

CHAPTER 10**PERSONNEL****CHAPTER TABLE OF CONTENTS****SUBCHAPTER 1. OFFICE OF PERSONNEL AND
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(a) The Office of Personnel and Administrative Services is authorized and organized under the provisions of N.J.S.A. 18A:4-22(d) and 18A:4-38.

(b) The Office of Personnel and Administrative Services functions as a staff service unit and provides department-wide coordination and assistance in all personnel matters. Designated as Appointing Authority by the Commissioner, the office performs all activities required by Title II. The Civil Service Law attends to payroll, pension and all other fiscal matters as they relate to personnel fund expenditures, as specified by the Treasury Department and Budget Bureau directives. Within the Division of Administration, it provides general supervision of the Office of Printing.

(c) The Office is the coordinating agent for all revisions and additions in utility services and for structural changes within the building.