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Thompson

December 11, 1958

Honorable Edward J. Patten
Secretary of State
State House
Trenton, New Jersey

Dear Secretary Patten:

Enclosed herewith for filing is the following regulation of the
Bureau of Assistance of the Division of Welfare of this Department.

RULING NO. 11 - Personnel Plan, 1/59

Very truly yours

John W. Tramburg
John W. Tramburg
Commissioner

JWT:4

CC: Brendan T. Byrne, Secretary to the Governor ✓
Elmer V. Andrews, Director, Division of Welfare
Elizabeth Feehan, Secretary, State Board of Control

CHIEF EXECUTIVE
OFFICE OF

DEC 12 11 38 AM '58

RECEIVED

Handwritten signature/initials in red ink.

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RECEIVED
STATE OF NEW JERSEY
DEC 16 11 38 AM '58
OFFICE OF
CHIEF EXECUTIVE

State of New Jersey
Department of Institutions and Agencies
Division of Welfare

BUREAU OF ASSISTANCE

REGULATION # BULING No. 11ISSUED: _____
(Date)REV.: 1/59
(Date)TITLE: Personnel Plan

SUBJECT: _____

STATUTORY REFERENCE: N.J. 44:17-6

Buling No. 11 dated 6/1/57 is hereby cancelled.

L. Englund, Chief
Bureau of Assistance

Approved:

By: *John W. Trumburg*



State of New Jersey
DEPARTMENT OF INSTITUTIONS AND AGENCIES
TRENTON 8

BUREAU OF ASSISTANCE
148 WEST STATE STREET

December 2, 1958

TO: COUNTY WELFARE BOARDS

RE: Revision of Ruling No. 11, Personnel Plan

Attached is one copy of the above Ruling, revised, effective January 1, 1959. Additional copies for distribution to staff are being forwarded under separate cover.


The "Plan for Personnel Selection, Appointment and Approval for County Welfare Boards," promulgated July 2, 1936, continues in full force and effect except as modified or superseded by the attached regulations and by statutory changes since that date.

The official Rules of the New Jersey Department of Civil Service which are applicable to counties and municipalities operating under the legal jurisdiction of that Department, are hereby continued as Merit System Rules governing the Somerset County Welfare Board.

Please destroy Ruling No. 11 and attached Compensation Plan, revised June 1, 1957, including page 4, revised October 1, 1957.

Any questions regarding these revisions should be directed to the Bureau by telephone or letter.

Very truly yours


Irving Engelman, Chief
Bureau of Assistance

IE/MCRd

Approved
Elmer V. Andrews, Director
Division of Welfare

State of New Jersey
Department of Institutions and Agencies
Division of Welfare-Bureau of Assistance

Rev. 1/1/59
Page 1

RULING NO. 11

PERSONNEL PLAN

1. Compensation Plans heretofore adopted by county welfare boards, which are in effect as of the date of issue of these regulations, and which have been specifically authorized and approved by the Bureau of Assistance prior to such date, stand approved on the part of the State Bureau as of their respective effective dates.

2. Each county welfare board shall hereafter continue to maintain a Compensation Plan, as defined and governed by these regulations, covering all positions concerned in whole or in part with the administration of any public assistance program.

3. The Compensation Plan shall consist of a designation, for each authorized position, of a salary range which shall apply to such position. Such designation shall be at the discretion of the county welfare board, within the limits of these regulations.

4. The Compensation Plan as established by each county welfare board shall be subject to revision or amendment at the discretion of the welfare board, within the limits of these regulations, except that no revision or amendment shall take effect on dates other than July 1 or January 1, except in the event that the County Board of Freeholders may provide for revised salary ranges on a county-wide basis, to be effective on a date other than January 1 or July 1, in which event corresponding action by the county welfare board may be submitted to the Bureau of Assistance for consideration and special approval.

