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June 19, 1957

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

Dear Secretary Patten:

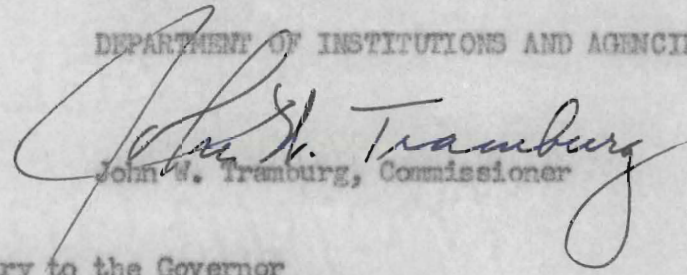
Enclosed herewith for filing is the following regulation of the
Bureau of Assistance of the Division of Welfare of this Department:

RULING NO. 11

Personnel Plan revised 6/1/57. Replaces Ruling No. 11 issued
August 23, 1949.

Very truly yours

DEPARTMENT OF INSTITUTIONS AND AGENCIES


John W. Trumburg, Commissioner

JWT:A

CC: Brendan T. Bryne, Secretary to the Governor
Elmer V. Andrews, Director, Division of Welfare
Mrs. Elizabeth Feehan, Assistant to the Commissioner ✓

CHIEF EXECUTIVE
OFFICE OF

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STATE OF NEW JERSEY
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Secretary of State
State House
Trenton, New Jersey

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John W. Tremaine, Commissioner

JWT:1

CC: Brendan T. Byrne, Secretary to the Governor
Elmer V. Andrews, Director, Division of Welfare
Mrs. Elizabeth Boehm, Assistant to the Commissioner

CHIEF EXECUTIVE
OFFICE OF

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RECEIVED
STATE OF NEW JERSEY

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

BUREAU OF ASSISTANCE

REGULATION # RULING NO. 11ISSUED: June 1, 1957
(Date)REV.: _____
(Date)

TITLE: _____

SUBJECT: PERSONNEL PLANSTATUTORY REFERENCE: R.S. 14:7-6

Ruling No. 11, dated August 23, 1949 is hereby cancelled.

James Engelman, Chief
Bureau of Assistance

Approved:

By: John H. Trumburg

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

June 1, 1957.

RULING NO. 11

PERSONNEL PLAN

The attached Regulations entitled "Compensation Plan for County Welfare Boards" are hereby incorporated as the substance of this Ruling. These regulations are applicable to all county welfare boards and are effective immediately.

The "Plan for Personnel Selection, Appointment and Approval for County Welfare Boards", promulgated July 2, 1956, continues in full force and effect except as modified or superseded by the attached regulations and by statutory changes since that date.

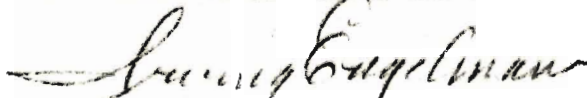
The official Rules of the New Jersey Department of Civil Service which are applicable to counties and municipalities operating under the legal jurisdiction of that Department, are hereby continued as Merit System Rules governing the Somerset County Welfare Board.

The following statements are superseded and made obsolete:

List of authorized positions for county welfare boards, issued January 1, 1947.

Ruling No. 11 and attached Regulations, issued August 23, 1949.

DEPARTMENT INSTITUTIONS AND AGENCIES


Irving Engelman, Chief
Bureau of Assistance

Ruling Series.

No. 11 - Insert in Handbook under section "Rulings and Bulletins." Destroy list of authorized positions for county welfare boards issued January 1, 1947, and Ruling #11 and attached Regulations dated August 23, 1949.

Approved: 6-1-57
Elmer V. Andrews, Director
Division of Welfare

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FOR COUNTY WELFARE BOARDSREGULATIONS

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 date 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 subsequent 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 Bookkeeper
* Deputy Director of Welfare	Senior Clerk Stenographer
* Administrative Supervisor	Senior Clerk
Supervisor of Case Work	Clerk Bookkeeper
* Supvr. of Prop. & Resources	Clerk Stenographer
* Medical Social Work Consultant	Clerk Typist
Case Worker	* Clerk Ediphone Operator
* Claims Settlement Agent	* Clerk
* Head Clerk Bookkeeper	* Addressograph Machine Operator
* Head Clerk	* Telephone Operator
* Principal Clerk Bookkeeper	* Building Maintenance Worker
* Principal Clerk Stenographer	* Mechanical Repairman
* Principal Clerk	Counsel

6. In adopting a revised Compensation Plan, the county welfare boards shall observe the following conditions:

(a) The salary range allocated to each position shall be one of the standardized ranges specified in Regulation #9.

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

(c) The minimum of the range designated for each clerical position classified in Senior grade shall be not less than the maximum of the range designated for the corresponding basic clerical position.

