clinical Psychiatrist Post-Board Certified	Family Services Specialist 2
Consulting Physician	Family Services Specialist Trainee Bi Sp/Eng
Consulting Physician 2 Visits / Wk	Food Service Handler and Food Service Worker – all levels, all variants
Consulting Physician 3 Visits / Wk	Foster Grandparents (Euc)
Consulting Physician Specialist	Guardianship Services Specialist 3
Consulting Physician Specialist 1 Visit / Wk	Habilitation Plan Coordinator
Consulting Physician Specialist 2 Visits / Wk	Head Baker
Consulting Physician Specialist 3 Visits / Wk	Head Butcher
Communication Operator	Head Cooks -- all levels, all variants
Communication Operator Trainee	Head Cottage Training Supervisor
Cook 12 Mo	Health Care Services Evaluator / Nurse
Cook 10 Mo	
Correction Officer Apprentice	Home Instructors CBVI
Correction Officer Recruit	Human Services Assistant
Correction Officer Recruit, Bilingual	Human Services Technician
Cottage Training Supervisor	Institutional Trade Instructor (ITI) -- all levels, all variants
Cottage Training Technician	Instructors (10 and 12 months) -- all levels all variants
Corrections Lieutenant	Institutional Charge Attendant
Corrections Officer Recruit	Interpreter for the Deaf
Corrections Officer Recruit Bi Sp/Eng	Intermittent Audit Account Clerk Treasury
Corrections Officer Recruit Juvenile Justice	Intermittent Clerk Treasury
Corrections Sergeant	Intermittent Data Entry Machine Operator
Customer Service Rep 3 (MVC only)	Intermittent Postal Clerk Treasury
Customer Service Rep 4 (MVC only)	Intermittent Technical Assistant 2 Treasury
Customer Service Rep Trainee (MVC only)	Intermittent Taxpayer Services Assistant

Titles Exempt from 2006 Hiring Freeze
Administered by the NJ Department of Personnel

Judge of Compensation	Resident Psychiatrist 4th Yr
Laboratory Service Worker 1	Residential Living Specialist
Laundry Workers -- all levels, all variants	Residential Services Supervisor -- any level
Learning Disabilities Specialist	
Locksmith	Residential Services Worker
Maintenance Worker 1, Transportation	Respiratory Therapy Technician
Maintenance Worker 2, Transportation	School Psychologist -- 10 or 12 Months
Mechanic Helper	School Social Worker
Medical Security Officer Recruit	Senior Building Maintenance Worker
Medical Social Care Specialist 2, Medical Assistance & Health Services	Senior Repairer
Medical Technologist	Social Service Aide -- any level, any variant
Medical Security Officer Recruit	Social Worker 1 and Social Worker 2 -- all variants
Nursing Services Clerk	Speech/Hearing Specialist -- all levels
Occupational Therapist	Supervising Respiratory Therapist
Occupational Therapist Trainee	Supervisor of Nursing Services
Occupational Therapy Assistant	Senior Clinical Lab Technician
Operating Engineer (all Levels)	Senior Clinical Pyschlgst
Operator Sewage & Water TP	Senior Corrections Officer -- all variants
Operator Sewage Disposal Plant	Senior Lab Technician
Painter	Senior Medical Security Officer, all variants
Parole Officer Recruit	Senior Occupational Therapist
Pharmacist 1	Senior Physical Therapist
Physical Therapist	Senior Therapy Program Aide
Physical Therapy Assistant	Senior Youth Worker
Physician 1	Senior Police Officer Human Services
Physician 2	Staff Nurse 12 Month
Physician 3	Staff Clinical Psychologist -- all levels, all variants
Physician Specialist 1	State Park Police Officer Trainee
Physician Specialist 2	Supervising Food Services Area Operator
Plumber & Steamfitter, all variants	Surgical Technician
Practical Nurse	Teachers -- all levels, all variants
Principal Clinical Pyschlgst	Teaching Assistant -- all variants
Principal Lab Technician	Technological Services Specialist CBVI
Principal Occupational Therapist	Therapist Art
Principal Physical Therapist	Therapist Music
Public Health Rep 2 and all variants	Therapy Aide
Public Health Rep 3 and all variants	Therapy Program Assistant
Public Health Consultant 1 / Nursing	Treasury Intermittent payroll numbers 154 and 161 are exempt
Public Health Consultant 2 / Nursing	Truck Driver, Single Axel
Recreation Aide	Vocational Assistants CBVI
Recreation Assistant	Vocational Rehab Counselors 1 and 2 (base and variants for bi-lingual and deaf language specialist) for CBVI only
Recreation Trainee	X Ray Technician
Regional Pharmaceutical Consultant	Youth Worker
Regional Staff Nurse Medical Assistance	
Repairer	
Repairer, Mechanical	
Resident Psychiatrist 1st Yr	
Resident Psychiatrist 2nd Yr	
Resident Psychiatrist 3rd Yr	

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Attachment B
CAMPS Testimonials
from Selected Jurisdictions

**OCEAN COUNTY BOARD OF SOCIAL SERVICES**

1027 HOOPER AVENUE
POST OFFICE BOX 547
TOMS RIVER, NEW JERSEY 08754-0547
(732) 349-1500
FAX: (732) 244-8075
TDD#: (732) 244-3812

BEVERLY J. BEARMORE
Director

April 21, 2006

BJB:273(P)

VIA FAX ONLY

Ms. Elizabeth Van Marter, Director
New Jersey Department of Personnel
Division of Human Resource Management
P.O. Box 313
Trenton, New Jersey 08625-0313

Dear Ms. Van Marter:

SUBJECT: CAMPS

We would like to inform you of the success we have had with CAMPS.

