

CHAPTER 1A**ADMINISTRATION, ORGANIZATION,
RECORDS MANAGEMENT AND
INFORMATION REQUESTS****Authority**

N.J.S.A. 27:1A-5, 27:1A-6, and 52:14B-1 et seq., particularly 52:14B-3 and 4.

Source and Effective Date

R.2010 d.070, effective April 21, 2010.
See: 41 N.J.R. 4419(a), 42 N.J.R. 952(a).

Chapter Expiration Date

In accordance with N.J.S.A. 52:14B-5.1b, Chapter 1A, Administration, Organization, Records Management and Information Requests, expires on April 21, 2017. See: 43 N.J.R. 1203(a).

Chapter Historical Note

Chapter 1A, Administration, Organization and Management, was adopted as R.1989 d.366, effective June 16, 1989. See: 21 N.J.R. 2049(a).

Pursuant to Executive Order No. 66(1978), Chapter 1A, Administration, Organization and Management, was readopted as R.1994 d.348, effective June 13, 1994. See: 26 N.J.R. 2797(a).

Chapter 1A, Administration, Organization and Management, was renamed "Administration, Organization, Records Management and Information Requests" by R.1996 d.366, effective August 5, 1996. See: 28 N.J.R. 2510(a), 28 N.J.R. 3807(a).

Pursuant to Executive Order No. 66(1978), Chapter 1A, Administration, Organization, Records Management and Information Requests, was readopted as R.1999 d.206, effective June 10, 1999. See: 31 N.J.R. 840(a), 31 N.J.R. 1950(a).

Chapter 1A, Administration, Organization, Records Management and Information Requests, was readopted as R.2004 d.441, effective November 3, 2004. See: 36 N.J.R. 3233(a), 36 N.J.R. 5370(a).

Chapter 1A, Administration, Organization, Records Management and Information Requests, was readopted as R.2010 d.070, effective April 21, 2010. As a part of R.2010 d.070, Subchapter 1, Operation and Procedures of the Department of Transportation, was renamed General Information; and Subchapter 2, Definitions, Subchapter 3, Rulemaking, and Subchapter 4, Obtaining Government Records, were adopted as new rules, effective May 17, 2010. See: Source and Effective Date. See, also, section annotations.

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APPENDIX (RESERVED)**SUBCHAPTER 1. GENERAL INFORMATION****16:1A-1.1 Mission statement of the Department**

The Department of Transportation's mission statement is: "Improving Lives by Improving Transportation."

Repeal and New Rule, R.1996 d.366, effective August 5, 1996.
See: 28 N.J.R. 2510(a), 28 N.J.R. 3807(a).

Rewrote the section.

Amended by R.1999 d.206, effective July 19, 1999.

See: 31 N.J.R. 840(a), 31 N.J.R. 1950(a).

Rewrote the section.

Amended by R.2001 d.457, effective December 3, 2001.

See: 33 N.J.R. 3412(a), 33 N.J.R. 4149(b).

Rewrote the section.

Amended by R.2004 d.441, effective December 6, 2004.

See: 36 N.J.R. 3233(a), 36 N.J.R. 5370(a).

Rewrote the section.

16:1A-1.2 Organization of Department

(a) The Department of Transportation is organized as indicated in the Organizational Chart found at <http://www.state.nj.us/transportation/about/pdf/orgchart.pdf> and the functions and responsibilities of its officers are as follows:

1. The Commissioner of Transportation is the Chief Executive Officer of the Department and oversees all functions of the Department of Transportation.

i. A Director within Capital Program Management, having the necessary experience and a valid New Jersey Professional Engineer's license, is designated the State Transportation Engineer;

2. The Deputy Commissioner reports to the Commissioner with principal responsibilities in the following areas:

i. Capital Program Management—the Assistant Commissioner of Capital Program Management has principal responsibilities in the following areas:

- (1) Capital Program Support;
- (2) Project Management;
- (3) Highway and Traffic Design;
- (4) Construction Services and Materials;
- (5) State Transportation Engineer;
- (6) Right of Way and Access Management; and

