

CHAPTER 109

RULING NUMBER 11

Authority

N.J.S.A. 44:10-3.

Source and Effective Date

R.1991 d.111, effective February 4, 1991.
See: 22 N.J.R. 2222(a), 23 N.J.R. 688(c).

Executive Order No. 66(1978) Expiration Date

Chapter 109, Ruling Number 11, expires on February 4, 1996.

Chapter Historical Note

All provisions of this chapter were filed and became effective January 25, 1974 as R.1974 d.23. See: 5 N.J.R. 378(a), 6 N.J.R. 117(a). Revisions became effective July 2, 1974 as R.1974 d.179. See: 6 N.J.R. 244(b), 6 N.J.R. 312(c). Subchapters 2 and 3 became effective August 1, 1974 as R.1974 d.211. See: 6 N.J.R. 245(a), 6 N.J.R. 351(a). Revisions to subchapter 1 became effective September 10, 1974 as R.1974 d.248. See: 6 N.J.R. 311(b), 6 N.J.R. 399(a). Revisions to subchapter 3 & Appendix I became effective November 5, 1975 as R.1975 d.336. See: 7 N.J.R. 363(c), 7 N.J.R. 567(b). Revisions to Appendix I became effective March 3, 1976 as R.1976 d.66. See: 8 N.J.R. 69(c), 8 N.J.R. 195(c). Revisions to subchapters 2 and 3 and Appendix I became effective October 6, 1976 as R.1976 d.310. See: 8 N.J.R. 332(b), 8 N.J.R. 515(a). Further revisions became effective August 11, 1977 as R.1977 d.293. See: 9 N.J.R. 339(a), 9 N.J.R. 434(d). Amendments to subchapter 2 became effective December 5, 1977 as R.1977 d.459. See: 9 N.J.R. 530(a), 10 N.J.R. 16(c). Amendments to Appendix I became effective March 27, 1978 as R.1978 d.107. See: 10 N.J.R. 192(a). Revisions to subchapters 2 and 3 and Appendix I and II became effective November 14, 1978 as R.1978 d.394. See: 10 N.J.R. 253(c), 10 N.J.R. 553(a). Further revisions became effective September 13, 1979 as R.1979 d.362. See: 11 N.J.R. 380(b), 11 N.J.R. 519(c). Further revisions became effective September 15, 1980 as R.1980 d.386. See: 12 N.J.R.321(a), 12 N.J.R. 599(d). Revisions to subchapter 3 became effective January 4, 1982 as R.1981 d.395. See: 13 N.J.R. 515(a), 13 N.J.R. 774(a). Subchapter 1 was readopted effective November 16, 1981 as R.1981 d.445. See: 13 N.J.R. 581(b), 13 N.J.R. 846(b). Appendix I and II were revised effective January 4, 1982 as R.1981 d.498. See: 13 N.J.R. 741(a), 14 N.J.R. 46(b). Further amendments became effective September 20, 1982 as R.1982 d.319. See: 14 N.J.R. 630(a), 14 N.J.R. 1060(a). Further amendments became effective November 14, 1983 as R.1983 d.552. See: 15 N.J.R. 1546(a), 15 N.J.R. 2042(c). Further amendments became effective December 5, 1983 as R.1983 d.552. See: 15 N.J.R. 1546(a), 15 N.J.R. 2042(c). This chapter was readopted effective March 17, 1986 pursuant to Executive Order 66(1978) and subchapters 2 and 3 and Appendix I and II were repealed effective April 7, 1986 as R.1986 d.116. See: 18 N.J.R. 22(a), 18 N.J.R. 691(b). Pursuant to Executive Order No. 66(1978), Chapter 109 was readopted by R.1991 d.111. See: Source and Effective Date.

All references to the Division of Welfare have been changed to the Division of Economic Assistance, effective December 4, 1989, pursuant to the provisions of P.L. 1989, c.88.

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SUBCHAPTER 1. PUBLIC ASSISTANCE STAFF DEVELOPMENT PROGRAM

Historical Note

This subchapter was originally filed and became effective on January 25, 1974, as R.1974 d.23. See: 5 N.J.R. 378(a), 6 N.J.R. 117(a). Revisions were made and became effective July 2, 1974, as R.1974 d.179. See: 6 N.J.R. 244(b), 6 N.J.R. 312(c). Further revisions were made and became effective September 10, 1974 as R.1974 d.248. See: 6 N.J.R. 311(b), 6 N.J.R. 399(a).

10:109-1.1 Objectives for the public assistance staff development program

The purpose of public assistance staff development is to support the county welfare agency (CWA) in achieving its operating goals effectively and efficiently. The quality and extent of service an agency is able to provide is dependent on the competence and skill of the staff charged with delivering those services. Therefore, increasing the competence of staff in order to assure the highest quality of service to the people served by the public assistance programs is a continuing objective.

Amended by R.1991 d.111, effective March 4, 1991.
See: 22 N.J.R. 2222(a), 23 N.J.R. 688(c).
Stylistic revisions.

