

**CHAPTER 109**  
**RULING NUMBER 11**

**Authority**  
N.J.S.A. 30:1-12.

**Source and Effective Date**  
R.2009 d.324, effective September 24, 2009.  
See: 41 N.J.R. 2074(a), 41 N.J.R. 3930(a).

**Chapter Expiration Date**  
In accordance with N.J.S.A. 52:14B-5.1b, Chapter 109, Ruling Number 11, expires on September 24, 2016. See: 43 N.J.R. 1203(a).

**Chapter Historical Note**  
Chapter 109, Ruling Number 11, Subchapter 1, Public Assistance Staff Development Program, was adopted as R.1974 d.23, effective January 25, 1974. See: 5 N.J.R. 378(a), 6 N.J.R. 117(a).

Subchapter 2, Classification and Compensation Plan, and Subchapter 3, Time and Leave Regulations, were adopted as R.1974 d.211, effective August 1, 1974. See: 6 N.J.R. 245(a), 6 N.J.R. 351(a).

Chapter 109, Ruling 11, Subchapter 1, Public Assistance Staff Development Program, was adopted as new rules by R.1981 d.445, effective November 16, 1981. See: 13 N.J.R. 581(b), 13 N.J.R. 846(b).

Pursuant to Executive Order No. 66(1978), Chapter 109, Ruling Number 11, was readopted as R.1986 d.116, effective March 17, 1986. Subchapter 2, Classification and Compensation Plan, and Subchapter 3, Time and Leave Regulations, were repealed by R.1986 d.116, effective April 7, 1986. See: 18 N.J.R. 22(a), 18 N.J.R. 691(b).

Pursuant to Executive Order No. 66(1978), Chapter 109, Ruling Number 11, was readopted as R.1991 d.111, effective February 4, 1991. See: 22 N.J.R. 2222(a), 23 N.J.R. 688(c).

Pursuant to Executive Order No. 66(1978), Chapter 109, Ruling Number 11, was readopted as R.1995 d.500, effective August 14, 1995. See: 27 N.J.R. 2366(a), 27 N.J.R. 3361(a).

Pursuant to Executive Order No. 66(1978), Chapter 109, Ruling Number 11, was readopted as R.2000 d.308, effective June 28, 2000. See: 32 N.J.R. 1361(a), 32 N.J.R. 2905(a).

Chapter 109, Ruling Number 11, was readopted as R.2005 d.89, effective February 4, 2005. See: 36 N.J.R. 5079(a), 37 N.J.R. 774(d).

Chapter 109, Ruling Number 11, was readopted as R.2009 d.324, effective September 24, 2009. See: Source and Effective Date. See, also, section annotations.

**CHAPTER TABLE OF CONTENTS**

**SUBCHAPTER 1. PUBLIC ASSISTANCE STAFF DEVELOPMENT PROGRAM**

- 10:109-1.1 Objectives for the public assistance staff development program
- 10:109-1.2 County welfare agency training and staff development personnel
- 10:109-1.3 Training advisory committee
- 10:109-1.4 Components of the staff development and training program
- 10:109-1.5 Required reporting and approvals

**SUBCHAPTER 1. PUBLIC ASSISTANCE STAFF DEVELOPMENT PROGRAM**

**10:109-1.1 Objectives for the public assistance staff development program**

The purpose of public assistance staff development is to support the county welfare agency (CWA) in achieving its operating goals effectively and efficiently. The quality and extent of service an agency is able to provide is dependent on the competence and skill of the staff charged with delivering those services. Therefore, increasing the competence of staff in order to assure the highest quality of service to the people served by the public assistance programs is a continuing objective.

Amended by R.1991 d.111, effective March 4, 1991.  
See: 22 N.J.R. 2222(a), 23 N.J.R. 688(c).  
Stylistic revisions.

**Case Notes**

Duties of legal assistant to county welfare board under former regulation were such that party affiliation was an appropriate requirement for effective performance. *Battaglia v. Union Cty. Welfare Bd.*, 88 N.J. 48, 438 A.2d 530 (1981), certiorari denied 102 S.Ct. 2045, 456 U.S. 965, 72 L.Ed.2d 490 (1982).

See for historical purposes *Essex Cty. Welfare Bd. v. Klein*, 149 N.J.Super. 241 (App.Div.1977) (decision invalidates section of 1975 revision of Ruling 11).

Ruling 11 remains binding upon a county despite implementation of Optional County Charter Law and abolition of county welfare board (decision includes relevant history behind promulgation of regulation). *State v. Hudson Cty.*, 161 N.J.Super. 29 (Ch.Div.1978), aff'd per curiam, 171 N.J.Super. 453 (App.Div.1979).

**10:109-1.2 County welfare agency training and staff development personnel**

The director of the CWA shall be responsible for the administration of the training and staff development function of the agency.

Amended by R.1991 d.111, effective March 4, 1991.  
See: 22 N.J.R. 2222(a), 23 N.J.R. 688(c).

Revised text to specify training and staff development responsibilities of CWA.