(d) The minimum of the range designated for each clerical position classified in Principal grade shall be not less than the maximum of the range designated for the corresponding Senior clerical position.

(e) The minimum of the range designated for each clerical position classified in Head grade shall be not less than the maximum of the range designated for the corresponding Principal clerical position.

(f) The salary ranges designated for the positions of Case Worker and Claims Settlement Agent shall be identical and shall be not less than the highest range designated for any clerical position of Senior grade.

(g) The minimum of the salary range designated for the positions Supervisor of Case Work, Supervisor of Property and Resources, and Medical Social Work Consultant shall be identical and shall be not less than the maximum of the range designated for Case Worker and Claims Settlement Agent.

(h) The minimum of the salary range designated for the position of Administrative Supervisor shall be not less than the maximum of the range designated for the positions Supervisor of Case Work, Supervisor of Property and Resources and Medical Social Work Consultant.

(i) The minimum of the salary range designated for the position Deputy Director shall be not less than the maximum of the highest range designated for any other position in the organization subordinate to the Deputy Director.

(j) The minimum of the range designated for the position of Director of Welfare, where such position is staffed on a full time basis, shall be not less than the maximum designated for any other authorized subordinate position in the organization. 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.

(k) 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 section 6 (b).

(l) Where a position is staffed on an hourly basis, an hourly rate may be designated by the welfare board prorated on a salary rate within the authorized salary range.

7. In any case where rigid adherence to the conditions stated in Regulation #6 causes substantial and irreconcilable conflict with established county-wide salary range policy, then the Welfare Board may make such recommendations relating thereto as in its discretion seem proper and may submit such recommendation to the State Bureau for consideration and approval.

8. 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) The salary rate of any person not at a standard step within the authorized range, shall be adjusted to a standard step. A standard step is any multiple of \$60 within the established range.

9. The following standardized salary ranges shall be applied to all authorized positions with any county welfare board, which positions are concerned in whole or in part with the administration of any public assistance program, in the manner specified in these Regulations unless otherwise specifically authorized pursuant to Regulation #7.

Salary Range Number	Minimum Rate (Normal Hiring Rate)	First Step	Second Step	Third Step	Fourth Step	Fifth Step (Maximum Rate)
8.	2040	2160	2280	2400	2520	2640
9.	2160	2280	2400	2520	2640	2760
10.	2280	2400	2520	2640	2760	2880
11.	2400	2520	2640	2760	2880	3000
12.	2520	2640	2760	2880	3000	3120
13.	2640	2760	2880	3000	3120	3240
14.	2760	2880	3000	3120	3240	3360
15.	2880	3000	3120	3240	3360	3480
16.	3000	3120	3240	3360	3480	3600
17.	3120	3300	3480	3660	3840	4020
18.	3300	3480	3660	3840	4020	4200
19.	3480	3660	3840	4020	4200	4380
20.	3660	3840	4020	4200	4380	4560
21.	3840	4020	4200	4380	4560	4740
22.	4020	4200	4380	4560	4740	4920
23.	4200	4380	4560	4740	4920	5100
24.	4380	4560	4740	4920	5100	5280
25.	4500	4740	4980	5220	5460	5700
26.	4740	4980	5220	5460	5700	5940
27.	4980	5220	5460	5700	5940	6180
28.	5220	5460	5700	5940	6180	6420
29.	5460	5700	5940	6180	6420	6660
30.	5700	5940	6180	6420	6660	6900
31.	6000	6300	6600	6900	7200	7500
32.	6300	6600	6900	7200	7500	7800
33.	6600	6900	7200	7500	7800	8100
34.	6900	7200	7500	7800	8100	8400
35.	7200	7500	7800	8100	8400	8700
36.	7500	7800	8100	8400	8700	9000
37.	7800	8100	8400	8700	9000	9300
38.	7920	8340	8760	9180	9600	10020
39.	8340	8760	9180	9600	10020	10440
40.	8760	9180	9600	10020	10440	10860

10. (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. 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 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) Increments may be granted in multiples of \$60 units per annum within the range designated for the position. 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 local 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.

11. 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.

12. Notwithstanding the provisions of Regulation #10, 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.

13. Rates and compensation provided for in these regulations are, for all positions except that of Counsel, fixed on the basis of full-time service in 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.

14. Whenever a proportionate reduction computation, as referred to in Regulation #13, 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.

15. 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, at a fixed annual compensation to be determined with the advice and consent of the State Bureau, any attorney duly admitted to practice in this State to serve as Counsel. Such appointee, being excluded from the competitive class of the classified service under the provisions of Title 44:7-9, R. S., 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 this position and may, if desired, be paid compensation by the welfare board separate and apart from compensation otherwise paid by the Board of Chosen Freeholders, such compensation to be at a rate reasonable in relation to the volume and character of service rendered, the rate to be determined with the advice and consent of the State Bureau. 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 paid by the welfare board for services rendered in the classified position.

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