

**CWA**  
**COMMUNICATIONS WORKERS OF AMERICA**  
**AFL-CIO**



**AND**



**THE STATE OF NEW JERSEY**

**JULY 1, 2015 – JUNE 30, 2019**

**ADMINISTRATIVE/CLERICAL UNIT**  
**PROFESSIONAL UNIT**  
**PRIMARY LEVEL SUPERVISORY UNIT**  
**HIGHER LEVEL SUPERVISORY UNIT**

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## **PREAMBLE**

For purposes of convenience, the State of New Jersey, hereinafter referred to as the "State" and the Communications Workers of America, hereinafter referred to as the "Union" have agreed to use a single contract book that incorporates the provisions of the parties' four separate collective negotiations agreements, covering employees in the Professional, Administrative and Clerical Services, Primary Level Supervisors and Higher Level Supervisors Units. The incorporation of the four collective negotiations agreements in one contract book is not intended to change, modify or alter the application or meaning of any of the provisions of the parties' four separate collective negotiations agreements. For purposes of this contract book, the term "Agreement" shall mean the four collective negotiations agreements covering employees in the Professional, Administrative and Clerical Services, Primary Level Supervisors and Higher Level Supervisors Units.

This Agreement has as its purpose the improvement and promotion of harmonious employee relations between the State and its employees represented by the Union, the establishment of equitable and peaceful procedures for the amicable resolution of all disputes and grievances, and the determination of the wages, hours of work and other terms and conditions of employment.

Now, therefore, in consideration of the mutual promises of this Agreement, the parties agree as follows:

## **ARTICLE 1 RECOGNITION OF RIGHTS AND DEFINITIONS**

### **A. Recognition of Union and Units**

1. The State by the Office of Employee Relations in the Governor's Office hereby recognizes the Union as the exclusive representative for collective negotiations for wages, hours of work and other terms and conditions of employment for all its employees in the statewide Professional, Administrative and Clerical Services, Primary Level Supervisors and Higher Level Supervisors Units. The State will not negotiate with nor grant rights afforded under terms or provisions of this Agreement to any other employee organization in connection with the employees in these units.

2. a. Included in each of the foregoing units are all full-time permanent, career service, unclassified and provisional employees and all permanent full-time ten (10) month employees (career service, unclassified and provisionals) and permanent part-time employees (career service, unclassified and provisionals) who are employed a minimum of twenty (20) hours per week for forty (40) hour fixed workweek titles and seventeen and one-half (17-1/2) hours per week for thirty-five (35) hour fixed workweek titles, and who are included in the classifications for each unit listed in Appendix 4 and Intermittent employees whose titles are listed in Appendix 4 and who meet the hourly requirements as put forward in Appendix 2.

b. Whenever new classifications of employees are created, the State shall assign to such classification a unit designation, if appropriate. The State will notify the Union in writing of such designation to or elimination of title from any negotiations unit thirty (30) days prior to the effective date of amending such listing. If requested in writing, the State will discuss any such

designation with the Union. In the event the parties cannot reach agreement following such discussions, the dispute may only be submitted to the Public Employment Relations Commission for resolution consistent with its rules and regulations.

c. If the State determines that an employee in a position currently represented by the Union is performing confidential duties as defined by Section 3 of the New Jersey Employer-Employee Relations Act (EERA), the State will notify the Union and provide the Union with the basis upon which it maintains that the employee is confidential.

If the Union objects to the designation of an employee as confidential prior to the removal of the employee from the unit, OER and the Union will meet to review the basis for the confidential designation. If after such review the Union continues to object, the employee may be removed from the unit as a confidential. The Union may pursue its objection in an appropriate forum.

3. Excluded from the Professional Unit are:

- a. Managerial Executives
- b. Supervisors
- c. Confidential employees
- d. Policemen
- e. Craft employees
- f. Non-professional employees
- g. Classifications designated within other recognized and appropriate units
- h. Classifications within the State Colleges and Universities except those in the State College/University System, which are included
- i. All other employees of the State of New Jersey
- j. All Intermittent employees not performing professional work, and Intermittent employees performing professional work who do not meet the hourly requirements set forth in Appendix 2

4. Excluded from the Administrative and Clerical Services Unit are:

- a. Managerial Executives
- b. Supervisors
- c. Confidential employees
- d. Policemen
- e. Craft employees
- f. Professional employees
- g. Classifications designated within other recognized and appropriate units
- h. Classifications within the State Colleges and Universities except those in the State College/University System, which are included
- i. All other employees of the State of New Jersey
- j. All intermittent employees not performing administrative and clerical work, and intermittent employees performing administrative and clerical work who do not meet the hourly requirements set forth in Appendix 2

5. Excluded from the Primary Level Supervisors Unit are:

- a. Managerial Executives
- b. Non-Primary Level Supervisors
- c. Confidential employees
- d. Policemen
- e. Craft and (non-primary level supervisory) Professional employees

- f. Classifications designated within other recognized and appropriate units
  - g. Classifications within the State Colleges and Universities except those in the State College/University System which are included
  - h. All other employees of the State of New Jersey
  - i. All Intermittent employees not performing primary level supervisory work; and Intermittent employees performing primary level supervisory work who do not meet the hourly requirements set forth in Appendix 2
6. Excluded from the Higher Level Supervisors Unit are:
- a. Managerial Executives
  - b. Non-Higher Level Supervisors
  - c. Confidential employees
  - d. Policemen
  - e. Craft employees
  - f. Non-higher level supervisory Professional employees
  - g. Classifications designated within other recognized and appropriate units
  - h. Classifications within the State Colleges and Universities except those in the State College/University System which are included
  - i. All other employees of the State of New Jersey

**B. Management Rights**

1. The State, its several Departments and subordinate functions retain and may exercise all rights, powers, duties, authority and responsibilities conferred upon and vested in them by the laws and constitutions of the State of New Jersey and of the United States of America.
2. Except as specifically abridged, limited or modified by the terms of this Agreement between the State and the Union, all such rights, powers, authority, prerogatives of management and responsibility to promulgate and enforce reasonable rules and regulations governing the conduct and the activities of employees are retained by the State.

**C. Definitions**

1. All references to employees in this Agreement designate both sexes, and wherever the male gender is used, it shall be construed to include male and female employees.
2. The term "holiday" means any day so designated under Article 17 or a day specifically designated as such by the Governor.
3. The term "work unit" refers to a group of employees whose activities are closely related and whose conditions of work are governed by a single element of managerial activity. Employees may simultaneously be assigned to more than one (1) work unit in order to accommodate a variety of working conditions.
4. "Organization Unit" is an institution or a functional activity of one of the departments of State government as from time to time may be designated by the State. Each employee will be informed by his appropriate departmental authorities of the work unit and organizational unit in which he is employed.
5. An unfair practice is any action of either party so defined in Amendments to Chapter 303, Laws of 1968.
6. Career service employee - an employee serving in the classified service which is all offices and positions which are operating under the provisions of Title 11A, Civil Service, of the Revised Statutes except those offices and positions which are included in the unclassified service by law or Civil Service Commission determination.

7. Unclassified employee - any employee serving in the unclassified service which is any function of government not subject to the provisions of Civil Service Law and the regulations promulgated there under.

8. Provisional employee - one who has been appointed to a permanent position pending the regular appointment of an eligible person from a special reemployment, regular reemployment or employment list.

9. Job specification - a document which defines and describes representative duties and responsibilities and sets forth the minimum qualifications essential to the performance of the work of the class titles and such other information as may be necessary.

10. Position description - a document containing the duties and responsibilities assigned to a position within a class title.