5. The following title classifications are hereby authorized for use by the county welfare boards. Positions under the class titles identified by asterisk (*), where they do not already exist within the approved table of organization of any county welfare board, are not authorized to be established except upon specific review and approval by the Bureau.

Director of Welfare	Senior Clerk Typist
* Deputy Director of Welfare	Senior Clerk
* Administrative Supvr. of Case Work	Clerk Bookkeeper
Supervisor of Case Work	Clerk Stenographer
* Supervisor of Property Resources	Clerk Transcriber
Case Worker	Clerk Typist
* Head Clerk Bookkeeper	* Clerk
* Head Clerk	* Addressograph Machine Operator
* Principal Clerk Bookkeeper	* Telephone Operator
* Principal Clerk Stenographer	* Building Maintenance Worker
* Principal Clerk	* Mechanical Repairman
Senior Clerk Bookkeeper	Counsel
Senior Clerk Stenographer	

6. The title of Claims Settlement Agent continues to be authorized only for those county welfare boards having permanent incumbents in such title. However, when these positions become vacant, the title classification of Claims Settlement Agent shall be abolished.

7. Upon issuance of this Ruling, and effective January 1, 1959, the title of Clerk Ediphone Operator is abolished and the title Clerk Transcriber substituted therefor. County welfare boards concerned will submit appropriate forms to cover the reclassification of positions and employees from Clerk Ediphone Operator to Clerk Transcriber.

8. In adopting a revised Compensation Plan, the county welfare boards shall allocate a salary range to each position, according to either Plan A or Plan B as set forth in Regulation #9, below, subject to the following conditions:

a. The salary ranges designated for the basic clerical positions Clerk Typist, Clerk Stenographer, Clerk Bookkeeper, Clerk Transcriber, Telephone Operator, and Addressograph Machine Operator shall be not less than the range designated for Clerk, (where applicable), and the maximum range variation among such positions shall not exceed a sequence of three ranges.

b. The salary range designated for each clerical position classified in Senior grade shall be at least four ranges higher than the range designated for the corresponding basic clerical position, and provided further that no employee in a Senior grade position shall, at any time, receive a rate less than the amount being paid to any employee in a basic clerical position.

c. The salary range designated for each clerical position classified in Principal grade shall be at least four ranges higher than the range designated for the corresponding Senior grade position, and provided further that no employee in a Principal grade position shall, at any time, receive a rate less than the amount being paid to any employee in a Senior grade position.

d. The salary range designated for each clerical position classified in the Head grade shall be at least four ranges higher than the range designated for the corresponding Principal grade position, and provided further that no employee in a Head grade position shall, at any time, receive a rate less than the amount being paid to any employee in a Principal grade position.

e. The salary range for the position of Case Worker shall be not less than the highest range designated for any clerical position of Senior grade. The range for Claims Settlement Agent, where presently authorized, shall be identical with Case Worker.

f. The salary range designated for the positions Supervisor of Case Work and Supervisor of Property and Resources shall be identical and shall be at least four ranges higher than that designated for Case Worker, and provided further that no employee in either of these titles shall, at any time, receive a rate less than the amount being paid to any Case Worker or Claims Settlement Agent (where applicable).

- g. The salary range designated for Administrative Supervisor of Case Work shall be at least four ranges higher than the range for Supervisor of Case Work and Supervisor of Property and Resources, and provided further that no employee in this title shall, at any time, receive a rate less than the amount being paid to any Supervisor of Case Work or Supervisor of Property and Resources.
- h. The salary range designated for Deputy Director shall be at least four ranges higher than the highest range designated for any other position in the organization subordinate to the Deputy Director, and provided further that no employee in any subordinate position shall, at any time receive a rate greater than the amount being paid to the Deputy Director.
- i. The salary range designated for the position of Director of Welfare, where such position is staffed on a full time basis, shall be at least four ranges higher than the maximum designated for any other authorized subordinate position in the organization, and provided further that no employee in any subordinate position shall at any time receive a rate greater than the amount being paid to the Director of Welfare. Where the position of Director of Welfare is staffed on a part-time basis, then the range designated may be the same as, but not less than the highest range designated for any other authorized subordinate position and salary payment pro-rated.
- j. Salary ranges for the positions Mechanical Repairman and Building Maintenance Worker shall be not greater than the highest range designated for any one of the positions set forth in 8a.
- k. Where a position is staffed on an hourly basis, an hourly rate may be designated by the welfare board pro-rated on a salary rate within the authorized salary range.
9. The county welfare board shall choose one of the following Plans A or B of standardized salary ranges and shall allocate a salary range from within the Plan selected, to all authorized county welfare board positions concerned in whole or in part with the administration of any public assistance program.