A little over a year ago, my staff received extremely beneficial two day CAMPS training and were immediately able to access, utilize and navigate through the CAMPS system with little or no trouble.

Since the inception of CAMPS, we have found it invaluable to locate, retrieve and input employee information, anytime, 24 hours of the day. CAMPS in itself is an amazing system and since the recent improvements in conjunction with the processing of Certification of Eligibles, has saved this office the necessity of processing promotional transactions. It is a highly efficient, cost effective way for the Department of Personnel to serve the Appointing Authorities.

We truly appreciate the assistance of the Department of Personnel staff and look forward to working with CAMPS and our CAMPS Support team in the future.

Please do not hesitate to telephone myself or my Secretary, Lynne Finnerty, at (732) 286-5818 if you require any assistance. Thank you.

Sincerely,

Beverly J. Bearmore
Director

BJB/lcf

cc: Ms. Marsha Weinstein, Human Resource Management Consultant, DOP, Via Fax Only



Town of Kearny

402 Kearny Avenue, Kearny, New Jersey 07032
Phone 201-955-7894 – Fax (201) 246-4672

Kim Bennett
Principal Personnel Technician

kbennett@kearny.org

April 13, 2006

Ms. Elizabeth Van Marter, Director
Division of Human Resource Management
PO Box 313
Trenton, NJ 08625-0313

Re: CAMPS

Dear Ms. Van Marter:

Please accept this communication as a way to express my total satisfaction with the CAMPS system, which I have been using since its inception. CAMPS has provided local municipalities with a very efficient way to process all transactions, eliminates the burden of having to process paperwork and then follow up on paperwork transactions, if needed. In addition to these time saving measures, the system has provided cost effectiveness being able to access the many system generated reports and queries, which are extremely helpful and eliminates the need to contact the Department of Personnel for the information.

I truly appreciate all the assistance I've received from your support team, who are always willing and able to help whenever I have a question or trouble with the system.

Very truly yours,

Kim Bennett
Principal Personnel Technician
Administration

Faxed and mailed first class mail

Faxed to: 607-777-0937

Total pages: 01

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DIVISION OF HRM
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OFFICE OF THE BOROUGH ADMINISTRATOR
BOROUGH HALL * 210 CHESTNUT STREET
ROSELLE, NEW JERSEY 07203
(908) 259-3014 Voice (908) 259-3005 Fax
d.brown@boroughofroselle.com

US REGULAR MAIL RRR

April 21, 2006

Elizabeth Van Marter
Director of Human Resource Management
P.O. Box 313
Trenton, New Jersey 08625

Re: County and Municipal Personnel System (CAMPS)

Dear Director Van Marter:

As the Appointing Authority for the Borough of Roselle (Union County), I find the CAMPS system to be very effective and efficient web-based delivery system. I am also in favor of its continued support and operation by your Division. In addition, please continue the improvements that are being planned and sustain the CAMPS system, as it is a proven success throughout the merit system agencies!

Furthermore, my staff and I appreciate the ability to electronically enter and send the Department of Personnel (DOP) data that effectively reduces our time from filling out forms and them waiting for them to reach DOP via regular mail. CAMPS' ensures my ability to be able to track transaction with more efficiency. Also it allows the capability to instantly control employee transactions and generate employee reports.

In addition, I was truly impressed with the CAMPS training program and the staff that is coordinating those efforts. The training aspect of CAMPS should be kept fully operational due to the evolution of technology and the ongoing enhancements to the system that must be passed down to the merit system agencies. Also the training provides a structured approach to understanding the employee action from the viewpoint of DOP, which decreases the possibilities of paperwork and forms being sent back to the local agency to revise.

Again, you have my full support in maintaining and sustaining the CAMPS system. If you need my assistance in helping convince your superiors or the Legislature that the system must continue with full funding, please do not hesitate to contact me at 908-259-3014 or by e-mail at dbrown@boroughofroselle.com.

Sincerely,

//S//

David G. Brown II, MPA
Borough Administrator



April 18, 2006

Via telefax (609) 777-0937
Valerie Stutesman
NJ Department of Personnel
PO Box 313
Trenton, NJ 08625-0313

Re: CAMPS

Dear Ms. Stutesman:

For several months Voorhees Township has used the CAMP system to submit all personnel transactions to the NJ Department of Personnel. We find that this web-based system provides the Township with increased efficiency, which results in significant savings of time and cost to the Township. What used to take several days or weeks to accomplish can now be done on line in a fraction of the time.

We are very pleased with the new system and feel that its implementation is an enhancement to the Township's processing of personnel transactions.

Sincerely,

A handwritten signature in cursive script that reads "Mary E. Gard".

Mary E. Gard