

.90
W872
1974b



WOMEN
IN
NEW JERSEY
STATE GOVERNMENT

New Jersey State Library



I'm very pleased to write this opening statement for "Women in New Jersey State Government". I firmly believe that women in our State, long neglected by male-oriented policies, have a great contribution to make in this area.

Today, we have quite a few highly effective women, such as Commissioners Klein, Sheehan and Finley, working to make New Jersey a better place for all of us to live. I fully intend to continue this practice and to do everything in my power to bring many more competent, intelligent women into our State government.

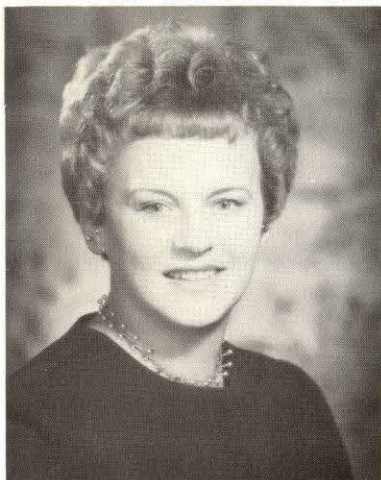
Brendan T. Byrne
Governor

Part of the mission of the Department of Civil Service is to assure that the rights and privileges of women in government that are guaranteed by law are operative in fact. Our affirmative action programs implemented in recent years have been the vehicles intended to correct any wrongs that may have occurred in the past.

We intend to make this a beginning not an end.

William Druz
Chief Examiner and Secretary
Department of Civil Service





I believe that women in high posts in government and in industry are still something of a rarity but that the situation is changing...

Certainly Governor Brendan T. Byrne has demonstrated that he has sought competence without regard to sex. Three cabinet level officials in his administration are women at this writing.

Golda Meir in Israel and Indira Ghandi in India have demonstrated considerable competence in leading their nations in terribly difficult times.

In brief, in most jobs, I think the selection should be based on the person's training, experience, capability, and vision and not on whether the person is male or female. We are seeing more and more areas of endeavor opening to women which previously were the exclusive domain of men. I think this is good because it represents a trend toward equality and away from discrimination based on sex.

*Commissioner Joanne E. Finley
Department of Health*

*Commissioner Ann Klein
Department of Institutions and Agencies*

Traditionally the role of the American woman was to finish school, hopefully marry, rear children, participate in volunteer work or engage in intermittent employment, generally to supplement her husband's income. The work was mostly in relatively low-paying, low-prestige, powerless occupations.

However, today, we are at the point in America where a cultural revolution is taking place. This is removing women from their stereotyped roles and putting them into areas where they can realize their individualism and their human capacity. In other words, this generation can walk free, stand tall, and be everything that is in it to be.

There is no limit to the horizon that spreads before today's women. This world needs all the talent and all the skills that can be brought to bear by all the people if we are to achieve a more humanistic society and an era of enlightenment.