11. Reevaluation - the study of an existing job title to determine if there have been changes in duties and responsibilities sufficient to justify an increase or decrease in salary range. While the salary range may be increased or decreased as a result of the study, the job title normally remains the same.

12. Reclassification - reclassification means the change of an individual position from one class title to a different class title in the same division of the career service.

13. Desk audit - the study of the duties and responsibilities of a position within a class title through an interview with the incumbent and/or a supervisor of the incumbent.

14. "NL" (no limit) employee - an employee who is not in a fixed workweek job classification as prescribed in the State Compensation Plan.

15. Permanent part-time employee - means an employee whose regular hours of duty are less than the regular and normal workweek as indicated in the Compensation Plan for that class title or agency but are at least twenty (20) hours per week in a 40 hour fixed workweek title or seventeen and one-half (17 1/2) hours per week in a 35 hour fixed workweek title, and whose services are required without interruption for a period of more than six (6) months or for recurring periods aggregating more than six (6) months in any twelve (12) month period. Employees in this category may be career service, permanent or provisional, or unclassified, depending upon title and status of appointment.

16. NE (non-exempt, no limit) employee - Employees who work at least a 35-hour workweek with occasional requirements for a longer workweek to complete projects or assignments. These employees are covered by the provisions of the Fair Labor Standards Act, which mandates time and one-half (pay or compensatory time off) for hours in a week worked over 40 hours.

17. The designation "Intermittent" shall be used for those career service titles where work responsibilities are characterized by unpredictable work schedules and which do not meet the normal criteria for regular, year-round, full-time or part-time assignments.

#### **D. Special Circumstances**

1. Employees who are within the classifications included in any of the four units covered by this Agreement but appointed under the CETA Program or other comparably funded employment programs, are considered to be subject to all provisions of this Agreement as provisional employees except that the Federal legislation and regulations concerning this program and any agreement between the State and any local government prime sponsor which is involved shall be in effect and modify the provisions of this Agreement which would otherwise be operable.

2. Any grievance as to whether or not the provisions of the Agreement conflict with Federal legislation or regulations or any agreement with a local government prime sponsor shall be

considered to be governed under B.1.b. of the Grievance Procedure or if relating to any matter within Paragraph E, Section 6., of the Grievance Procedure, then directly to the Civil Service Commission.

**E. The Use of Intermittents, Hourly, Special Services, Per Diem and TES employees**

During the first two (2) years of the contract, the State agrees to discuss with CWA whether a need exists to convert part-time, intermittent, hourly, special services, per diem and TES employees and/or positions to permanent full-time positions. Conversions will occur during the first two years of the contract on an on-going basis as the parties identify appropriate positions for conversions. The State retains the right to determine the need and feasibility of additional full-time employees.

**ARTICLE 2  
POLICY AGREEMENTS**

**A. Non-Discrimination**

The State and the Union agree there shall not be any discrimination, including harassment, based on race, creed, color, national origin, nationality, ancestry, age, sex, familial status, marital status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for military service, and mental or physical disability, including perceived disability and AIDS and HIV status, political affiliation or union membership, or legal union activity permitted herein.

**B. Dues Deduction and Membership Information**

**1. Dues Deduction**

a. The State agrees to deduct from the regular paycheck of any employee dues of the Union provided the employee submits an authorization for dues deductions in writing and in proper form to the responsible payroll clerk. On receipt of the form, the payroll clerk shall forward it within two (2) working days to the centralized payroll section, Department of the Treasury. Dues deduction will be reflected in the paycheck for the current pay period, provided the form is received in centralized payroll at least seven (7) calendar days prior to the end of the pay period otherwise to be reflected in the next pay period. If violations of these time frames are brought to the attention of the State, the State will review the matter and make best efforts to solve the problem within two (2) pay periods.

b. Dues deductions for any employee in this negotiating unit shall be limited to the Union. Employees shall be eligible to withdraw such authorization only as of July 1 of each year provided the notice of withdrawal is filed after May 15 timely with the responsible payroll clerk. Unless an employee withdraws authorization for the deduction of Union dues, the State will continue to deduct dues. The movement of an employee from one title to another title and/or from one unit to another unit will not affect dues deduction, unless the new title or unit is not represented by the Union.

c. Dues so deducted by the State shall be transmitted to the Secretary/Treasurer of the Union together with a listing of the employees included.

d. The Union shall certify to the State the amount of Union dues and shall notify the State of any change in dues structure thirty (30) days in advance of the requested date of such change. The change shall be reflected in payroll deduction at the earliest time after receipt of the request.

e. Whenever an employee's dues deduction is discontinued, the Union shall be provided with the State's reason for the discontinuation on a quarterly basis.

## 2. Representation Fee (Agency Shop)

a. Subject to the conditions set forth in paragraphs below, all eligible nonmember employees in this unit will be required to pay a majority representative a representation fee in lieu of dues for services rendered by the majority representative. Nothing herein shall be deemed to require any employee to become a member of the majority representative.

It is understood that the implementation and/or continuation of the agency fee program is predicated on the demonstration by the Union that more than 50% of the eligible employees in the negotiating unit are dues paying members of the Union.

On January 1 of each year, an assessment shall be made to determine if the minimum percentage has been exceeded. If it has, the agency fee shall continue until the following annual assessment. If it has not, the agency fee will be discontinued and eligibility for reinstatement shall be on a quarterly date basis as provided below.

If the agency fee is discontinued, an assessment shall be made on each quarterly date; i.e., January 1, April 1, July 1 or October 1, to determine if the minimum percentage is exceeded. If the minimum percentage is exceeded the agency fee plan shall be reinstated, with proper notice to affected employees.

### b. Amount of Fee

Prior to the beginning of each contract year, the Union will notify the State in writing of the amount of regular membership dues, initiation fees and assessments charged by the Union to its own members for that contract year, and the amount of the representation fee for that contract year. Any changes in the representation fee structure during the contract year shall be in accordance with B.I.d. above.

The representation fee in lieu of dues shall be in an amount equivalent to the regular membership dues, initiation fees and assessments charged by the majority representative to its own members less the cost of benefits financed through the dues, fees and assessments and available to or benefiting only its members, but in no event shall such fee exceed 85% of the regular membership dues, fees and assessments.

Representation fee and Union dues deduction for special services and intermittent classified employees will be based upon the weekly earnings of each employee. In no event shall either of the two deductions be calculated on any hours worked in excess of 35 hours in any given work week.

### c. Deduction and Transmission of Fee

After verification by the State that an employee must pay the representation fee, the State will deduct the fee for all eligible employees in accordance with this Article.

The mechanics of the deduction of representation fees and the transmission of such fees to the Union will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Union.

The State shall deduct the representation fee as soon as possible after the tenth day following reentry into this unit for employees who previously served in a position identified as excluded or confidential, for individuals reemployed in this unit from a reemployment list, for employees returning from leave without pay, and for previous employee members who become eligible for the representation fee because of non-member status.

The State shall deduct the representation fee from a new employee as soon as possible after



thirty (30) days from the beginning date of employment in a position in this unit.

d. Demand and Return System

The representation fee in lieu of dues only shall be available to the Union if the procedures hereafter are maintained by the Union.

The burden of proof under this system is on the Union.

The Union shall return any part of the representation fee paid by the employee which represents the employee's additional pro rata share of expenditures by the Union that is either in aid of activities or causes of a partisan political or ideological nature only incidentally related to the terms and conditions of employment, or applied toward the cost of other benefits available only to members of the majority representative.

The employee shall be entitled to a review of the amount of the representation fee by requesting that the Union substantiate the amount charged for the representation fee. This review shall be in conformance with the internal steps and procedures established by the Union.