(7) Bridge Engineering and Infrastructure Management;

ii. Operations—the Assistant Commissioner of Operations has principal responsibilities in the following areas:

- (1) Operations North;
- (2) Operations Central;
- (3) Operations South; and
- (4) Operations;

iii. Capital Investment Planning and Grant Administration—the Assistant Commissioner of Capital Investment Planning and Grant Administration has principal responsibilities in the following areas:

- (1) Environmental Resources;
- (2) Local Aid and Economic Development;
- (3) Statewide Planning;
- (4) Multimodal Services;
- (5) Capital Investment Planning and Development; and
- (6) Multimodal Planning and Development.

iv. Chief Financial Officer—the Chief Financial Officer has principal responsibilities in the following areas:

- (1) Budget;
- (2) Accounting and Auditing;
- (3) Procurement; and
- (4) Information Technology;

v. Administration—the Assistant Commissioner for Administration has principal responsibilities in the following areas:

- (1) Human Resources;
- (2) Support Services; and
- (3) Civil Rights and Affirmative Action/EEO Officer;

vi. Government and Community Relations—the Assistant Commissioner of Government and Community Relations has principal responsibilities in the following areas:

- (1) Communications;
- (2) Community and Constituent Relations; and
- (3) Legislative, Administrative, and Regulatory Actions.

vii. Legal Services; and

viii. Transportation Systems Management—the Assistant Commissioner of Transportation Systems Management has principal responsibilities in the following areas:

- (1) Traffic Operations; and
- (2) Mobility and Systems Engineering;

3. The Chief of Staff reports to the Commissioner, with principal responsibilities for developing, recommending, and implementing, with Commissioner approval, solutions to problems related to both internal operations and policies; and serving as liaison with other agencies and the Governor's office.

4. The Director of Smart Growth reports to the Commissioner with principal responsibilities to provide for the expedition of certain permits in smart growth areas and for the creation of expedited permit mechanisms, such as permits-by-rule; and

5. The Inspector General reports to the Commissioner and provides the Commissioner and the Department's senior leadership with independent and responsive assistance relating to oversight of special investigative services, annually assesses internal controls over operations, and has principal responsibilities in the following areas:

- i. Ethics Unit;
- ii. Internal Audit;
- iii. Internal Investigation; and
- iv. Records Management (including the OPRA unit).

Amended by R.1994 d.348, effective June 13, 1994.

See: 26 N.J.R. 2797(a).

Amended by R.1994 d.453, effective August 12, 1994.

See: 26 N.J.R. 3740(a).

Amended by R.1999 d.206, effective July 19, 1999.

See: 31 N.J.R. 840(a), 31 N.J.R. 1950(a).

Rewrote (a).

Amended by R.2001 d.457, effective December 3, 2001.

See: 33 N.J.R. 3412(a), 33 N.J.R. 4149(b).

Rewrote the section.

Amended by R.2003 d.50, effective December 30, 2002.

See: 35 N.J.R. 621(a).

Rewrote the section.

Amended by R.2004 d.441, effective December 6, 2004.

See: 36 N.J.R. 3233(a), 36 N.J.R. 5370(a).

Rewrote the section.

Amended by R.2010 d.070, effective May 17, 2010.

See: 41 N.J.R. 4419(a), 42 N.J.R. 952(a).

In (a)1i, substituted a semicolon for a period at the end; rewrote (a)2i(1), (a)2i(6), (a)2ii(6), (a)2iii(1), (a)2iii(3), (a)2iii(4), (a)2iv, (a)2vi, (a)2ix, (a)2x and (a)3; in (a)2i(5), inserted "and" at the end; deleted former (a)2i(7) and (a)4; recodified former (a)5 as (a)4; in (a)4, substituted "; and" for a period at the end; and added new (a)5.

Amended by R.2015 d.024, effective February 17, 2015.

See: 46 N.J.R. 2013(a), 47 N.J.R. 498(a).

Rewrote (a).