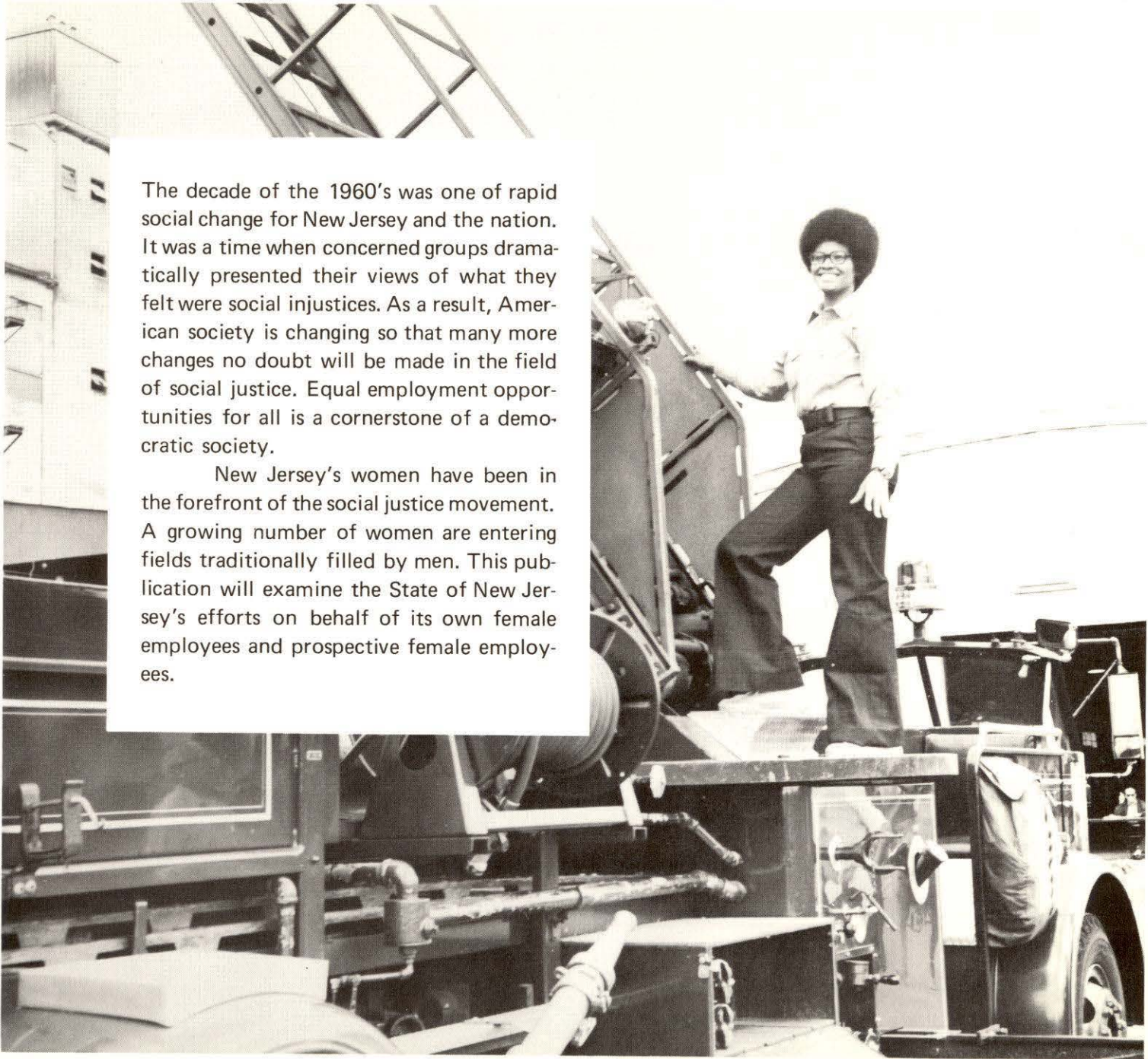
*Commissioner Patricia Q. Sheehan
Department of Community Affairs*

As a Commissioner of a Department which is directly involved with the development of the State's human resources, the head of a household and a woman, I am deeply concerned about the social, educational, and employment opportunities for the women of New Jersey.

New Jersey women have made some progress in these areas over the past few years. Within the sphere of State government, they are more visible in key posts, particularly in the executive branch and the judiciary. However, there still remains a large pool of untapped skills, energies, and talents that can be channeled to benefit the State in its future growth and development.

While I firmly believe that women should be respected in whatever role or occupation they choose for themselves, I also feel that women should be encouraged and assisted in developing and applying skills and abilities as service volunteers, members of boards and commissions, and as paid State government technicians and professionals. Women in New Jersey are a vital source of human energy, fresh ideas and abilities. We should seek their broad participation in helping New Jersey deal with its many problems.





The decade of the 1960's was one of rapid social change for New Jersey and the nation. It was a time when concerned groups dramatically presented their views of what they felt were social injustices. As a result, American society is changing so that many more changes no doubt will be made in the field of social justice. Equal employment opportunities for all is a cornerstone of a democratic society.

New Jersey's women have been in the forefront of the social justice movement. A growing number of women are entering fields traditionally filled by men. This publication will examine the State of New Jersey's efforts on behalf of its own female employees and prospective female employees.