The Union shall submit a copy of the Union review system to the Office of Employee Relations. The deduction of the representation fee shall be available only if the Union establishes and maintains this review system.

If the employee is dissatisfied with the Union's decision, he may appeal to a three-member board established by the Governor.

e. State Held Harmless

The Union hereby agrees that it will indemnify and hold the State harmless from any claims, actions or proceedings brought by any employee in the negotiations unit which arises from an agreement to deduct made by the State in accordance with this provision. Neither the State nor the employee shall be responsible for any back payment of the representation fee for any cause upon the entry or reentry of the employee into the Union from an excluded position or another unit. The term excluded position shall include but not be limited to confidential, managerial and exempted positions.

If violations of any time frame occur regarding representation fee deduction, and they are brought to the attention of the State, the State shall review the matter and solve the problem on a prospective basis.

f. Legal Requirements

Provisions in this clause are further conditioned upon all other requirements set by statute.

3. Membership Information

a. The State agrees to provide to the designated representative of the Union on a semi-annual basis a complete up-to-date listing of all employees covered by this Agreement together with their addresses and job titles as they appear on the records of the State. Such list shall also include the coded payroll location and dues deduction status of each employee. The Union shall disclose such information only to its officials and representatives whose duties require access to such information.

b. The State will provide the Union with the following information on computer tape or disk provided by the Union: (1) employee's name, (2) address, (3) social security number, (4) check distribution number, (5) payroll number, (6) dues or agency shop fee amount, (7) negotiations unit, (8) sex, (9) title, (10) anniversary date, (11) range, salary step and pay period and (12) location code and current key.

4. Effective October 2003, employee paychecks will separately identify Union dues and representation fees.

### **C. Policy Agreements, Strikes and Lockouts**

1. During the term of this Agreement, the Union agrees not to engage in or support any strike, work stoppage, slowdown, or other similar action by employees covered by this Agreement.

2. No lockout of employees shall be instituted or supported by the State during the term of this Agreement.

3. The Union recognizes its responsibility as exclusive collective negotiations agent and agrees to represent all employees in the unit without discrimination.

4. These agreements are not intended to limit the freedom of speech or demonstration of the Union or its members.

5. It is agreed that the State and the Union shall refrain from the commitment of any unfair practice and it is further agreed that the requirements of negotiability as set forth in Chapter 303, Laws of 1968 and as amended, shall guide the conduct of the parties during the terms of this Agreement.

6. The State and the Union agree that the working environment shall be characterized by mutual respect for the common dignity to which all individuals are entitled. It is agreed that verbal and/or physical harassment of an employee is inappropriate.

### **D. Administration of Agreement**

1. A committee consisting of State and Union representatives may meet for the purpose of reviewing the administration of the Agreement and to discuss problems, which may arise therefrom.

2. Said committee meetings shall be scheduled some time during the second week of March, June, September and December. For the purpose of this Agreement, these meetings are not intended to bypass the grievance procedure nor to be considered collective negotiation meetings but rather are intended as a means of fostering good and sound employment relations through communications between the parties.

3. Either party may request a meeting and shall submit a written agenda of topics to be discussed seven (7) days prior to such meeting.

4. A maximum of five (5) employee representatives of the Union, exclusive of Union staff or Attorney representative, may attend such quarterly meeting and, if held during regular work hours, they shall be granted time to attend without loss of pay.

#### **5. Status of Pending Civil Service Commission Matters**

During the meeting the Union may in addition present up to four (4) specific matters of particular importance pending before the Civil Service Commission, which the State will investigate and respond to the Union with regard to the current status of such pending matters. Such response will be made within a reasonable period of time.

## **ARTICLE 3 CIVIL SERVICE RULES**

The administrative and procedural provisions and controls of Civil Service Law and the Rules and Regulations promulgated thereunder, are to be observed in the administration of this Agreement, except to the extent that this Agreement pertains to subjects not therein contained or where this Agreement is contrary to, or in conflict with such provisions and controls and deviation from such rule or control is statutorily permitted. Nothing herein shall be construed to deny any individual employee his rights under the Civil Service Law or Regulations. This Article does not

apply to the unclassified service.

## **ARTICLE 4 GRIEVANCE PROCEDURE**

### **A. Purpose**

The purpose of this procedure is to resolve grievances and to assure prompt and equitable solutions of problems arising from the administration of the Agreement, or other conditions of employment by providing the exclusive vehicle set forth in this article for the settlement of grievances. An employee is entitled to use this grievance procedure and to be represented by the Union upon his or her request in accordance with the provisions of this Article. An employee shall not be coerced, intimidated or suffer any reprisal as a direct or indirect result of such use.

### **B. Definitions**

#### **1. A "Grievance" is:**

- a. A claimed breach, misinterpretation or improper application of the terms of this Agreement; or
- b. A claimed violation, misinterpretation or misapplication of rules or regulations, existing policies, orders, letters of memoranda or agreement, administrative decisions, or laws, applicable to the agency or department which employs the grievant which establish terms and conditions of employment and which are not included in (a) above.

#### **2. Union Stewards and Representatives:**

- a. A "steward" is an employee of the State serving as the designated union representative in the grievance district pursuant to Article 25 Section D.1.
- b. An "executive board member" is an employee of the State, who sits on the executive board of a local Union. An executive board member will have all the privileges of a steward and may represent any employee, regardless of the employee's negotiations unit. Time off for an executive board member is governed by Section D.1 of this article. The Union and the State will mutually designate the grievance district(s) within the jurisdiction of an executive board member.
- c. A "union staff representative" is a person in the active employ of the Union and not the State.
- d. The term "designated union representative," as used in this Article and throughout the Agreement, refers to a steward, executive board member or a union staff representative.

#### **3. Resource Person:**

A resource person is an individual who is not a witness and who has particular expertise as to the subject matter of the grievance and shall be treated in accordance with the time off procedure below.

### **C. Grievance Steps and Time Frames**

#### **1. General**

- a. A grievance must be filed initially within thirty (30) days from any date on which the act which is the subject of the grievance occurred or thirty (30) days from the date on which the grievant should reasonably have known of its occurrence. All references to days in this Article are calendar days.
- b. Time limits under this Article may be modified by mutual agreement and consent to extend time limits will not be unreasonably withheld.
- c. Any employee may orally present and discuss a complaint with his or her immediate

supervisor on an informal basis.

d. Contractual grievances shall only be processed through representatives designated by the Union.

e. During the Step One and Step Two process the grievant may be represented by a steward or other representative designated by the Union. One person shall act as a spokesperson for the grievant and one person shall act as the spokesperson for management.

f. Should the grievant elect to process a non-contractual grievance without Union representation, he or she shall so indicate on the grievance. The Union shall be sent a copy of the grievance upon receipt of the grievance by the personnel office of the appointing authority. A steward or other representative designated by the Union will be notified of all non-contractual grievance meetings or hearings.

g. The Union shall be given a copy of the final disposition of all grievances. A copy of the decision of the State at each step shall be provided to the grievant and the Union representative involved.

### **2. Step One**

a. In the event the matter is not resolved informally, the grievant or the Union may submit the grievance in writing to the office or individual designated by the Department.

b. A grievance meeting shall be scheduled within ten (10) days of the filing of the grievance unless the parties mutually agree otherwise.

c. A written decision will be rendered by management within ten (10) days of the grievance meeting.

