

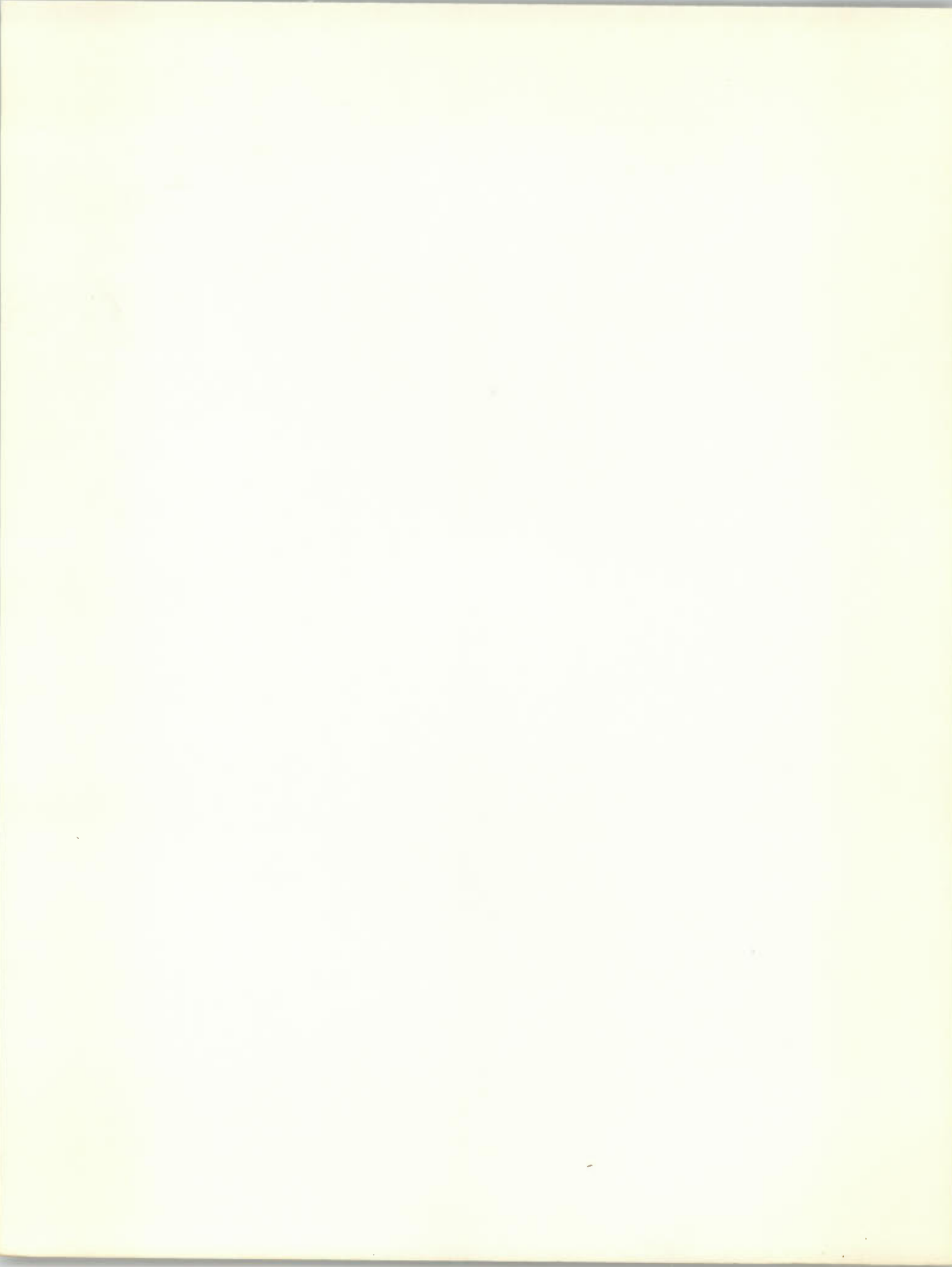


WOMEN and MINORITIES IN NEW JERSEY STATE GOVERNMENT

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*Brendan T. Byrne
Governor*

This Administration has prided itself on actively seeking qualified women and minority candidates for positions in State government, and we have succeeded.

Today New Jersey is finally taking advantage of long overlooked natural resources — its women and its minorities.

Four members of my Cabinet are women — Commissioners Klein, Finley, Sheehan, and Long and two are black — Commissioners Woodson and Van Ness.

These officials were chosen on the basis of their training, experience, capability and vision.