**“SEX DISCRIMINATION: IT ISN’T FUNNY,
IT IS ILLEGAL, AND THE BATTLE HAS
JUST BEGUN.”**

*William H. Brown III
Former Chairperson,
U.S. Equal Employment Opportunity
Commission*

Any woman who has suffered the indignity of sex discrimination knows just how funny it is not. The illegality of sex discrimination has been clearly recognized in New Jersey and throughout the nation.

The State of New Jersey has long recognized the injustice of discriminatory practices and has taken legal steps toward its correction.

New Jersey enacted its original Anti-Discrimination Law in 1945, covering discrimination in employment. A Division Against Discrimination was established in the Department of Education to implement the law.

In 1960, the Division Against Discrimination was changed to the present Division on Civil Rights. In 1963, the Division was transferred to the Department of Law and Public Safety where it remains today. More importantly, the Division was granted extra power to investigate complaints of discrimination. This power was extended further in 1966.

However, discrimination in employment because of sex or marital status was not yet specifically mentioned in the State law. This important prohibition was added to the amended law in 1970.

Today, New Jersey’s law against employment discrimination is quite clear. It is presently unlawful

“for an employer, because of the race, creed, color, national origin, ancestry, age, marital status, or sex of any individual, or because of the liability for service in the Armed Forces of the United States, of any individual, to refuse to hire or employ or to bar or to discharge from employment such individual or to discriminate against such individual in compensation or in terms, conditions, or privileges of employment.”

(New Jersey Statutes Annotated 10:5-11).

In other words, it is unlawful in New Jersey for any woman to be refused a job, discharged from a job, or denied her rights as an employee, simply because she is a woman.

By design, New Jersey’s system of Civil Service employment is one which has sought to minimize discrimination.

“Those women who have obtained status in governmental service have exerted extraordinary effort to excel in their respective fields, thereby upgrading the public image in general of the female worker.”

The present Civil Service system was created by the Civil Service Act of 1908. Its central principle was, and remains, employment based on merit. The system is one which permits men and women to compete equally for State positions in open-competitive and promotional Civil Service examinations.* *Ability and performance are to be the criteria for job selection.*

New Jersey further affirmed its commitment to merit principles in 1918, with passage of the Classification Act. This legislation set standard salary rates for all positions in the classified State service. The Civil Service Department sets salary levels strictly on the basis of the duties and responsibilities of the job. *Any woman with equal seniority will receive the same pay as any man employed in the same job.*

The State also recognizes the unique obstacles to employment encountered by women in the State. As early as 1964, following the suggestion of a Presidential Commission (1963), the Governor appointed a Commission to study the status of women in New Jersey. The Commission's key recommendation (1967) was to establish a State Women's Bureau that would provide communication between women and government and private agencies.

In 1969, the *State Office on Women* and a *Citizens' Advisory Commission on Women* were created.

The Office on Women has sought...

To educate, to motivate, and to inspire women to become more informed of their rights and opportunities.

To develop and to implement programs to resolve problems and needs of women.

To encourage women to participate actively, fully, and freely in the social, political, and economic life of the community.

In October 1972, the Office on Women established the New Jersey Talent Bank for Women...

To serve as a resource center for resumé's of qualified, capable women.

To accelerate the rate of participation of women by informing public and private employers of available talent.

To aid employers in accomplishing their goals of affirmative action as set forth by Federal and State legislation.

* *One notable exception has been the provision by the New Jersey State Legislature to reward veterans for their military service. Absolute veterans preference as provided by New Jersey Statutes materially affects the selection process. The present law has been criticized as discriminatory against women and the non-veteran. However, veterans preference benefits, are the public policy of the United States as expressed by the United States Supreme Court and the Equal Employment Opportunity Act of 1972.*

New Jersey's efforts to remove the legal barriers to equality of employment opportunity have been further strengthened by the Federal Equal Employment Opportunity Act (EEOA) of 1972, amending the U.S. Civil Rights Act of 1964. Like New Jersey's Anti-Discrimination Law, it is quite specific in prohibiting employment discrimination based on sex. For the first time, all employers, including State and local governments in New Jersey, are bound by the provisions of this Act.

Congress empowered the Federal Equal Employment Opportunity Commission (EEOC) to enforce the EEOA. The EEOC was granted broad powers to receive and investigate complaints of employment discrimination and to initiate law suits against alleged violators of the Act.