PLAN A

<u>Salary Range Number</u>	<u>Minimum Rate (Normal Hiring Rate)</u>	<u>First Step</u>	<u>Second Step</u>	<u>Third Step</u>	<u>Fourth Step</u>	<u>Fifth Step</u>	<u>Sixth Step (Maximum Rate)</u>
1.	2160	2280	2400	2520	2640	2760	2880
2.	2280	2400	2520	2640	2760	2880	3000
3.	2400	2520	2640	2760	2880	3000	3120
4.	2520	2640	2760	2880	3000	3120	3240
5.	2640	2760	2880	3000	3120	3240	3360
6.	2760	2880	3000	3120	3240	3360	3480
7.	2880	3000	3120	3240	3360	3480	3600
8.	3000	3120	3240	3360	3480	3600	3720
9.	3120	3300	3480	3660	3840	4020	4200
10.	3300	3480	3660	3840	4020	4200	4380
11.	3480	3660	3840	4020	4200	4380	4560
12.	3660	3840	4020	4200	4380	4560	4740
13.	3840	4020	4200	4380	4560	4740	4920
14.	4020	4200	4380	4560	4740	4920	5100
15.	4200	4380	4560	4740	4920	5100	5280
16.	4380	4560	4740	4920	5100	5280	5460
17.	4500	4740	4980	5220	5460	5700	5940
18.	4740	4980	5220	5460	5700	5940	6180
19.	4980	5220	5460	5700	5940	6180	6420
20.	5220	5460	5700	5940	6180	6420	6660
21.	5460	5700	5940	6180	6420	6660	6900
22.	5700	5940	6180	6420	6660	6900	7140
23.	6000	6300	6600	6900	7200	7500	7800
24.	6300	6600	6900	7200	7500	7800	8100
25.	6600	6900	7200	7500	7800	8100	8400
26.	6900	7200	7500	7800	8100	8400	8700
27.	7200	7500	7800	8100	8400	8700	9000
28.	7500	7800	8100	8400	8700	9000	9300
29.	7800	8100	8400	8700	9000	9300	9600
30.	7920	8340	8760	9180	9600	10020	10440
31.	8340	8760	9180	9600	10020	10440	10860
32.	8760	9180	9600	10020	10440	10860	11280
33.	9180	9600	10020	10440	10860	11280	11700
34.	9600	10020	10440	10860	11280	11700	12120
35.	10020	10440	10860	11280	11700	12120	12540