I fully intend to continue this practice and do everything in my power to bring more competent women and minorities into New Jersey government.

The brochure which the Department of Civil Service has produced will reveal some of the meaningful steps which the State of New Jersey has taken to insure not only equal opportunity for the citizens of New Jersey, but in addition, to correct the discrimination which has existed in past years.

This is by no means an effort to say that the job is done, nor is it intended to imply that we are satisfied with the results of our efforts. We still have a long way to go: Women in upper-level jobs are still more conspicuous by their absence; minorities in policy-making and supervisory positions are also conspicuous by their absence. On the other hand, we are dedicated to the proposition that affirmative action and equal opportunity will be a continuing goal. We will not be satisfied until we have fulfilled not only "the letter, but the spirit" of Executive Order 14 issued by Governor Brendan T. Byrne, December, 1974.

To the end of strengthening our Equal Opportunity and Affirmative Action Program, The Department of Civil Service has now created a Division of Equal Opportunity and Affirmation Action, and we are currently revising our guidelines and establishing new and, we hope, more meaningful, reachable goals. It is our hope that in the not too distant future, equal opportunity and affirmative action in the State of New Jersey will become a showcase for the rest of the nation.



*S. Howard Woodson, Jr.
President, Civil Service Commission*



President Carter and Governor Byrne both have strongly affirmed the importance of human rights nationally, internationally and in our State.

Programs begun in the 60's in response to agitation and civil strife, focusing attention on the inequities of our society, have our moral and legal commitment to assure opportunity to all citizens in the areas of employment and in entitlement to public services.

Much has been achieved but much remains to be done. Our nation will be respected and will prosper proportionately as we increase our respect for all people and permit their talents to flourish.

*Ann Klein, Commissioner
Department of Human Services*

Equality has been a popular concept for discussion in recent years. Today, "Human Rights" is in vogue. Unfortunately, the names change, but the victims remain the same. Whether it has been termed affirmative action or something else, adequate equal opportunity for minorities and women in New Jersey has not always surfaced. This is due, at least in part, to a plethora of Civil Service requirements developed in years past, when the hiring of minorities and women was not an issue.

Today it is an issue that is being faced responsibly in New Jersey State Government. Minorities and women are better represented most notably in high-level positions. Spurred by new leadership, the Civil Service Commission is undertaking an exhaustive study to determine the obstacles to affirmative action, and how the system can offer improved access to minorities and women. The Division of Public Interest Advocacy within the Department of the Public Advocate has devoted a significant portion of its time to employment discrimination, civil service and affirmative action matters. Although it will take time to create a more equal system, the examples being set clearly indicate a desire and willingness to make affirmative action an honorable goal with measurable results.



*Stanley C. Van Ness, Commissioner
Department of the Public Advocate*



As Commissioner of a department directly involved with the development of the State's human resources, I am deeply concerned with the social, educational and employment opportunities for the women minority group members of New Jersey.

Women, blacks and Hispanics have moved into prominent positions in State Government. At other levels as well inroads have been made, particularly through the State's Affirmative Action Plan which encourages and facilitates hiring and promotional practices. There still remains a large pool of untapped resources among our women, blacks and Hispanics to be channeled to benefit the State in its future growth and development. The doors have been opened, and we see more and more minorities filling key posts from which they can multiply the effect.

This progress must continue. The problems faced by New Jersey and the country can only be met through the coordinated effort of all of our citizens. The talent, ability and energy that is represented by women and minorities must fully be utilized if we are to meet the challenges that face us as a State and Nation.

*Patricia Q. Sheehan, Commissioner
Department of Community Affairs*

Now, more than ever, the government needs to encourage the employment of minorities and women in key policy making jobs and to redouble its efforts in this direction. In a society plagued with problems, we can no longer afford to overlook large segments of the population in attempting to formulate meaningful solutions. Just as important perhaps, minorities and women need to know that they are represented in the government, for doing justice to the people is almost irrelevant, if we cannot convince them that this is so.