In addition, the EEOC publishes legal guidelines for employers to follow in compliance with the Act. They are wide-ranging and specific:

Job titles which tend to deny employment opportunities to one sex or the other are illegal. Jobs cannot be advertised or classified as "male" or "female" unless the employer can prove that sex is a bona fide occupational qualification for the job. These qualifications are interpreted narrowly. Women cannot be excluded on the basis of supposed abilities attributed to them because they are women.

Employers may not maintain separate advancement systems or opportunities for men and women.

Any rule which forbids or restricts the employment of married women, and not married men, is prohibited.

No person may be denied equal pay for equal work because of his or her sex.

Fringe benefits, such as medical and hospital insurance, retirement benefits, bonus plans, leaves, and other terms, conditions, and privileges of employment, must be granted equally to both men and women.

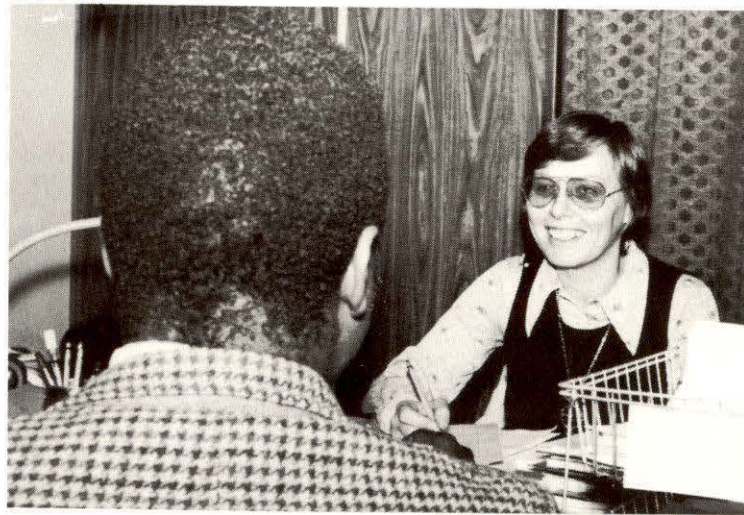
Women cannot be denied employment because of pregnancy.

Any disability due to pregnancy, miscarriage, abortion, childbirth, or recovery from childbirth, must be treated as would any other temporary disability.

The combination of State and Federal laws and EEOC regulations has removed most of the legal barriers to equal employment opportunity for women.

There is often a gap between the theory of law and the practice of equal employment opportunity. The United States Supreme Court recognized this in 1971...In its landmark *Griggs vs. Duke Power Company* decision, the Court ruled in part that past employment practices and procedures, however neutral their *intent*, "cannot be maintained if they operate to 'freeze' the status quo of prior discriminatory employment practices."

Recognizing these dynamic occurrences, New Jersey is taking "affirmative action" to promote good, sound business-personnel practices.



Traditionally, there have been few women employed in the fields of law, law enforcement, and security. However, requirements that tend to exclude women from these fields are being eliminated and women are availing themselves of increased opportunities in non-traditional careers. Included on this page is a College Campus Police Officer, an Attorney, a Correction Officer, a Principal Program Analyst for the State Law Enforcement Planning Agency, a Museum Security Officer, and an Equal Employment Opportunity Commission Project Coordinator.

WOMEN WORKERS IN NEW JERSEY

One means of promoting equal employment opportunity is to dispel myths that have shrouded the potential of working women. While it is difficult to characterize the State's women workers, this much is clear: old stereotypes no longer hold. Based on 1970 census data from the United States Bureau of the Census:

There Are Over One Million Working Women in New Jersey

The number of working women in New Jersey has increased markedly over the past decade. Forty-two and one-half percent of the State's 2.7 million working-age women are part of the labor force.

Nearly two-thirds of the State's working women are over 35 years of age. More than one-third of all female employees are clerical workers, but an increasing number of women are represented at all job levels throughout private industry and government.

There Are Many Working Mothers in New Jersey

Nearly a quarter of all women with children under 6 years of age are currently part of the State's labor force, as are one-half of those with children between the ages of 6 and 17. Forty-six percent of all women with no children under age 18 are in the State work force.