### **3. Step Two**

a. If the grievant or the Union is not satisfied with the Step One disposition, the grievance may be appealed to the Department Head or designee. The appeal shall be accompanied by the decision at the preceding levels and any written record from the earlier proceeding. The appeal must be filed within ten (10) days from receipt of the step one decision or sixty (60) days after the step one decision was due.

b. The Union will specify whether the step two proceeding will be a meeting or a hearing. If the Union requests a hearing, a hearing officer appointed by management will preside. Both parties will be permitted to introduce testimony and exhibits. Either party may make a verbatim record of the hearing. The party making the record will bear the expense. However, if both parties want a copy of the transcript, the cost of the transcript and the reporter shall be shared equally between the parties.

c. The Step Two meeting or hearing will be scheduled within ten (10) days of the receipt of the appeal of the Step One decision. A written decision will be rendered by management within twenty (20) days of the grievance meeting or hearing.

### **4. Step Three - Arbitration**

a. In the event that the grievance has not been satisfactorily resolved at Step Two, and the grievance involves an alleged violation of the Agreement as described in the definition of a grievance in B.1.a above, then arbitration may be brought only by the Union, through its designee within thirty (30) calendar days from the day the Union received the Step Two decision or from the date on which the Step Two decision was due, by mailing a written request for arbitration to the Public Employment Relations Commission and sending a copy to the Office of Employee Relations. In the event the Union deems it necessary to use an additional period beyond the thirty (30) days provided herein the time to appeal may be extended by the Union to not more than twenty

(20) additional calendar days. Should the Union use any of these additional days, it is understood that the time used in computing the extent of the State's liability shall not exceed twenty (20) days from the day the Union received the Step Two decision or from the date on which the Step Two decision was due. If mutually agreed, a pre-arbitration conference may be scheduled to frame the issue or issues. All communications concerning appeals and decisions at this Step shall be made in writing. The request for arbitration shall contain the names of the department or agency and employee involved, a copy of the grievance form and the Step Two decision, if available.

b. Mediation

i. Within thirty (30) days of the execution of this Agreement, the parties shall mutually agree upon a panel of not less than three (3) mediators. In the event the parties are unable to agree upon a panel of three (3) mediators within thirty (30) days of the execution of this Agreement, three mediators will be selected for the panel with the assistance of PERC.

ii. Prior to a grievance being scheduled for arbitration, but after it has been noticed for arbitration, the grievance will be scheduled for mediation. Mediators shall serve on a rotating basis. Where a member of the panel is unable to serve, the next member in sequence shall then serve.

iii. A mediation session will not be scheduled unless there are at least five (5) contract arbitration cases pending, except that mediation will be scheduled at least once each quarter whether or not there are five (5) contract arbitrations pending.

iv. Group grievances, once notified for arbitration, shall be scheduled immediately for mediation without regard to the numerical requirements set forth in subparagraph iii.

c. Within thirty (30) days of the execution of this Agreement, the parties shall mutually agree upon a panel of not less than five (5) arbitrators. Each member of the panel shall serve in turn as the sole arbitrator for a given case. Where a member of the panel is unable to serve, the next member in sequence shall then serve. In the event the parties are unable to agree upon a panel of arbitrators within thirty (30) days of the execution of this Agreement, arbitrators will be selected for the panel with the assistance of PERC. If the parties are unable to agree upon a panel of arbitrations with the assistance of PERC, arbitrators shall be selected on a case-by-case basis under the selection procedure of the Public Employment Relations Commission until such time as the parties agree upon a panel.

d. The arbitrator shall conduct a hearing to determine the facts and render a decision in writing to the parties. The arbitrator shall not have the power to add to, subtract from, or modify the provisions of this Agreement or laws of the State, or any written policy of the State or subdivision thereof not inconsistent with this Agreement, or to determine any dispute involving the exercise of a management function which is within the authority of the State as set forth in Article I.C., Management Rights, and shall confine his decision solely to the interpretation and application of this Agreement. He shall confine himself to the precise issue submitted for arbitration and shall have no authority to determine any other issues not so submitted to him, nor shall he submit observations or declaration of opinions which are not essential in reaching the determination. The decision or award of the arbitrator shall be final and binding consistent with applicable law and this Agreement. In no event shall the same question or issue be the subject of arbitration more than once. The arbitrator may prescribe an appropriate back pay remedy when he finds a violation of this Agreement, provided such remedy is permitted by law and is consistent with the terms of this Agreement. Any remedy ordered by an arbitrator will not have retroactive affect beyond thirty (30) days from the date the grievance was filed, except that payroll errors and

related matters shall be corrected to the date of error. The fees and expenses of the arbitrator shall be divided equally between the parties. Either party may make a verbatim record through a certified transcriber. Such record is to be made at the requesting party's expense. However, if both parties want a copy of the transcript, the cost of the transcript and the reporter shall be shared equally between the parties. The cost of any transcript (or copy of any transcript), requested by the Arbitrator, shall be shared equally between the parties. Any other cost of this proceeding shall be borne by the party incurring the cost.

e. The arbitrator shall hold the hearing at a time and place convenient to the parties within thirty (30) calendar days of his acceptance to act as arbitrator and shall issue his decision within thirty (30) days after the close of the hearing. In the event a disagreement exists regarding the arbitrability of an issue, the arbitrator shall make a preliminary determination as to whether the issue is arbitrable under the express terms of this Agreement. Once a determination is made that such a dispute is arbitrable, the arbitrator shall then proceed to determine the merits of the dispute.

f. Whenever a grievance which is to be resolved at Step Three, Arbitration, is based on a provision of this Agreement in which the power or authority of the arbitrator is specifically limited to an advisory award, that limit shall be observed and all the provisions of paragraphs b, c and d above shall be operable except that the award and opinion shall be advisory and not binding on the parties. However, absent a particular exception the provisions of the grievance procedure above shall be operable.

g. Representatives of the Governor's Office of Employee Relations and the Union will meet bi-monthly to resolve grievances that are appealed to arbitration. Local union representatives and department representatives may participate in the meetings.

#### **D. Union Rights**

##### **1. Time Off**

This section does not apply to disciplinary arbitrations.

a. When a grievance has been formally submitted in writing and the Union represents the grievant, and where the Union Steward requires time to investigate such grievance to achieve an understanding of the specific work problem during working hours, the Steward will be granted permission and reasonable time, to a limit of two (2) hours, to investigate without loss of pay. It is understood that the supervisor shall schedule such time release, providing the work responsibilities of the Steward and of any involved employee are adequately covered, and providing further there is no disruption of work. Such time release shall not be unreasonably withheld. Where a Union Steward serves a mutually agreed upon grievance district encompassing two (2) or more geographically separate work locations, and where the circumstances require it, a supervisor may authorize a maximum of four (4) hours for any appropriate investigation of grievances. Such time release shall not be construed to include preparation of paperwork record keeping, conferences among Union Officials nor preparation for presentation at a grievance hearing or meeting.

b. An employee and his/her designated representative will be granted time off without loss of pay to attend Step One meetings, Step Two meetings or hearings and arbitration hearings and to travel to and from such meetings and hearings.

c. If a meeting or hearing extends beyond the employee's normal working hours, compensatory time equal to the additional time spent at the meeting or hearing will be granted, but will not be considered time worked for the computation of overtime.

d. A reasonable number of witnesses and resource persons employed by the State, upon three

(3) days notice, will be granted time off without loss of pay to attend Step One meetings, Step Two meetings or hearings and arbitration hearings and to travel to and from such meetings and hearings.