*Virginia Long,
Commissioner
Department of Banking*



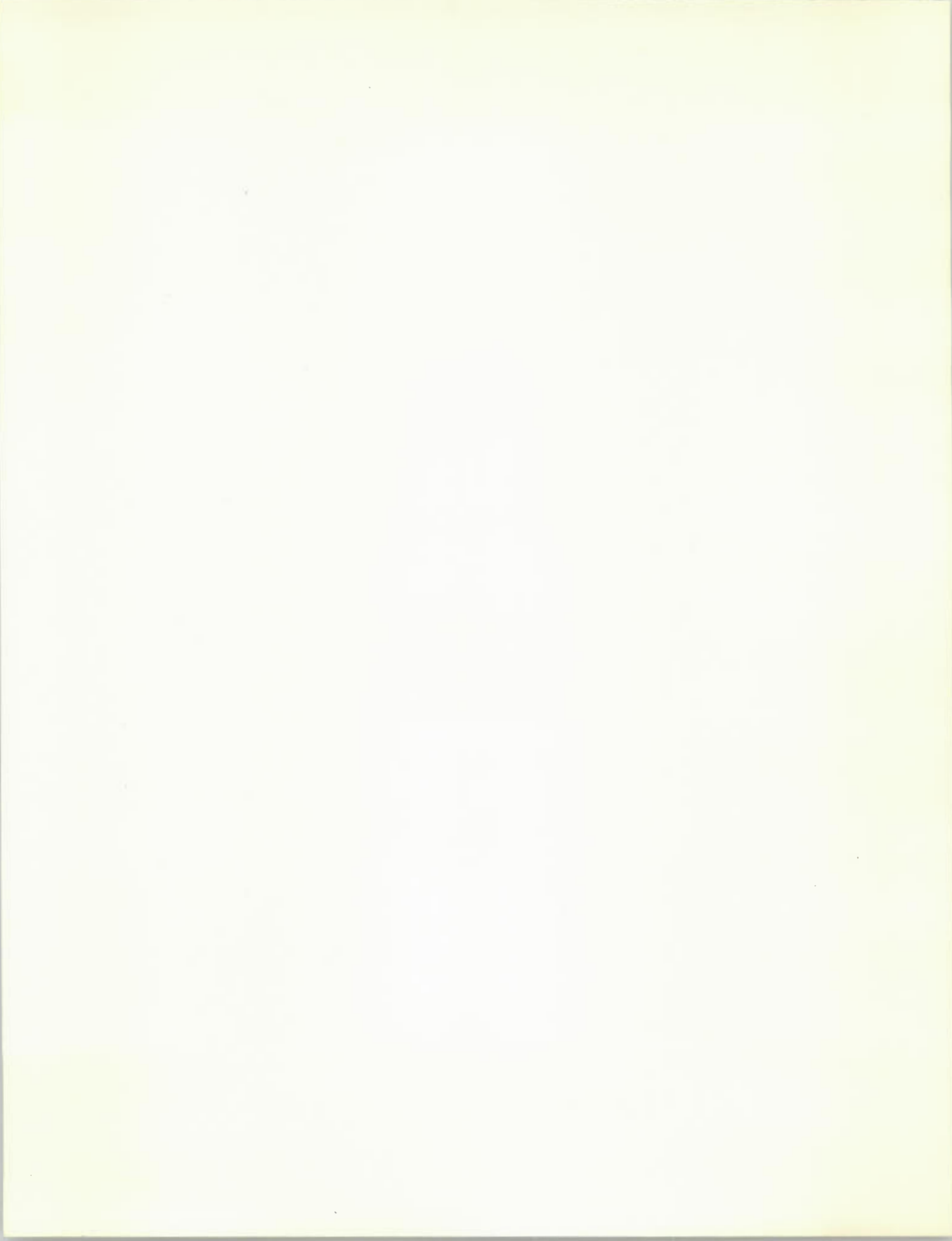
I believe that women in high posts in government and in industry are still something of a rarity but that the situation is changing. . .

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

Golda Meir in Israel demonstrated considerable competence in leading her nation in terribly difficult times. In our own United States Government two highly qualified women hold cabinet posts, and excellent women serve in Congress. There are now two women Governors.

In brief, in most jobs, I think the selection should be based on the person's training, experience, capability, and a 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.

*Joanne E. Finley, M.D., M.P.H., Commissioner
Department of Health*



"Affirmative Action properly pursued seeks not the obviously unqualified but the qualified and unobvious applicants."

*Editorial
The New York Times
June 20, 1977*

Since the signing of Executive Order No. 14, New Jersey State government has made steady progress in the employing of minorities and women, meeting the principle test of "merit and fitness." An assessment of such progress cannot and will not satisfy all. To some, the State affirmative action commitment represents an overly vigorous effort. To others, current results fall far short of what they posit as ideal.