Case Notes

Duties of legal assistant to county welfare board under former regulation were such that party affiliation was an appropriate requirement for effective performance. *Battaglia v. Union Cty. Welfare Bd.*, 88 N.J. 48, 438 A.2d 530 (1981), certiorari denied 102 S.Ct. 2045, 456 U.S. 965, 72 L.Ed.2d 490 (1982).

See for historical purposes *Essex Cty. Welfare Bd. v. Klein*, 149 N.J.Super. 241 (App.Div.1977) (decision invalidates section of 1975 revision of Ruling 11).

Ruling 11 remains binding upon a county despite implementation of Optional County Charter Law and abolition of county welfare board (decision includes relevant history behind promulgation of regulation). *State v. Hudson Cty.*, 161 N.J.Super. 29 (Ch.Div.1978), *aff'd per curiam*, 171 N.J.Super. 453 (App.Div.1979).

10:109-1.2 County welfare agency training and staff development personnel

The director of a CWA shall be responsible for the administration of the training and staff development function of the agency. A training supervisor as well as additional trainers and support staff shall be employed in accordance with yearly budget instructions issued by the Division of Economic Assistance (DEA) and CWA needs, thereby adequately providing for all required components of the staff development and training program as listed at N.J.A.C. 10:109-1.4.

Amended by R.1991 d.111, effective March 4, 1991.

See: 22 N.J.R. 2222(a), 23 N.J.R. 688(c).

Revised text to specify training and staff development responsibilities of CWA.

19:109-1.3 Training advisory committee

Each CWA shall establish a training advisory committee which assists with the development of the required annual training plan, and provides guidance, direction, and recommendations concerning the agency's overall policies and procedures for staff development and training. The committee shall be chaired by the training supervisor and shall include representation from clerical, para-professional, professional, supervisory, administrative staff and/or any other group deemed necessary by the agency.

Amended by R.1991 d.111, effective March 4, 1991.

See: 22 N.J.R. 2222(a), 23 N.J.R. 688(c).

Revised text, adding language to describe training advisory committee function and composition.

10:109-1.4 Components of the staff development and training program

(a) Staff development and training activities will be provided through the use of both in-service and out-service resources, when funding is available and as determined by ongoing yearly needs assessments conducted by CWA training staff. Required components of a CWA staff development program shall include:

1. A mandated orientation program for new employees which shall include topics such as affirmative action, civil rights, and Acquired Immune Deficiency Syndrome (AIDS) awareness;
2. Ongoing training related to each of the public assistance programs supervised by the DEA and administered by the CWA such as Aid to Families with Dependent Children and Food Stamps;
3. Ongoing training concerning the use of all required management information systems such as Family Assistance Management Information System (FAMIS), Automated Child Support Enforcement Systems (ACSES), and On-line Management of Economic Goal Achievement (OMEGA);

4. A training program which provides for necessary skills development of CWA managers and supervisors, such as the Certified Public Managers Program or courses offered through the Management Development Institute;

5. A general skills development program for all agency staff based on individually assessed needs related to current job responsibilities. This would include programs such as Effective Writing, Communication Techniques, Computer Literacy, Tuition Reimbursement, as well as those courses available through DEA's Program to Reinforce Income Maintenance Development and Effectiveness (PRIDE) Program; and

6. Career/professional development opportunities for all staff which are offered as a means for upward mobility within the agency through such activities as tuition reimbursement for the purpose of attaining an academic degree.

Amended by R.1982 d.227, effective August 2, 1982.

See: 14 N.J.R. 375(b), 14 N.J.R. 837(b).

(c) the word "Reimbursement" changed to "Aid".

(c)2 added "continuous . . . satisfactory service" deleted "on or before", added "immediately preceding".

Amended by R.1986 d.116, effective April 7, 1986.

See: 18 N.J.R. 22(a), 18 N.J.R. 691(b).

(b)-(d) deleted.

Amended by R.1991 d.111, effective March 4, 1991.

See: 22 N.J.R. 2222(a), 23 N.J.R. 688(c).

Added new (a) under subsection 5 regarding staff development and training.

Case Notes

Former regulations provided for adjustment of salary upon promotion of Civil Service employee; back pay award by arbitrator exceeded his authority under negotiated agreement. Communications Workers of America, Local 1087 v. Monmouth Cty. Bd. of Social Services, 96 N.J. 442, 476 A.2d 777 (1984).

10:109-1.5 Required reporting and approvals

The reporting of all training activities by an agency's staff development operation must be on a monthly basis in accordance with DEA issued instructions. Plans for cost related out-service training activities must be discussed with and receive the prior approval of the Training office of the DEA. If such activities are included in an approved annual training plan and/or budget, additional approval shall not be necessary.

Amended by R.1991 d.111, effective March 4, 1991.

See: 22 N.J.R. 2222(a), 23 N.J.R. 688(c).

Replaced text on required reporting and approval for all training activities.