Minority Women Are Thirteen Percent of All Female Employees

Black women participate in the State work force at a higher rate—52%—than all other women. Over 37% of all Spanish-speaking women are in the work force.

Women Are Well Prepared For Work in New Jersey

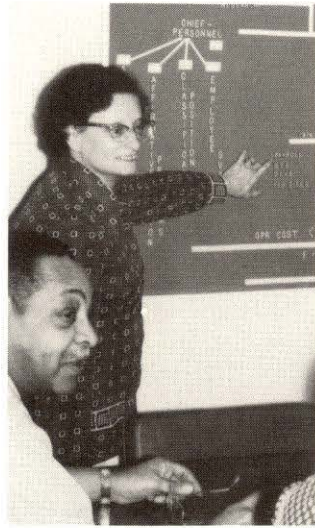
Women in the State have completed a median of 12.2 years of formal schooling, as compared to 12.1 years for their male counterparts. Fifty percent more women than men are high school graduates in New Jersey, and the number of women who have completed one to three years of college is equal to that of men. Forty-three percent of all college graduates in the State are women.

Twenty-three percent of all women (one-third of all men) with less than fifteen years of formal schooling have had some vocational training.

Many women, regardless of background or family status, are working for reasons of economic necessity. They have a stake in achieving equality of opportunity and the merit system will help to promote this need.



"The entire system will benefit from the full participation of women at every level of State government. This can only be accomplished through vigorous and aggressive affirmative action efforts."



Opportunities in the public sector continue to grow for individuals prepared to work in personnel, planning, budgeting, and training. Women pictured on this page include a Budget Analyst, a District Manager of the State Lottery Commission, an Assistant to the Personnel Officer, the Coordinator of the Talent Bank for Women, and an Assistant Director of Personnel and Training. Departments in which they have responsibility range in size from 300 to 5,500 employees; the backgrounds of these women range from on-the-job training in personnel to a master's degree in business administration.

In order to function effectively, all State agencies rely on individuals proficient in typing and stenographic skills. A continuous recruitment program provides opportunities for individuals in the clerical area of the governmental service.



WOMEN IN STATE GOVERNMENT: A Statistical Profile

The State government of New Jersey has been foremost among employers of female talent. Women are a greater percentage (46.1%) of State service than they are of New Jersey's overall labor force (35.3%). Only at the Executive-Managerial level does the percentage of female employees (8.9%) lag behind that of the overall labor force (12.1%).



EEOC JOB CATEGORIES	Number of Employees in State Service (1)	% of State Employees (Female) Within Category (2)	% of Available Workforce (Female) in State (3)
EXECUTIVE— MANAGERIAL FEMALE	1,781 157	8.8	12.2
PROFESSIONAL— TECHNICAL FEMALE	20,981 7,325	34.9	19.7
AUXILIARY— AIDE FEMALE	7,379 4,404	59.7	39.8
OFFICE— CLERICAL FEMALE	9,381 8,241	87.8	66.5
CUSTODIAL— SERVICE FEMALE	5,420 612	11.3	7.1
TOTAL WORKFORCE FEMALE	44,942 20,739	46.1	35.3

- (1) Figures calculated from New Jersey Department of Civil Service Survey, September 1972.
- (2) Percentages based on New Jersey Department of Civil Service Survey, September 1972.
- (3) Percentages derived from New Jersey Labor and Industry 1972 Estimates, based on 1970 U. S. Census Data.



The fields of social service and education have traditionally attracted large numbers of women. Today increasing numbers of publicly-employed women direct the operation of offices and agencies in these "women-dominated" areas.

Pictured on these pages are women who have excelled in their professions as well as those who are just beginning their careers in State service. Included from the arts and education are a Supervising Librarian who specializes in services to the disadvantaged, a Professor of Economics, the Director of the State Museum, Graphic Artists, a Museum Lecturer/Guide, an Assistant Director of Educational Field Services, and the Supervisor of the State Clerical Training Center.



"It must become the norm that women, as well as men, be expected to advance to the full extent of their abilities. An era in which professional progress is based on assumed financial responsibilities (or lack thereof) must end."



NEW JERSEY: An Affirmative Employer

The State of New Jersey realizes that Equal Employment Opportunity means more than the mere absence of discrimination. The State is taking affirmative steps to alter *de facto* discriminatory patterns.