Minorities and women have been increasing in the percentage of merit system employees. Measured against New Jersey laborforce data, current results of the State affirmative action effort are encouraging. Minorities represented 6.7 percent of all employees at the managerial level in June, 1974; today that figure is 8 percent, even while the total number of managers remained relatively constant. Similar gains have been logged by women: 12.1 percent representation in 1974 and 14.8 percent in June, 1977. The labor force availability figures of 3.8 percent and 12.8 percent for minorities and women respectively underscore the positive trend. Detailed statistical breakdowns can be found on the following pages under "Minorities and Women in State Government: A Statistical Profile" and "Women Workers in State Government."

A needed perspective is provided by considering the profile of individual departments. Those agencies with a social services orientation have traditionally attracted many minorities and women and their overall workforce reflects that tradition even as deficiencies remain at top levels of responsibility. In other departments, with financial or engineering missions, minorities and women have made fewer in-roads. Even minimal upward trends, however, must be assessed in light of historical barriers.

None of this is to suggest that we should be complacent with or encumbered by past achievements or failures; we're not. Rather, the following pages simply provide a review of where we have been, where we are now, and suggest the commitment necessary to enhance our present affirmative direction.

*W. Oliver Leggett, Jr.
Director,
Division of Equal Employment
Opportunity and Affirmative Action*

"We're at critical crossroads in the civil rights area. We have reasonably good laws on the books. We've got some good court decisions. The question is, can we take laws, and court decisions and implement them so that they mean something to the people that they are designed to help?"

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).



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 or minorities.

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.

State of New Jersey

Executive Order No. 14

Whereas, equal employment opportunity regardless of race, color, religion, sex or national origin has been the law of this nation and of this State since passage of the federal Equal Employment Opportunity Act of 1972, and the New Jersey Law Against Discrimination; and

Whereas, equal pay for equal work in governmental service has been guaranteed by the Fair Labor Standards Act amendments enacted in April of 1974; and

Whereas, Executive Order No. 21 issued June 29, 1965 by Governor Richard J. Hughes established this State's goal of eliminating discrimination in State employment, facilities and services; and

Whereas, the Executive Branch of State Government should employ both minorities and women at least in proportion to their population in the relevant surrounding Labor Market Area as defined by the Department of Labor and Industry, and should employ both minorities and women at all levels of responsibility;...

The combination of State and Federal laws and EEOC regulations has removed most of the legal barriers to equal employment opportunity. However, recognizing that gaps remain between the theory and practice of equal employment opportunity, New Jersey has increased its efforts to eliminate inequities.

By direction of Governor Brendan Byrne, the State as an employer committed itself to the achievement of equal opportunity through a policy of "Affirmative Action." Executive Order #14 mandates that all executive departments and agencies take affirmative action to eliminate job discrimination based on race, color, creed, national origin, ancestry, sex, marital status, age, and physical handicap to insure equality in the areas of hiring, promotion, demotion or transfer, recruitment, layoff or termination, rate of compensation, training, and all other terms and conditions of employment.

NEW JERSEY: An Affirmative Action/Equal Opportunity Employer

The State of New Jersey advocates a policy of affirmative action that requires the employer to make additional efforts to recruit, employ and promote qualified members of groups formerly excluded, even if that exclusion cannot be traced to particular discriminatory actions on the part of the employer.

Each executive branch of the State government is mandated by Governor Brendan Byrne to identify both overt and covert sources of discrimination and to work toward the overall goal of equality of opportunity. To this end, efforts are underway . . .



- ❖ 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 mechanisms to upgrade present employees and to support 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 Action Program.
- ❖ To provide both career and EEO grievance counseling services to insure maximum development of employee potential and to protect worker rights.



Essential to the successful implementation of an Affirmative Action Program is committed leadership. Executive Order #14 is administered by the Department of Civil Service, Division of Equal Employment Opportunity and Affirmative Action.

