

2003 INNOVATIONS AWARDS PROGRAM
Application Form

1. Program Name: **Intergovernmental Transfer Program**
2. Administering Agency: New Jersey Department of Personnel
3. Contact Person (Name & Title): Janet Zatz, Chief of Staff
4. Address: P.O. Box 317, Trenton, New Jersey 08625-0317
5. Telephone Number: 609-292-4125
6. FAX Number: 609-984-3631
7. E-mail Address: janet.zatz@dop.state.nj.us
8. Please provide a two-sentence description of the program.

Under the New Jersey Merit System, the Intergovernmental Transfer Program (“ITP”) provides the opportunity for New Jersey State and local government employees with permanent civil service status to transfer between State and local employment jurisdictions while maintaining their permanent status. This program promotes more efficient public service by allowing Merit System (civil service) jurisdictions to share talented and experienced individuals with other governmental sectors.

9. How long has this program been operational (month and year)?

The Intergovernmental Transfer Program (ITP) has been operational as a pilot since September 1999. The pilot ended in August 2000, and the program was formally established in November 2000.

10. Why was the program created? (What problem[s] or issue[s] was it designed to address?)

The ITP Program was created to address the need for flexibility within the Merit System and to improve rapid recruitment and hiring. Appointing authorities can hire experienced workers quickly, without the cost and time involved in recruitment, testing, and training. Under ITP, employers can advertise vacancies to the government population or hire someone they already know. This is an attractive and useful feature for appointing

authorities, since the alternative is a lengthy process of posting, qualifying, testing, and list issuance before an employee can be interviewed and hired.

11. Describe the specific activities and operations of the program in chronological order.

- Appointing Authorities request posting vacancies to the Department of Personnel Intergovernmental Transfer website seeking those individuals interested in career redeployment. Employees can also initiate contact with Appointing Authorities indicating their interest in transferring to their jurisdiction. Additionally, staff actively communicate with Appointing Authorities regarding at-risk individuals who qualify for an Intergovernmental Transfer.
- A determination is made as to the individual's permanent status in the merit system.
- An Intergovernmental transfer agreement is processed. This three-way agreement must be accepted by all parties involved in the transfer (the transferring employee, the sending jurisdiction, and the receiving jurisdiction). The completed paperwork and documentation is then forwarded to the Department of Personnel.
- The DOP's Office of Intergovernmental Services receives the completed package and makes an initial review for any existing Special Reemployment List within the receiving agency's jurisdiction that can impede the transfer.
- A determination is then made based on the appropriate title
- All documentation is then reviewed and a final determination is made with approval within 72 hours to consummate transfer.
- Paperwork that is approval is then forwarded to all parties involved in the transfer. OIS sends the original paperwork to the DOP's Records Unit for processing the change of jurisdiction and/or Department to the employee's permanent record.

12. Why is the program a new and creative approach or method?

The ITP Program is new and creative because such transfer actions across governmental lines were never possible without negative consequences to employees. Further, the Program expedites the recruitment and hiring of qualified employees through active employer participation. When employers post their vacancies on the web site, resumes are sent directly to them for review and selection of candidates, instead of the Department of Personnel. Agencies choose the candidates instead of receiving a list of eligibles in rank order from an open competitive process. Experienced employees already have "Civil Service" permanent status and are hired without working test periods or examinations. This saves time and money for appointing

authorities and the State, since resources are not needed to test and certify eligibles. For trained workers seeking a better position, many more job opportunities become available statewide. Overall, the program offers greater flexibility to both employers and employees in managing their staff needs and professional careers, respectively. In a time of economic hardship, when governments are asked to do more with less, exchanging trained human resources makes good economic sense.

13. What were the program’s start-up costs? (Provide detail about specific purchases for this program, staffing needs and other financial expenditures, as well as existing materials, technology and staff already in place.)

The Intergovernmental Transfer Pilot Program was created as an enhancement to existing services; therefore, the Department of Personnel used existing resources of staffing, furniture, and spacing. However, during the first year as the program developed and received notoriety, new technologies were sought and added to enhance services. The operating costs for the initial year, were:

<u>Administrative Costs</u>		<u>Staffing Costs</u>	<u>\$142,031.50</u>
Printing/Office Supplies	\$ 6,530.00	2 Professional	
Travel	\$ 2,449.00	1 Technical Assistant	
Other Services	\$ 3,265.00	1 Clerical Assistant	
Equipment/Maintenance	\$ 1,632.00		
Data Processing Equipment			
Software and Website			
Development	\$42,324.00		

14. What are the program’s annual operational costs?

The operational costs of the ITP are:

<u>Administrative Costs</u>		<u>Staffing Costs</u>	<u>\$151,667.25</u>
Printing/Office Supplies	\$ 4,105.75	1 Administrative Assistant	
Travel	\$ 1,449.00	2 Professionals	
Other Services	\$ 2,529.00		
Equipment and			
Maintenance	\$ 1,000.00		
Data Processing/External	\$17,336.00		

15. How is the program funded?

This program is funded through the Department's general appropriation. In addition, the Department receives a \$306,000 WorkFirst New Jersey Grant from the New Jersey Department of Labor. This grant is used to fund the resources necessary to providing appropriate services to clients experiencing downsizing. A portion of this grant is provided to the Office of Intergovernmental Services to provide assistance to "at risk" employees.