Amended by R.1995 d.500, effective September 5, 1995.  
See: 27 N.J.R. 2366(a), 27 N.J.R. 3361(a).

Amended by R.2000 d.308, effective August 7, 2000.  
See: 32 N.J.R. 1361(a), 32 N.J.R. 2905(a).

Deleted a former second sentence.

**10:109-1.3 Training advisory committee**

Each CWA shall establish a training advisory committee which assists with the development of annual training plans and provides guidance, direction, and recommendations concerning the agency's overall policies and procedures for staff development and training. The committee shall be chaired by a designee of the director and shall include representation from clerical, para-professional, professional, supervisory,

administrative staff and/or any other group deemed necessary by the agency.

Amended by R.1991 d.111, effective March 4, 1991.  
See: 22 N.J.R. 2222(a), 23 N.J.R. 688(c).

Revised text, adding language to describe training advisory committee function and composition.

Amended by R.1995 d.500, effective September 5, 1995.  
See: 27 N.J.R. 2366(a), 27 N.J.R. 3361(a).

Amended by R.2000 d.308, effective August 7, 2000.  
See: 32 N.J.R. 1361(a), 32 N.J.R. 2905(a).

Substituted "a designee of the director" for "the training supervisor" in the second sentence.

#### 10:109-1.4 Components of the staff development and training program

(a) Staff development and training activities as determined by ongoing yearly needs assessments conducted by CWA training staff will be provided through the use of in-service resources and out-sourced when funding is available. Required components of a CWA staff development program shall include:

1. A mandated orientation program for all new employees, which shall include topics including, but not limited to, affirmative action, civil rights, domestic violence, Limited English Proficiency requirements, The Americans with Disabilities Act and Acquired Immune Deficiency Syndrome (AIDS) awareness;

2. Ongoing training related to each of the public assistance programs supervised by the DFD and administered by the CWA such as Temporary Assistance for Needy Families and Food Stamps;

3. Ongoing training concerning the use of all required management information systems such as the Family Assistance Management Information System (FAMIS), Automated Child Support Enforcement Systems (ACSES), and On-line Management of Economic Goal Achievement (OMEGA);

4. A training program which provides for necessary skills development of CWA managers and supervisors, such as the Certified Public Managers Program;

5. A general skills development program for all agency staff based on individually assessed needs as related to current job responsibilities. This would include programs such as Effective Writing, Communication Techniques, and Computer Literacy; and

6. Career/professional development opportunities, as funds permit, for all staff which are offered as a means for upward mobility within the agency through such programs as tuition reimbursement.

Amended by R.1982 d.227, effective August 2, 1982.  
See: 14 N.J.R. 375(b), 14 N.J.R. 837(b).

(c) the word "Reimbursement" changed to "Aid".

(c)2 added "continuous ... satisfactory service" deleted "on or before", added "immediately preceding".

Amended by R.1986 d.116, effective April 7, 1986.

See: 18 N.J.R. 22(a), 18 N.J.R. 691(b).

(b)-(d) deleted.

Amended by R.1991 d.111, effective March 4, 1991.

See: 22 N.J.R. 2222(a), 23 N.J.R. 688(c).

Added new (a) under subsection 5 regarding staff development and training.

Amended by R.1995 d.500, effective September 5, 1995.

See: 27 N.J.R. 2366(a), 27 N.J.R. 3361(a).

Amended by R.2000 d.308, effective August 7, 2000.

See: 32 N.J.R. 1361(a), 32 N.J.R. 2905(a).

In (a)2, substituted "Temporary Assistance for Needy Families" for "Aid to Families with Dependent Children".

Amended by R.2009 d.324, effective October 19, 2009.

See: 41 N.J.R. 2074(a), 41 N.J.R. 3930(a).

In the introductory paragraph of (a), substituted "out-sourced" for "out-service"; and in (a)1, inserted a comma following "employees", inserted "domestic violence, Limited English Proficiency requirements, The Americans with Disabilities Act" and substituted "including, but not limited to," for "such as".

#### Case Notes

Former regulations provided for adjustment of salary upon promotion of Civil Service employee; back pay award by arbitrator exceeded his authority under negotiated agreement. *Communications Workers of America, Local 1087 v. Monmouth Cty. Bd. of Social Services*, 96 N.J. 442, 476 A.2d 777 (1984).

#### 10:109-1.5 Required reporting and approvals

A record of all training activities by an agency's staff development operation must be maintained on a monthly basis and submitted in accordance with DFD issued instructions. Plans for cost related out-service training activities/expenditures must receive the prior approval of the DFD. If such activities are included in an approved annual training plan and/or budget, additional approval shall not be necessary.

Amended by R.1991 d.111, effective March 4, 1991.

See: 22 N.J.R. 2222(a), 23 N.J.R. 688(c).

Replaced text on required reporting and approval for all training activities.

Amended by R.1995 d.500, effective September 5, 1995.

See: 27 N.J.R. 2366(a), 27 N.J.R. 3361(a).