MINORITIES AND WOMEN IN STATE GOVERNMENT: A Statistical Profile



NEW JERSEY STATE GOVERNMENT FEMALES AND MINORITIES

EEOC JOB CATEGORY	NUMBER EMPLOYEES 1977	% FEMALE EMPLOYEES					% MINORITY EMPLOYEES				
		1974	1975	1976	1977	% N.J. LABOR FORCE	1974	1975	1976	1977	% N.J. LABOR FORCE
Officials/ Administrators	2,452	12.1	13.5	14.0	14.8	12.8	6.7	7.5	7.4	8.0	3.8
Professionals	16,325	34.4	34.6	36.2	36.3	35.6	9.8	10.7	11.9	12.6	7.4
Technicians	2,703	31.9	31.8	34.2	34.0	35.6	20.7	20.7	22.4	21.6	7.4
Paraprofessionals	8,258	58.1	66.9	67.2	68.2	41.5	40.8	48.5	50.6	50.2	16.6
Office/ Clerical	13,013	90.9	91.2	91.7	91.6	72.5	14.2	15.3	17.1	17.8	9.8
Skilled Craft Workers	2,574	2.5	4.6	4.5	4.6	4.2	8.8	13.4	13.5	13.7	9.3
Protective Service	4,196	3.8	4.1	4.1	4.6	9.4	14.9	17.4	18.2	18.3	10.1
Service Maintenance	5,427	17.5	21.2	20.9	21.0	30.2	17.3	24.0	25.5	27.3	23.7
Overall Percentage	54,948	46.2	46.3	47.1	47.7	39.7	19.2	20.0	21.1	21.6	13.9

More minorities work in State government than their availability in the labor force by percentage; the same is true for women except for technicians, protective service workers, and service/maintenance workers.

Minorities are employed in New Jersey State government at a rate of 21.6 percent. Their population in New Jersey is 15.7 percent.

Women are employed in New Jersey State government at a rate of 47.7 percent. Their population in New Jersey is 51.6 percent.

However, deficiencies remain within individual departments and in selected job categories.

To correct these deficiencies the Division of Equal Employment Opportunity and Affirmative Action in the Department of Civil Service has undertaken programs to increase recruitment, to monitor departmental affirmative action plans, to devise upward mobility systems, to resolve discrimination complaints, to assure equitable job qualifications and flexible substitutions of experience for education, and to train supervisors in the precepts of affirmative action and equal employment opportunity.

STATUS AS OF JUNE 1977



EEOC JOB CATEGORIES	MALES				FEMALES				TOTAL* MINORITIES	TOTAL EMPLOYEES
	BLACKS	HISPANICS	TOTAL* MINORITIES	TOTAL MALES	BLACKS	HISPANICS	TOTAL* MINORITIES	TOTAL FEMALES		
Officials/ Administrators	4.9	0.3	5.8	85.2	1.9	0.4	2.3	14.8	8.0	2,452
Professionals	4.0	0.8	5.9	63.7	5.4	0.7	6.6	36.3	12.6	16,325
Technicians	5.6	0.1	5.9	66.0	15.3	0.2	15.7	34.0	21.6	2,703
Protective Service	15.5	0.8	16.5	95.5	1.7	0.0	1.7	4.6	18.2	4,196
Paraprofessionals	10.8	0.6	11.6	31.9	37.2	1.0	38.6	68.2	50.2	8,258
Office/Clerical	1.0	0.1	1.1	8.4	15.5	0.9	16.7	91.6	17.8	13,013
Skilled Craft Workers	10.5	0.8	11.5	95.4	2.1	0.0	2.2	4.6	13.7	2,574
Service Maintenance	15.4	2.1	17.8	79.0	8.7	0.6	9.5	21.0	27.3	5,427
TOTAL	6.7	0.7	7.9	52.3	12.8	0.7	13.8	47.7	21.6	54,948



Of the total 625,826 (4.3%) Hispanics in New Jersey's population representing 3.4 percent of the Statewide labor force:

- Hispanics represented 0.6 percent of all State employees in June, 1974.*
- Hispanics representation rose to 1.4 percent of all State employees by June, 1977.*

SPECIAL HISPANIC PROGRAM

To support an increase of Hispanic participation in State government, special projects have been initiated by the Department of Civil Service.

Job counselors— bilingual in Spanish and English— have coordinated an intensive Hispanic outreach program. An Hispanic Advisory Committee to the Department of Civil Service was convened in January, 1976. Division staff initiated contact with some 120 community organizations and participated in 25 diverse Hispanic meetings to provide State merit system employment information. Some 250 bilingual job

seekers received individual career counseling. Bilingual tests are administered on site in cooperation with the Examinations Division. Coordination with Classification Division included review of titles for bilingual variants. Civil Service brochures have been translated into Spanish, as has the sound track of a Departmental film on the merit system.

**Includes Blacks—Hispanics—American Indians—Asians*

Since 1974, the number of women and minority-group members in state government jobs has increased significantly. During Fiscal Year 1975-1976, there were 6,733 new hires; 27.3 percent of these were minorities and 54.1 percent females; promotions totaled 4,438, with 16.6 percent minorities and 49.8 percent female employees affected.