## **2. Information**

a. The State will upon request, make available to the Union information in its possession to which the Union is entitled, to properly represent the grievant. Management shall provide the requested information within seven (7) days from receipt of the request. The State will make good faith efforts to identify all documents and information responsive to the Union's request within seven days of the initial request. In the event information and/or documents responsive to the Union's request are discovered after the expiration of the seven (7) day period, the State will immediately notify the Union of the discovery of such information and the information and/or documents will be provided within three (3) days following the discovery of such information or documents.

b. The Union, upon request, will make available to the State requested information and documents in its possession necessary for management to respond to the grievance. The Union shall provide the requested information within seven (7) days from receipt of the request. The Union will make good faith efforts to identify all documents and information responsive to the State's request within seven days of the initial request. In the event information and/or documents responsive to the State's request are discovered after expiration of the seven (7) day period, the Union will immediately notify the State of the discovery of such information and the information and/or documents will be provided within three (3) days following the discovery of such information or documents. Requests for information will be made directly to the Local or the National Union.

c. Each party has a continuing obligation to provide information responsive to the other party's request.

d. An arbitrator retains his/her discretion to grant or deny a request for the admission of information and/or documents based on the arguments of the parties. If the State and the Union provide information and/or documents consistent with the time limits set forth in paragraphs a and b above, an arbitrator may not deny the admission of such information or documents based on an argument relating to the timeliness of production.

e. The parties shall make a good faith effort to informally resolve disputes, which arise as to information requests. However, if the parties are unable to agree upon the nature of the information to be provided, a dispute may be submitted to the OER for resolution. If after submission to OER the dispute is not resolved, the parties may seek resolution of the dispute in an administrative or judicial forum or through arbitration.

## **3. Group Grievances**

a. Where a grievance affects more than one employee, the Union may file a group grievance at the first level of supervision common to the affected employees.

b. Where a group grievance affects employees in two or more departments, the Union may submit the grievance directly to the Governor's Office of Employee Relations. The grievance will be processed as a Step Two grievance.

c. Where individual grievances concerning the same matter are filed by several grievants, it shall be the option of the State to consolidate such grievances for hearing as a group grievance provided the time limitations expressed elsewhere herein are understood to remain unaffected and the union shall be notified of this action.

#### **4. By-passing Steps**

A grievance may be initiated at or moved to any step of the procedure without hearing at a lower step by mutual agreement of the parties. Consent to skip steps of the grievance procedure, including mediation, will not be withheld unreasonably.

#### **5. The Right to Amend**

The Union may undertake to amend the grievance during the initial step at which such grievance is filed. By mutual agreement the Union may amend the grievance up to Step Two. It is understood that such amendment is only for the purpose of clarification and shall not be utilized to change the nature of the grievance or to include additional issues.

#### **E. General Procedures**

1. The lack of response by management within the prescribed time periods, unless time limits have been extended by mutual agreement, should be construed as a negative response.

2. If, at any step in the grievance procedure, the State's decision is not appealed within the appropriate prescribed time, such grievance will be considered closed and there shall be no further appeal or review.

3. A reasonable number of resource people shall be allowed to attend a grievance meeting or hearing. The parties will schedule resource people to minimize the impact on operations. At the meeting or hearing the Union will present its side of the grievance through the grievant, witnesses and resource people. Management will then proceed to present its responses to the Union's presentation.

4. The Union shall be given a copy of the final disposition of all grievances. A copy of the decision of the State at each step shall be provided to the grievant and to the Union representative involved.

5. Grievance resolutions or decisions at Steps One and Two shall not constitute a precedent in any arbitration or other proceeding unless a specific agreement to that effect is made in writing by the Office of Employee Relations and the authorized representative of the Union.

6. Unless specifically provided for elsewhere in this Agreement, where the grievance involves an alleged violation of individual rights specified in the Civil Service law and rules for which a specific appeal to the Civil Service Commission is available, the individual must present his complaint to the Civil Service Commission directly, provided however, where allegations of violations of other employee rights which derive from this Agreement occur, it is intended that the provisions of this grievance procedure are to be utilized.

7. A claim of improper and unjust discipline against an employee shall be processed in accordance with Article 5 of this Agreement.

8. The inclusion of or reference by name or title or otherwise in this Agreement to laws, rules, regulations formal policies or orders of the State, shall not be construed as bringing any allegation concerning the interpretation or application of such matters within the scope of arbitrability as set forth in this Agreement.

9. Nothing in this Agreement shall be construed as compelling the Union to submit a grievance to arbitration or to represent an employee before the Merit System Board. The Union's decision to request the movement of any contractual grievance at any step or to terminate the grievance at any step shall be final as to the interests of the grievant and the Union.

10. A "B.1.b." grievance may be processed through Step Two of the grievance procedure, but may not be submitted to arbitration.

11. When an employee formally elects to undertake the resolution of a contractual grievance



through any available procedure established by an agency of proper authority outside of those provided herein, such election shall constitute an absolute waiver of the option to appeal the grievance to arbitration unless the parties mutually agree otherwise.

12. If a grievance is appealed to the second step and the Department Head or designee determines that a resolution of the grievance is not within the authority of the department, the grievance will be forwarded to the Governor's Office of Employee Relations for disposition in accordance with Step Two of this procedure. If the grievance involved a non-contractual matter as defined in B.1.b. the decision of OER shall be final.

13. All grievances must be submitted on the attached grievance form. The form must be completely filled out by the grievant and/or Union. In the event that a grievance form is unavailable the grievance will be in writing and set forth the following information: (a) the names, titles and department of affected employees; (b) the date of occurrence; (c) a brief description of what gave rise to the grievance; and (d) the remedy sought. Grievance forms will be made available at all work sites covered by this Agreement.

14. The State and the Union agree that appeals to arbitration that are not scheduled for hearing within eighteen (18) months after a Step Two decision is rendered will be considered withdrawn unless the parties mutually agree to extend the matter.

## **ARTICLE 5 DISCIPLINE**

The parties will conduct quarterly meetings to review and adjust any problems that arise under this Article. The parties agree that the continuation of this article will be reevaluated upon the expiration of this agreement.

A. All terms of this Article apply to permanent career service employees.

Intermittent employees will be covered by the terms of this Article when they enter the permanent career service. All terms of this Article also apply to unclassified employees with a minimum of four (4) years of State service. Provisional employees, and unclassified employees with less than four (4) years of State service, will be covered by Section K.

B. Discipline of an employee shall be imposed only for just cause. Discipline under this Article means official written reprimand, fine, suspension without pay, record suspensions, reduction in grade or dismissal from service. A suspension may not be imposed for greater than forty-five (45) work days, except as specified under paragraph C below. Dismissal from service or reduction in grade based upon a layoff, or other operational judgment of the State shall not be construed to be discipline.

C. Suspensions without pay of more than 45 days may be imposed pending the outcome of a criminal complaint, or in cases involving collateral issues including but not limited to allegations of abuse or neglect, or charges involving the loss of a license or credential that is required as a condition of employment.

D. Disciplinary action may be initiated for any of the reasons specified in the Merit System Board Rules or for any circumstance amounting to sufficient cause.

E. The burden of proof in disciplinary procedures shall be upon the State, except as otherwise provided in Section K for provisional and unclassified employees with less than four (4) years of State service.

F. This Article is the exclusive procedure for the processing of disciplinary actions for employees

covered by this Agreement.

G. All references to "days" in this Article are to calendar days unless otherwise specified.

#### **H. General Procedures for Discipline**

1. Where an appointing authority or his designee imposes or intends to impose discipline, a preliminary notice of discipline shall be given to the employee. This preliminary notice of discipline shall contain (a) charges; (b) specification(s) alleging the general description of the alleged acts and/or conduct upon which the charge is based and (c) the penalty to be imposed. A copy of the preliminary notice of discipline shall be mailed to or served upon the local Union office at the same time that it is mailed to or served upon the employee.

