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CHAPTER 2

ORGANIZATIONAL RULES

Authority

N.J.S.A. 52:27D-3 and 52:14B-3 and 4.

Source and Effective Date

R.1995, d.186, effective March 6, 1995.
See: 27 N.J.R. 1404(a).

Executive Order No. 66(1978) Expiration Date

Chapter 2, Organizational Rules, expires on March 6, 2000.

Chapter Historical Note

Chapter 2, originally Organization of the Department, was adopted as R.1989 d.237, effective April 10, 1989. See: 21 N.J.R. 1122(a). Pursuant to Executive Order No. 66(1978), Chapter 2 expired on April 10, 1994. A new Chapter 2, Organizational Rules, was adopted as R.1995 d.186. See: Source and Effective Date.

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SUBCHAPTER 1. ORGANIZATION OF THE DEPARTMENT

5:2-1.1 Office of the Commissioner; Divisions

(a) The Department of Community Affairs includes the Office of the Commissioner, the Divisions of Codes and Standards, Housing and Community Resources, Fire Safety, Women, Aging and Local Government Services, the Office of Recreation and the Center for Hispanic Policy, Research and Development.

(b) The Office of the Commissioner includes the Commissioner, the Deputy Commissioner (who oversees the Division of Local Government Services), two Assistant Commissioners (one of whom oversees the Divisions of Codes and Standards, Housing and Community Resources and Fire Safety, and is responsible for liaison with the Housing and Mortgage Finance Agency and the Council on Affordable Housing, and the other of whom oversees the Division on Women, the Division on Aging, the Office of Recreation and the Center for Hispanic Policy, Research and Development), and the following subordinate offices that report either to the Commissioner or the Deputy Commissioner:

1. Reporting to the Commissioner:

i. Affirmative Action.

2. Reporting to the Deputy Commissioner:

- i. Office of Auditing;
- ii. Press Office;
- iii. Human Resources;
- iv. Legislative Affairs; and
- v. Administration.

(c) The Division of Codes and Standards consists of the Director's Office, the Office of Planning and Operations, the Construction Code Element and the Inspection and Licensing Element.

1. The Construction Code Element includes the Assistant Director's Office and the following bureaus:

- i. Homeowner Protection;
- ii. Technical Services;
- iii. Code Services;
- iv. Regulatory Affairs;
- v. Construction Project Review; and
- vi. Local Code Enforcement.

2. The Inspection and Licensing Element includes the Assistant Director's Office and the following bureaus:

- i. Housing Inspection; and
- ii. Rooming and Boarding House Standards.

(d) The Division of Fire Safety consists of the Director's Office, the Bureau of Fire Code Enforcement and the Bureau of Fire Department Services.

(e) The Division of Housing and Community Resources consists of the Director's Office (including the offices of Audit Review and Fiscal Monitoring and Division Administration and Operations) and the following elements: Housing Production and Community Development; Housing Assistance Programs; and Housing Sponsor Services.

(f) The Division on Women includes the Office of the Director and the following offices:

1. Advocacy, Public Information and Legislation;
2. Displaced Homemakers;
3. Domestic Violence;
4. Hispanic Women; and
5. Child Care and Disabled Women.

(g) The Division on Aging includes the Office of the Director and the following offices:

1. Ombudsman for the Institutionalized Elderly;
2. The Public Guardian;
3. Administrative and Public Information;
4. Fiscal Operations;
5. Program Operations; and
6. Policy, Planning and Area Agency Administration.

(h) The Division of Local Government Services includes the Office of the Director, the Local Finance Board and the following elements: Local Assistance and Regulatory Services.

1. The Local Assistance Element includes the Assistant Director's Office, the Bureau of Local Management Services, and the Fiscal and Grant Unit;

2. The Regulatory Services Element includes the Assistant Director's Office, the Bureau of Authority Regulation, the Bureau of Financial Regulation, and the Audit Quality Assurance Unit.

5:2-1.2 Agencies in, but not of, the Department

(a) The following agencies of State government are allocated to the Department of Community Affairs in compliance with Article V, Section 4, Paragraph 1 of the New Jersey Constitution but are not, except as noted in (b) below, under the supervision or control of the Commissioner:

1. New Jersey Housing and Mortgage Finance Agency;
2. Council on Affordable Housing;
3. Hackensack Meadowlands Development Commission; and
4. New Jersey Sports and Exposition Authority.

(b) The Commissioner is chairperson of the New Jersey Housing and Mortgage Finance Agency and of the Hackensack Meadowlands Development Commission.

5:2-1.3 Public information requests

Members of the public may obtain general information concerning the Department of Community Affairs by writing to the Press Office at CN 800, Trenton, New Jersey 08625 or by calling 1-800-332-4357.