STATUS OF JUNE 1977

DEPARTMENT	TOTAL EMPLOYEES	% FEMALES	% MINORITIES
Agriculture	250	35.2	6.4
Banking	138	31.2	6.5
Civil Service	467	63.6	28.9
Community Affairs	472	46.2	16.7
Corrections	3,184	19.7	23.3
Defense	258	19.8	13.2
Education	1,488	55.7	18.4
Environmental Protection	1,662	22.6	5.8
Health	1,204	54.6	15.9
Higher Education	5844	43.7	13.5
Human Services	17,174	65.8	39.0
Insurance	209	56.9	19.1
Judiciary	827	54.8	10.8
Labor and Industry	5,398	65.4	18.0
Law and Public Safety	6,049	35.0	9.3
Public Advocate	648	39.7	13.9
Public Broadcasting Authority	118	28.0	11.9
Public Utilities	244	29.9	12.7
State	120	77.5	25.8
Transportation	5,395	14.5	10.2
Treasury	3,351	47.0	12.4
Commissions	156	5.6	6.4
Executive	41	68.3	12.2
Legislature	251	40.2	4.0
TOTAL	54,948	47.7	21.6

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 the most recent (1970) 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. 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.

Regardless of background or family status, women are working to fulfill financial and career needs. They have a stake in achieving equality of opportunity—an objective promoted by a viable merit system.



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 Department of Civil Service, as the central personnel office for State government, has a responsibility to remove any artificial barriers to equal employment opportunity and merit appointments. 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 1,500 titles were reviewed to eliminate all discriminatory academic, experience, or physical requirements. Job descriptions for open-competitive positions are 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 have been evaluated for validity and where validity is not reaffirmed, a combination of some college credits and relevant experience, for example, are required.

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



Career Ladders. The Career Development Office, Division of Equal Employment Opportunity and Affirmative Action, within the Department of Civil Service has ongoing responsibilities to recommend job bridges from one career series to another. Individual departments have committed themselves to pinpointing needed alternative career patterns within their departments, and to communicating such needs to the Civil Service Department.

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 were reviewed 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 federal agencies.

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 Department of Civil Service has developed means to monitor data (by race/sex) on applications to open-competitive examinations, on certifications and appointments. Such information is essential in order to document the effects of present practices on the composition of the State work force.

Data Analysis. Employment statistics from all State departments are analyzed to monitor progress toward the employment of "both minorities and women at least in proportion to their population in the relevant surrounding labor market area and at all levels of responsibility" (Executive Order #14). Detailed analyses of each department's employment profile and of all personnel actions are reviewed to measure individual agency progress. Developed on a continuing basis, such information provides an avenue to track equal employment opportunity questions concerning an individual department's activity in hiring, promoting, terminating.

Special Recruitment. The Public Service Trainee Program was developed to recruit women and minorities for appointment to professional and paraprofessional career positions. The project was initiated in 1974, with open-competitive examinations held as needed in successive years. Since the signing of Executive Order #14, the Department of Civil Service has maintained a talent bank to refer qualified minorities and women to State agencies. Resumes are collected through contact with the members of diverse community and professional organizations, as well as with the cooperation of current State employees.





Upward Mobility Programs. The State Affirmative Action Program charges the Division of Equal Employment Opportunity and Affirmative Action to "develop programs to remedy EEO deficiencies with particular emphasis on upward mobility." Several projects were conducted during 1975-76 to enhance career opportunities for current State employees. One project entailed a review of the records of 1,225 employees who had been in entry level clerical or building maintenance titles for three or more years. Of this total, 551 employees were selected as the intensive target group for the project. Approximately 400 of these were identified as promotable and 150 recommended for counseling and/or training. Contacts were made with department heads and college officials strongly recommending their support of this project. A further project involving Edison College and the Department of Civil Service was designed to develop career opportunities for employees in non-professional titles. All of the 115 minorities and women enrolled in this program received individual career counseling and developed expanded resumes for the purpose of academic credit assessment by Edison College. Seventy percent of the group enrolled in college courses; 31 percent participated in a battery of tests for college credits. A third project provided financial support for college course work to enhance career advancement for 61 additional minorities and women.

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

**NEW JERSEY
CIVIL SERVICE COMMISSION**

S. Howard Woodson, Jr.
President

Henry R. Leiner
Howard F. Haneman
John T. Holden
Thomas C. DeLuca

Ralph P. Shaw
Chief Examiner and Secretary

**DIVISION OF EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION
JULY 1977**