2. The employee or the employee's designated union representative may request a departmental review within fourteen (14) days of receipt by the employee of a preliminary notice of discipline.

3. At the request of either the appointing authority or the Union the departmental review shall be conducted as a hearing. If a hearing is not requested, the review will be conducted as a meeting. The employer representative will contact the Union within seven (7) days of the request for departmental review to mutually schedule a date and time for the review to be conducted within twenty (20) days after the request for review. If the parties are unable to agree upon a mutually convenient date within the twenty (20) day period, the Department shall go forward and schedule the review, unless the parties agree to extend the twenty (20) day period.

4. If a hearing is held, the department or agency will appoint a hearing officer who will render his/her decision within twenty (20) days of the hearing.

5. The employee may be represented by a steward, executive board member or other designated Union representative at the meeting/hearing. However, only one (1) person shall serve as the spokesperson for the employee and one (1) person shall serve as spokesperson for the State.

6. Management and the Union are encouraged to resolve disputes over the proposed disciplinary action at the meeting/hearing. A disciplinary dispute may be settled by a "record" suspension, with no loss in pay, at any stage of the disciplinary appeal process. Such "record" suspensions will have the same weight as a suspension without pay for purposes of progressive discipline. A "record" suspension must be agreed to by the Union and the employee, and may not be recommended or imposed by way of a Preliminary Notice of Discipline.

7. Management will simultaneously serve the local Union and the employee with the Final Notice of Discipline within twenty (20) days of the meeting or the issuance of the hearing officer's decision. The final notice will set forth the charges, and the penalty to be imposed.

8. Official written reprimands may not be appealed beyond the departmental hearing. After a period of one year from the date of the issuance of a final notice of an official written reprimand, the official written reprimand cannot be used to establish progressive discipline and shall be expunged from an employee's personnel file if requested in writing by the employee, provided the employee is not served with a preliminary notice of discipline charging the employee with misconduct of any nature prior to the expiration of the one-year period. The sunset provision identified above, including expungement, does not apply to OWRs issued for incidents of workplace violence, violations of the New Jersey State Policy Prohibiting Discrimination in the Workplace and findings of violations of State or Agency Codes of Ethics by the State Ethics Commission.

## **I. Procedures of Minor Discipline**

1. All permanent career service employees and unclassified employees and provisional employees and intermittent employees may elect to use this provision.

2. Within twenty (20) days of the receipt of a Final Notice of Discipline the Union may appeal suspensions of three (3) days or less to the Joint Union Management Panel (JUMP) by submitting a written request to OER. The Union shall mail this written request of appeal to OER with a copy to the individual department or agency. Included with such a written request shall be two (2) copies of the Final Notice, the departmental decision underlying such Final Notice, and two (2) copies of any other documents, which have been made part of this record. JUMP shall consist of two (2) individuals selected by the State and two (2) individuals selected by the Union and a third party neutral mutually selected by the parties. The purpose of this panel is to review appeals from Departmental determinations of disciplinary suspensions of one (1) through three (3) days and fines of up to three (3) days pay.

3. The panel shall meet once each month provided there are at least eight (8) cases to be considered. If, in any month there is no meeting because there are fewer than eight (8) cases on the agenda, there will be a meeting the following month if there are any cases to be heard. The parties may mutually agree to schedule additional meetings if necessary. The agenda of each monthly meeting shall consist of all cases as to which the Union has requested panel consideration provided that the notification is received at least fourteen (14) calendar days prior to the scheduled date of the panel meeting.

4. The panel considerations shall be based upon the Department or Agency Head or designee's decision and any documents that have been made a part of the record. The State and Union panel members shall discuss each case on the agenda and with the assistance of the neutral panel member, attempt to jointly resolve the appeal. Where the State and Union panel members agree, the appeal shall be dismissed or upheld, or the involved penalty may be modified. Where the State and Union Panel members do not agree as to the disposition of the appeal, the neutral panel member will determine whether the case raises substantial disputed issues of material fact. In the event the neutral determines that a case involving a suspension of three (3) days or less raises substantial disputed issues of material fact, the case may be submitted to arbitration. In the event the neutral determines that a case involving a suspension of three (3) days or less does not warrant submission to arbitration, the neutral will determine whether the discipline was imposed for just cause.

5. If the neutral determines that there was just cause for the discipline imposed because the employee engaged in the conduct warranting discipline and the neutral determines that the discipline imposed was not excessive, the neutral shall sustain the discipline. If the neutral determines that there was no just cause for the discipline imposed because the suspension was excessive, the neutral may exercise the following authority: (a) if the neutral determines that the imposition of a two or three day suspension was excessive, the neutral shall have the authority to reduce the suspension by one day and award back pay; or (b) if the neutral determines that the imposition of a one day suspension was excessive, the neutral shall have the authority to convert the suspension to a suspension for record purposes only and award back pay. If the neutral determines that there was no just cause for a suspension because the employee did not engage in conduct warranting discipline, the neutral shall dismiss the discipline and award back pay. Such determination shall be final and binding.

6. If the neutral determines that a case warrants submission to arbitration, the Union may

appeal the case to arbitration by submitting a written request for arbitration to the Governor's Office of Employee Relations within thirty (30) days of the neutral's determination. The arbitration will be held within ninety (90) days of the appeal to arbitration. An arbitrator will be selected in accordance with paragraph J(10) below and will resolve the dispute in accordance with paragraph J(6) and (7) below.

7. The neutral shall maintain a written record of the disposition of each case which shall be signed by each panel member. Unless mutually agreed to the contrary, the written disposition of each case shall be made at the panel meeting at which it is considered, and a copy shall be provided to each panel member.

8. The neutral panel member may not serve as the arbitrator for any matter which has been submitted to the panel.

9. The fees of the neutral panel member shall be shared equally by the parties.

#### **J. Arbitration**

1. Within thirty (30) days of receipt of the Final Notice of Discipline, the Union may appeal to arbitration any matter involving major discipline by submitting a written request for arbitration to the Governor's Office of Employee Relations.

2. Arbitration hearings will be conducted in accordance with the procedures set forth in Article 4, except as otherwise provided in this Article.

3. The Union and the State will schedule a mediation and an arbitration date for disciplinary appeals not submitted to the JUMP panel. The mediation date will be within ninety (90) days of the appeal of discipline to arbitration. The arbitration will be held within one hundred and eighty (180) days of the appeal of discipline to arbitration.

4. The dispute will be heard by a mediator, who shall be selected on a rotating basis from the panel of at least six arbitrators agreed upon by the parties in accordance with paragraph 10 of this section below. The employee must attend the mediation and may be represented by a steward, executive board member or other designated Union representative. An employee who has been given notice of the scheduled mediation and fails to appear shall be deemed to have waived the right to appeal any settlement reached by the parties at mediation. The parties agree that neither side shall be represented by counsel at the mediation.

5. If the dispute is not resolved at mediation, the dispute will be submitted to arbitration. The arbitrator will not be the same panel member who acted as the mediator.