16. Did this program require the passage of legislation, executive order or regulations? If YES, please indicate the citation number.

Yes, public hearings and publications on proposed amendments of the new rule were held for such changes to the New Jersey's Merit System Rules. Amendments were then adopted and can be found in the New Jersey Administrative Code. N.J.A.C. 4A:4-2.15, 3.7, 7.1 and 7.4; 4A:6-1.2, 1.3 and 1.9; 4A:8-2.3 and 2.4; and 4A:10-2.2.

17. What equipment, technology and software are used to operate and administer this program?

- Telecommunications equipment such as telephones, fax machines and cell phones.
- Duplicating equipment, such as, a copier and printer for marketing efforts.
- Computers, hardware equipment including desktops, laptops and support printers which are used to facilitate and process all documentation.
- Software such as the Resumix Human Skills Assessment and various Microsoft programs i.e. Word and Access. Web based HTML formatting and FrontPage are also used to process transfers expeditiously. This allows mobility at off-site locations.

18. To the best of your knowledge, did this program originate in your state? If YES, please indicate the innovator's name, present address and telephone number.

The Intergovernmental Transfer Program is an original and innovative service for the State of New Jersey. Prior to the creation of ITP, transfer actions resulted in either the "loan" of individual employees to other agencies or a break in service with loss of seniority and benefits for those who transferred.

19. Are you aware of similar programs in other states? If YES, which ones and how does this program differ?

A survey of 43 states, prior to setting up the Intergovernmental Transfer Pilot Program, indicated that such a program was not available elsewhere.

20. Has the program been fully implemented? If NO, what actions remain to be taken?

Yes, regulations were adopted on October 10, 2001 with the effective date of November 19, 2001.

21. Briefly evaluate (pro and con) the program's effectiveness in addressing the defined problem[s] or issue[s]. Provide tangible examples.

One of the advantages of this program is to allow New Jersey State and local government to exchange human resources in an expeditious manner. It assists agencies by implementing and monitoring personnel systems that match eligible, permanent employees with job opportunities by using advanced programs, and automated progressive human skill management software.

Allowing permanent Merit Systems employees to remain gainfully employed, especially those that are at-risk while providing career redeployment, all without the loss of accumulated seniority saves the State of New Jersey training and unemployment costs.

One segment of the program may impede the process. In order to facilitate an Intergovernmental Transfer an employee must seek approval from their current employer. Redeployment efforts may not be successful if an employer will not consent.

22. How has the program grown and/or changed since its inception?

Since its inception, the Program has been expanded to allow employees who were laid off to transfer to another job within 90 days of the effective date of the layoff, without loss of seniority. This gives workers a 3-month window of opportunity to remain gainfully employed. Soon, sending agencies will not be able to block a transfer; instead they will be given "notice" of a request to transfer with a time frame to fill the vacancy. The Vacancy Posting outreach initiative was developed to assist appointing authorities with an active web-based avenue for seeking career service individuals who are interested in the program. Staff has reached out to assist State and local authorities with posting specific titles, to assist in recruitment, and to aid individuals seeking positions with other jurisdictions. This outreach developed effective communication between the staff and the appointing authorities in looking at ways vacancies are marketed to potential candidates. Innovative features

will soon be added to the ITP. The Online Resume Summary by Title Book is a related service that will enable all employees to post their titles and most important skills online on our web site. Employers with vacancies will be able to see employees' titles and can contact experienced workers through the Office of Intergovernmental Services for interview and possible hire. In this way, ITP will be contributing its resources and services to assisting government employees in New Jersey to remain gainfully employed.

23. What limitations or obstacles might other states expect to encounter if they attempt to adopt this program?

The State of New Jersey has a centralized Merit System encompassing both State and local agencies. Other states in order to introduce such a program must accommodate and initiate dialog between their current labor organizations, management and other civil service jurisdictions. However, this is not an insurmountable task or endeavor since such a program is extremely beneficial to any State and its employees.

Add space as appropriate to this form. When complete, return to:

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2760 Research Park Drive, P.O. Box 11910

Lexington, KY 40578-1910

innovations@csg.org

DEADLINE: All original applications must be postmarked or e-mailed by April 11, 2003, to be considered for an Innovations Award for 2003.