PLAN B

Salary Range Number	Minimum Rate (Normal Hiring Rate)	First Step	Second Step	Third Step	Fourth Step	Fifth Step	Sixth Step (Maximum Rate)
1.	2400	2520	2640	2760	2880	3000	3120
2.	2520	2646	2772	2898	3024	3150	3276
3.	2646	2778	2910	3042	3174	3306	3438
4.	2778	2917	3056	3195	3334	3473	3612
5.	2917	3063	3209	3355	3501	3647	3793
6.	3063	3216	3369	3522	3675	3828	3981
7.	3216	3377	3538	3699	3860	4021	4182
8.	3377	3546	3715	3884	4053	4222	4391
9.	3546	3723	3900	4077	4254	4431	4608
10.	3723	3909	4095	4281	4467	4653	4839
11.	3909	4104	4299	4494	4689	4884	5079
12.	4104	4309	4514	4719	4924	5129	5334
13.	4309	4524	4739	4954	5169	5384	5599
14.	4524	4750	4976	5202	5428	5654	5880
15.	4750	4988	5226	5464	5702	5940	6178
16.	4988	5237	5486	5735	5984	6233	6482
17.	5237	5499	5761	6023	6285	6547	6809
18.	5499	5774	6049	6324	6599	6874	7149
19.	5774	6063	6352	6641	6930	7219	7508
20.	6063	6366	6669	6972	7275	7578	7881
21.	6366	6684	7002	7320	7638	7956	8274
22.	6684	7018	7352	7686	8020	8354	8688
23.	7018	7369	7720	8071	8422	8773	9124
24.	7369	7737	8105	8473	8841	9209	9577
25.	7737	8124	8511	8898	9285	9672	10059
26.	8124	8530	8936	9342	9748	10154	10560
27.	8530	8957	9384	9811	10238	10665	11092
28.	8957	9405	9853	10301	10749	11197	11645
29.	9405	9875	10345	10815	11285	11755	12225
30.	9875	10369	10863	11357	11851	12345	12839

10. Upon the adoption by a county welfare board of a revised Compensation Plan pursuant to these regulations, the authorized salary rates of persons in employ on the effective date of such plan shall be affected as follows:

a. The salary rate of each person, if less than the minimum of the new range designated for his position, shall be adjusted to not less than the minimum of the new range.

b. The salary rate of any person, if in excess of the maximum of the new range designated for his position, may be continued at the discretion of the county welfare board, but that portion of any compensation paid in excess of the authorized maximum rate shall be disallowed for administrative matching funds.

c. Under Plan A, a standard step of the range is any multiple of \$60. within the established range.

d. Under Plan B, the salary range of any person not at a standard step within the authorized range shall be adjusted to the next higher step of the range adopted as set forth in Plan B, and a standardized step will be one of the rates of the range as expressly listed in Plan B.

11. a. The minimum rate of the range shall normally be the hiring rate for the class. In cases where it is difficult to secure qualified personnel, or if a person of unusual qualifications is engaged, the county welfare board may, upon the showing of such cause in the appointment resolution, appoint at the first or second step, or at a higher step if necessary to comply with Regulation #8. In cases where former employees of the welfare board are rehired on a temporary basis for emergency periods, then the welfare board may consider a rate in excess of the second step but not in excess of the maximum of the authorized range, to be submitted to and approved by the State Bureau.

b. Increments may be granted by the welfare board to any employee for satisfactory service, upon the specific recommendation of the Director of Welfare provided, however, that sufficient funds are available for such purpose.

c. Under Plan A, increments may be granted in multiples of \$60 units per annum within the range designated for the position. Under Plan B, increments will be at the rate of 5% of the minimum rate of the range. All increments are subject to review and approval by the State Bureau, subject to the further approval of the Department of Civil Service.

d. The maximum rate specified in the range designated for the position is the highest rate that may be paid to any employee while occupying the position to which such maximum rate applies, regardless of the number of years of service rendered, unless otherwise provided in a plan for "longevity increments" specifically approved by the State Bureau.

e. These regulations shall not be construed as granting any employee entitlement to automatic increments based solely on the completion of specific periods of employment. All increments and rates above the minimum entrance rate are at the discretion of the county welfare board to be based on meritorious service and availability of funds.

12. Where salary advancement for the Director of Welfare is concerned, recommendation and report shall be made by the welfare board itself, rather than by the Director of Welfare, with regard to the specific recommendation for salary advancement to the Director.

13. Notwithstanding the provisions of Regulation #11, an employee who is promoted or reclassified from one class or title to another having a higher salary range shall be adjusted to at least the minimum of the new range or to the next step above his old rate, whichever is higher.