6. Arbitrators shall issue bench decisions in all appeals immediately following oral summations by the parties, where the parties have agreed prior to the opening of the hearing, on the record, that the matter shall be determined by a bench decision. No bench decision shall issue unless the entire proceeding has been recorded by a reporter. The cost of the reporter, including attendance fees, if any, shall be shared equally between the parties. Upon the request of the State or the CWA, within ten (10) days following the issuance of a bench decision, the arbitrator shall reduce his/her decision to writing. In those cases in which an arbitrator does not issue a bench decision, the arbitrator shall issue a written decision within 20 days from the close of the record. The record shall be closed upon receipt by the arbitrator of final briefs from the parties, unless the parties agree to waive the filing of briefs and to sum up the case orally before the arbitrator, in which case the record shall be deemed closed from the date of the last date of hearing or the receipt of transcripts if transcripts were required. 7. The arbitrator shall determine whether discipline was imposed for just cause. If the arbitrator determines that discipline was imposed without just cause, the arbitrator shall have the power to (a) reinstate the employee to his or her position, (b)

reduce the penalty, (c) award back pay and (d) restore all seniority the employee would have earned had the employee not been improperly disciplined. If the arbitrator determines that termination is too severe a penalty, the arbitrator may reduce the penalty and may deny back pay for any part of the period the employee was out or for all of the time that the employee was out of work without pay due to the disciplinary action regardless of the maximum period of suspension set forth in Section B of this Article. In cases where an employee was suspended pending the outcome of a criminal complaint, or in cases involving the resolution of collateral issues, including but not limited to allegations of abuse or neglect, or in cases involving the loss of a license or credential required as a condition of employment, the Arbitrator shall determine the appropriate length of suspension without pay without regard to the time limits set forth in Section B of this Article.

8. The decision of the arbitrator will be final and binding.

9. The fees and expenses of the arbitrator shall be divided equally between the parties. Either party may make a verbatim record through a certified transcriber. Such record is to be made at the requesting party's expense. However, if both parties want a copy of the transcript, the cost of the transcript and the reporter shall be shared equally between the parties. The cost of any transcript (or copy of any transcript), requested by the Arbitrator, shall be shared equally between the parties. Any other cost of this proceeding shall be borne by the party incurring the cost.

10. Within thirty (30) days of the execution of this Agreement, the parties shall mutually agree upon a panel of not less than six (6) disciplinary arbitrators. Each member of the panel shall serve in turn as the sole arbitrator for a given case. Where a member of the panel is unable to serve, the next member in sequence shall then serve. In the event the parties are unable to agree upon a panel of arbitrators within thirty (30) days from the execution of this Agreement, arbitrators and mediators shall be selected, on a case-by-case basis under the selection procedure of the Public Employment Relations Commission until such time as the parties agree upon a panel. The disciplinary arbitrator shall hold a hearing at a place convenient to the parties.

**K. Discipline Procedures for Provisional Employees and Unclassified Employees with Less than Four Years of Service.**

1. The following is the disciplinary appeal procedure for unclassified employees not covered by a statutory discipline procedure who have more than six (6) months but less than four (4) years of consecutive State service and provisional employees who have been employed in such capacity for a minimum of six (6) months.

a. At her or his request, the employee may be represented by a Steward, or a non-State employee representative of the Union.

b. Employees who are subject to discipline, other than dismissal from service, as detailed below, are entitled to utilize the provisions of this Article through the departmental/agency review level, the decision at which shall be final. The burden of proof in such procedures shall be on the employee.

c. Nothing in this Article shall be construed as limiting the State from exercising its inherent discretion to dismiss employees covered by this section who serve at the pleasure of the department or agency head, without stating the reasons for the dismissal.

i. In the event an employee is dismissed without receiving specific written reasons the State will provide the employee with ten (10) calendar days' advance notice. Employees dismissed for reasons other than misconduct are not entitled to use the provisions of this Article through the departmental review level.

ii. In the event an employee is dismissed due to misconduct, the State will serve the

employee with the specific written reasons relating to the misconduct. The employee may request and will be granted a review by the department/agency head or her or his designee, whose decision shall be final. Time limits in H.2. shall apply. Nothing in Section c.ii shall be construed as limiting the State from immediately dismissing an employee. In cases of immediate dismissal the employee will be given the written reasons and right to departmental review noted above.

d. The following types of dismissal are not covered by this Section:

- i. Dismissal due to job performance.
- ii. Dismissal due to the certification of a Civil Service eligible list; and
- iii. Dismissal due to fiscal problems or programmatic changes pursuant to Article 29.

2. Grievances concerning the interpretation of this Section shall be processed in accordance with Article 4 as non-contractual (B.1.b) grievances.

#### **L. Information**

1. The State will, upon request, make available to the Union information in its possession to which the Union is entitled to properly represent the employee. Management will provide the requested information within seven (7) calendar days from receipt of the request.

2. The parties will exchange the names of witnesses they may call and documents they may introduce at the arbitration hearing. Names and documents will be exchanged within seven (7) days from the date of a request from either party and in no event later than seven (7) days prior to the arbitration hearing. The Union is not precluded from calling witnesses and submitting documents that were not provided to the State prior to the arbitration hearing, based on the case presented by the State at arbitration. After the Union identifies a witness to the State, the State will not interview the witness without first notifying the Union. Such notification will not be less than forty-eight (48) hours prior to the interview. The Union is not obligated to aid the State in sustaining its burden of proof in a disciplinary proceeding and the State continues to be under an obligation to undertake a thorough and complete investigation before bringing disciplinary charges against an employee.

3. The parties shall make a good faith effort to informally resolve disputes which arise as to information requests. However, if the parties are unable to agree upon the nature of the information to be provided, a dispute may be submitted to OER for resolution. If after submission to OER the dispute is not resolved, the parties may seek resolution of the dispute in an administrative or judicial forum or through arbitration.

#### **M. Disciplinary Investigations**

If an employee reasonably believes he or she may be disciplined, he/she may request Union representation. The employee has the right to be accompanied by his/her Union representative during an investigatory interview. The Union representative has the right to provide advice and counsel to the employee.

#### **N. Time Off**

1. An employee and his/her designated union representative will be granted time off without loss of pay to attend a departmental review meeting or hearing, a mediation and an arbitration hearing and to travel to and from such meetings, mediations and hearings.

2. If a meeting, mediation or hearing extends beyond the employee's normal working hours, compensatory time equal to the additional time spent at the meeting or hearing will be granted, but will not be considered time worked for the computation of overtime.

3. A reasonable number of witnesses employed by the State upon three (3) days notice will be granted time with pay to attend departmental review meetings and hearings, arbitration hearings

and to travel to and from such meetings and hearings.

#### **O. General Provisions**

1.a. An employee may be suspended immediately and prior to a hearing where it is determined that the employee is unfit for duty or is a hazard to any person if permitted to remain on the job, or that an immediate suspension is necessary to maintain the health, safety, order or effective direction in public services.

b. An employee may be suspended immediately when the employee is formally charged with a crime of the first, second or third degree or a crime of the fourth degree on the job or directly related to the job.

c. Where a suspension is immediate under (a) or (b) above, and is without pay, the employee must first be apprised either orally or in writing, of why an immediate suspension is sought, the charges and general evidence in support of the charges and provided with sufficient opportunity to review the charges and the evidence in order to respond to the charges before a representative of the appointing authority. The employee may be represented by an authorized union representative.

2. Where criminal charges are initiated, the right of an employee to representation by an attorney shall not be denied.

3. An employee shall not be served with a disciplinary notice more than (1) year after the date on which the person filing the disciplinary notice obtained sufficient information to file the matter upon which the notice is based, except for those acts which would constitute a crime.

4. Nothing in this Article or Agreement shall be construed to limit the right of the State to implement any disciplinary action notwithstanding the pendency of any grievance.

5. When a final determination of innocence is rendered through a decision arising out of a Departmental hearing, or discipline arbitration hearing, the employee initially disciplined shall not be recharged with discipline, on matters arising out of the same facts that the initial discipline was based upon.

6. At Departmental hearings either party may make a verbatim record through a certified shorthand reporter. Such record is to be made at the expense of the party who requests the reporter. However, if both parties want a copy of the transcript, the cost of the transcript and the reporter shall be shared equally.