Each executive department of the State government has committed itself to work positively toward the overall goal of equality of opportunity. Specific affirmative actions, such as the following, are essential to that commitment. Efforts are under way...



- ☀ To analyze the composition of each department's work force as a prerequisite for identifying specific problems.
- ☀ To determine realistic short-term and long-term goals and timetables for corrective action.
- ☀ To document all affirmative action program efforts and to set up mechanisms for program evaluation.
- ☀ To maintain contacts with minority and women's organizations for the purpose of recruitment.
- ☀ To develop a skills bank for upgrading present employees and for supporting a promote-from-within policy.
- ☀ To provide increased training and educational opportunities for women and minorities.
- ☀ To establish a network of affirmative action coordinators to facilitate the operation of the Affirmative Program.
- ☀ To provide career counseling services to insure maximum development of employee potential.



Opportunities have accelerated in the technical-educational field of public television. Shown here are a Newscaster, a Director of Educational Services, and the Producer-Director of News.

The Department of Civil Service, as the central personnel office for State government, has a responsibility to locate and remove artificial barriers to equal employment opportunity. The Department provides assistance to other departments and agencies in meeting their own obligations in this sphere.

Affirmative efforts are ongoing in areas such as:

Job Specifications. Approximately 8,000 titles are under review to eliminate all discriminatory academic, experience, or physical requirements. Job descriptions for open-competitive positions are being monitored to eliminate unrealistic standards for admission to tests.

Educational Requirements. For nearly all job titles that previously required a high school diploma or its equivalency, the present requirement is the ability to "read, write and understand English sufficiently to perform the duties of the position."

College degree requirements are presently being evaluated for validity and where validity is not reaffirmed, a combination of some college credits and relevant experience, for example, will replace present requirements.

At the present time, College-Level Examination Program (CLEP) participation is encouraged as a means of gaining college credits through work/life experience.

"Women are now considered for many jobs for which they were previously ineligible. However, jobs that are filled almost entirely by women on the non-professional level still have poor compensation with too few built-in incentive."



Physical Requirements. The Civil Service Commission has abolished height and weight requirements for Fire Fighter and Police Officer candidates in favor of job-related testing of skills. Physical requirements for all jobs are under review for work relatedness.

Neuter Titles. All State job titles that indicated preference based on sex have been replaced either by a m/w (man/woman) designation or by a neuter title; e.g., Maintenance Worker rather than Maintenance Man.

Test Validation. A unit in the Division of Examinations is working to meet the technical testing standards established by the Equal Employment Opportunity Commission.

Pre-Employment Applications. The Department of Civil Service has assisted individual departments in eliminating discriminatory questions in such areas as race, sex, marital status, and age on all pre-employment inquiries.

Data Collection. The accumulation of empirical data (by race/sex) on applications and admissions to open-competitive examinations, on certifications and appointments, is now under way. Such information is essential in order to document the effects of present practices on the composition of the State work force.

Representative of the contributions by and opportunities for women in the State's social services are a Community Program Analyst for Migrant Workers, Social Workers, an Assistant Supervisor of Social Services, the Day Care Planning Director and Staff for the Work Incentive Program, an Institutional Attendant, and the Director of a State Psychiatric Hospital.



Career Ladders. The Department of Civil Service has established a program to allow employees in non-professional titles to take promotional examinations for entry-level professional trainee positions. The basic requirements include the combination of 60 college credits for a minimum score of 450 on the CLEP examination and three years of RA status (Range A-11). For further clarification, see the Civil Service Personnel Manual (State), Subpart 8-6.103.

The Career Development Office within the Department of Civil Service has ongoing responsibilities for recommending job bridges from one career series to another. Individual Departmental Personnel Offices have committed themselves to pinpointing needed alternative career patterns within their departments, and to communicating such needs to the Civil Service Department.

Affirmative actions such as the above are sound management policy. Similar efforts will continue until New Jersey's merit system is a model of equal employment opportunity for all citizens.



"There are instances of male managers who clearly approve an aggressive and ambitious man, while the same characteristics in a woman are not acceptable. Yet this attitude is not a 'problem' of the merit system which provides test opportunities regardless of negative attitudes and stereotypes. Attitudes can be neither legislated nor proceduralized."