14. Rates and compensation provided for in these regulations are, for all positions except that of Counsel, fixed on the basis of full-time positions. If any position is, by action of the county welfare board, established on a basis of less than full-time service, or if, with the approval of the county welfare board, the incumbent of any full-time position is accepted for employment on a part-time basis only, the rate of compensation provided for the position shall be proportionately reduced in computing the rate of compensation payable for the part-time service, subject to review and approval by the State Bureau of Assistance.

15. Whenever a proportionate reduction computation, as referred to in Regulation #14, is required with respect to any position, or group of positions, such computation shall be made according to whichever of the following methods is found by the State Bureau to be most appropriate:

a. By an actual time-study, to be conducted by or under the direction of the State Bureau; or

b. By an acceptable time-estimate, recommended by the county welfare board and approved by the State Bureau; or

c. By deducting, from the established rate for full-time service, that amount which the incumbent of the position actually receives, in the form of regular salary on another public payroll, as compensation for services performed substantially during the same working hours.

16. a. The position of Counsel is construed to require an employee who is engaged in his professional capacity as an attorney-at-law on a call basis or on a consultant basis to be available and to render service whenever needed. Any county welfare board may at any time appoint to such position any attorney duly admitted to practice in this State, on an annual compensation basis.

b. On and after 1/1/59, the appointment of Counsel on an annual compensation basis, or the retention of Counsel previously appointed on an annual compensation basis, shall be understood to include all of the following duties, and may include such additional duties as the county welfare board may prescribe:

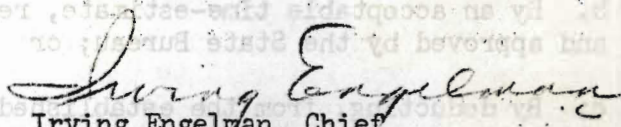
- 1) Renders legal opinions and gives legal guidance on all matters affecting welfare board administration;
- 2) Prepares all legal documents necessary for welfare board administration of the old age assistance and disability assistance programs;
- 3) Acts as proctor to and/or administrator of estates of intestate clients;
- 4) Represents the welfare board in all court proceedings pertaining to welfare board administration of the old age assistance and disability assistance programs;
- 5) Full responsibility for carrying through all guardianship proceedings on behalf of incompetent clients.

c. The county welfare board shall, for the position of Counsel, establish an authorized salary range according to Plan A or Plan B, whichever is applicable. Such range shall be reasonable in relation to the volume and character of the professional service to be rendered, and to the estimated proportion of the appointee's time to be devoted to such service, and the range shall be subject to the specific approval of the State Bureau as a condition for administrative matching funds.

d. Any appointee to the position of Counsel, such position being excluded from the competitive class of the classified service under the provisions of R.S. 44:7-9, shall serve at the pleasure of the welfare board. The County Counsel, or any qualified member of the County Counsel's staff, may be appointed to such position and may be paid compensation by the welfare board (at an authorized rate within an appropriate range to be established) separate and apart from the compensation otherwise paid by the Board of Chosen Freeholders. Any member of the welfare board staff serving in a classified position may, if qualified, be appointed to the position of Counsel and may in that event be paid compensation by the welfare board for services rendered in such office additional to the compensation otherwise authorized for services rendered in the classified position; or may be granted leave of absence from the classified position to accept appointment to the exempt position of Counsel at a range and rate to be established as above specified.

17. The salary ranges and rates authorized under these regulations shall be interpreted as exclusive of any bonus payments authorized pursuant to statute.

18. These regulations are effective January 1, 1959.


Irving Engelman, Chief
Bureau of Assistance

IE/ADeA

Approved

Elmer V. Andrews, Director
Division of Welfare

Ruling Series.
No. 11

Insert in Handbook under section
"Rulings and Bulletins."

Destroy Ruling No. 11 and attached
Regulations dated June 1, 1957.