Women with backgrounds in the sciences or engineering will find excellent job opportunities in State service. Traditionally, women have not enrolled in large numbers in these fields and thus they represent a relatively small percentage of the total numbers employed in the technical professions. Women presently employed by the State of New Jersey in non-traditional fields evidence achievement through preparedness and perseverance. Depicted in these photographs are women who hold titles such as Senior Engineer (Traffic), Principal Engineer (Chemical Lab/Data Processing), Laboratory Technician, Senior Chemist, Senior Public Health Physician, Chief Serologist, and Chief of Seed Analysis Bureau.



Agencies Concerned with Equal Opportunity and Job Opportunities

NEW JERSEY DEPARTMENT OF CIVIL SERVICE

Career Development Office
329 West State Street
Trenton, New Jersey
Telephone: 609-292-6044

NEW JERSEY COMMISSION ON WOMEN NEW JERSEY TALENT BANK FOR WOMEN

Department of Community Affairs
363 West State Street
Trenton, New Jersey
Telephone: 609-292-4833

† NEW JERSEY DEPARTMENT OF EDUCATION

Office of Equal Educational Opportunity
225 West State Street
Trenton, New Jersey
Telephone: 609-292-4343

†† NEW JERSEY DIVISION ON CIVIL RIGHTS

530 Cooper Street
Camden, New Jersey
Telephone: 609-964-0011

1100 Raymond Boulevard
Newark, New Jersey
Telephone: 201-648-2700

436 East State Street
Trenton, New Jersey
Telephone: 609-292-4605

370 Broadway
Paterson, New Jersey
Telephone: 201-345-1465

OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT BULLETINS are available at:

Department of Civil Service
Arnold Constable Building
Front and Montgomery Streets
Trenton, New Jersey

At all public libraries, at employment security offices; and, in each county, at court houses, municipal buildings, and city hall offices.

For current and anticipated job openings, contact the Personnel Offices in each State Department:

AGRICULTURE

Health-Agriculture Building
John Fitch Plaza
Trenton, New Jersey

BANKING

38 West State Street
Trenton, New Jersey

CIVIL SERVICE

Arnold Constable Building
Front and Montgomery Streets
Trenton, New Jersey

COMMUNITY AFFAIRS

363 West State Street
Trenton, New Jersey

DEFENSE

Eggerts Crossing Road
Box 979
Trenton, New Jersey

EDUCATION

225 West State Street
Trenton, New Jersey

ENVIRONMENTAL PROTECTION

Labor and Industry Building
John Fitch Plaza
Trenton, New Jersey

HEALTH

Health-Agriculture Building
John Fitch Plaza
Trenton, New Jersey

*HIGHER EDUCATION

225 West State Street
Trenton, New Jersey

*INSTITUTIONS AND AGENCIES

State Office Building
135 West Hanover Street
Trenton, New Jersey

INSURANCE

201 East State Street
Trenton, New Jersey

† This agency deals only with equal opportunity in the educational field.

†† This agency deals solely with equal opportunity problems.

* Listings of individual facilities can be obtained from these central personnel offices.

JUDICIARY

Room 415
State House Annex
Trenton, New Jersey

LABOR AND INDUSTRY

John Fitch Plaza
Trenton, New Jersey

LAW AND PUBLIC SAFETY

State House Annex
Trenton, New Jersey

PUBLIC BROADCASTING AUTHORITY

1573 Parkside Avenue
Trenton, New Jersey

PUBLIC UTILITIES

28 West State Street
Trenton, New Jersey

STATE

State House
Trenton, New Jersey

TRANSPORTATION

1035 Parkway Avenue
Trenton, New Jersey

TREASURY

State House
Trenton, New Jersey

PUBLIC ADVOCATE

10-12 North Stockton Street
Trenton, New Jersey

NOTE: The zip codes for all Trenton area State offices is 08625.

NEW JERSEY CIVIL SERVICE COMMISSION

Henry R. Leiner

Leonard W. Simmons

Howard F. Haneman

Daniel F. Johnson

William Druz
Chief Examiner and Secretary