7. The parties will designate an arbitrator to hear disputes involving back pay, seniority and benefits that may arise with respect to the imposition of discipline prior to the submission of a disciplinary dispute to arbitration. In deciding such disputes, the arbitrator shall apply the standards, to the extent applicable, set forth in N.J.A.C. 4A:2-2.10, that were in effect at the time this agreement was entered into. After the submission of a disciplinary dispute to arbitration, the arbitrator hearing the case shall decide disputes involving back pay, seniority, and benefits.

### **ARTICLE 6 COMPENSATION PLAN AND PROGRAM**

#### **A. Special Salary Program July 1, 2015 to June 30, 2019**

It is agreed that during the term of this Agreement for the period of July 1, 2015 - June 30, 2019, the following salary and fringe benefit improvements shall be provided to eligible employees in the unit within the applicable policies and practices of the State and in keeping with the conditions set forth herein.

Subject to the State Legislature enacting appropriations of funds for these specific purposes, the State agrees to provide the following benefits effective at the time stated here or, if later, within a reasonable time after enactment of the appropriation.

1. a. Effective the first full pay period after August 15, 2017, each employee covered by this agreement shall be entitled to a two (2%) percent across-the-board increase applied to the employee's current base salary.

b. Effective the first full pay period after July 1, 2018, each employee covered by this agreement shall be entitled to a two (2%) percent across-the-board increase applied to the employee's current base salary.

2. For ten (10) month employees, the foregoing increases that are effective the first full pay period after August 2017, and July 2018 for twelve (12) month employees shall be applied to the base salary of ten (10) month employees, effective the second full pay period in October 2017 and the first full pay period after September 2018.

3. The State Compensation Plan salary schedule shall be adjusted in accordance with established procedures to incorporate the increases set forth in 1. and 2. above for each step of each salary range. Each employee shall receive the increase by remaining at the step in the range occupied prior to the adjustments.

4. Normal increments shall be paid to all employees eligible for such increments within the policies of the State Compensation Plan during the term of this Contract.

5. Employees who have been at the eighth step of the same range for 18 months or longer shall be eligible for movement to the ninth step providing their performance warrants this salary adjustment.

6. Employees who have been at the ninth step of the same range for 24 months or longer shall be eligible for movement to the tenth step providing their performance warrants this salary adjustment.

7. Employees who are on the payroll as April 4, 2018 who were hired prior to July 1, 2015 and who were not eligible for increments during the period of July 1, 2015, through April 4, 2018, shall receive a cash bonus of \$650 on or about August 3, 2018, not included in base salary. The prior sentence shall not apply to employees hired after July 1, 2015.

8. Employees who retired between July 1, 2015 and April 4, 2018 who, during that period, were entitled to receive one or more increments shall receive a lump sum payment of \$650 in lieu of the increment(s). The lump sum payment shall not be treated as pensionable income and shall not affect their retirement benefits.

#### **B. Clothing Maintenance Allowance**

1. Employees who are eligible for a Clothing Maintenance Allowance ("CMA") shall meet one of the following criteria:

a. They are required to wear a uniform, protective clothing or special clothing.

b. Their jobs require them to come regularly into contact with toxins, dyes, dirt, contaminants, chemicals, blood or other bodily fluids, or other materials that ruin or soil clothing and/or their clothing requires special or separate washing or cleaning and/or they engage in direct care or direct education work that includes physical contact with students or institutional clients which requires the employee to come into regular contact with the substances listed above.

2. A CMA shall not be paid to employees if (1) the State provides the employee with a uniform or protective clothing and the employee earns more than \$100,000 annually; (2) the State pays for their uniforms, protective clothing or special clothing and if the State pays to clean or



launder their uniforms, protective clothing or special clothing; or (3) the State pays for their uniforms, protective clothing or special clothing and the employee's uniform, protective clothing or special clothing does not need to be washed or laundered separately from the employee's other clothing, except if the employee's regular work clothing must be separately laundered or cleaned.

3. On or before 60 days after ratification, each department will provide a list to the Union of all full-time employees who are eligible for a clothing maintenance allowance under the criteria in paragraphs 1 and 2 above and will identify employees holding titles that previously received a CMA who the department maintains do not satisfy the above criteria. Within thirty (30) days thereof, the Union may identify those employees not on said list who it contends are eligible for a clothing maintenance allowance. Employees identified by the Union will not receive a CMA until the dispute is resolved in accordance with the procedure set forth in this paragraph. Within thirty (30) days of a department's receipt of any such list, the Union and the department will meet in an effort to resolve any disputes. Any disputes not resolved between the Union and a department will be submitted to OER. Within thirty (30) days following submission of disputes to OER, the Union and OER will meet in an effort to resolve such disputes. At the written request of the Union, any disputes not resolved between the Union and OER will be submitted directly to binding arbitration before a single arbitrator selected by the parties. To the extent the parties cannot agree on an arbitrator to hear such disputes, an arbitrator will be selected pursuant to the selection procedures of the Public Employment Relations Commission.

4. By February 1, of each year, each department will identify individuals holding titles that previously received a CMA, who the department maintains do not satisfy the criteria in paragraphs 1 and 2 above. Meetings will be held by March 1 of each year between each department and the Union to resolve any disputes with respect to individuals identified by a department as ineligible to receive a CMA. Any disputes not resolved at meetings with the departments may be addressed at meetings between the Union and OER to be held by April 1 of each year. Any disputes not resolved at meetings with OER may be submitted directly to the arbitrator the parties have designated to hear such disputes. All other disputes involving the payment of clothing allowance will be processed in accordance with Article 4 of the parties' Agreement.

5. The Union guarantees that in each of the four years of this Agreement, the application of the criteria set forth in Paragraphs 1 and 2 will result in at least a twenty (20%) percent reduction in the number of employees who received a clothing maintenance allowance from the number of employees who received such an allowance in the final year of the parties' 2007-2011 Agreement.

6. Each full-time employee who is eligible for a clothing maintenance allowance under the criteria in Paragraphs 1 and 2 above, and who has completed one (1) full year of service on or before July 1, 2015, or on or before July 1 of 2016, 2017 or 2018, shall receive a cash clothing maintenance allowance for each year of the contract of \$550. No clothing maintenance award will be paid after June 30, 2019.

7. Each full-time employee who will have completed six (6) months of service on or before July 1, 2015 or on or before July 1 of 2016, 2017 or 2018, shall receive a cash clothing maintenance allowance for each year of the contract of \$275. No clothing maintenance award will be paid after June 30, 2019.

8. Permanent part-time employees in a 40 hour workweek title who are regularly scheduled to work twenty (20) or more hours per week, and permanent part-time employees in a 35 hour workweek title who are regularly scheduled to work seventeen and one-half (17.5) or more hours per week, who meet the service and eligibility requirements set forth above will receive one-half

(1/2) of the normal clothing allowance. One full year of service for employees in ten (10) month titles means ten (10) months of service between July 1 and July 30.

9. Leaves of absence without pay or suspension up to thirty (30) days duration shall not affect the eligibility requirements as to one (1) year of service. In order to be eligible to receive this payment, the employee must be on the payroll as of the date of payment.

10. All employees who received the CMA payments during the term of the parties 2011 – 2015 Agreement shall receive CMA payments for the term of this Agreement, provided there is no substantial change in their duties or job title that would no longer qualify them to receive CMA payments under the criteria set forth in this Article and provided they meet the service requirements set forth in this Article.

11. Employees hired, promoted or transferred after July 1, 2015, or whose duties changed after July 1, 2015, and who satisfy the service requirements and criteria set forth in this Article shall be eligible to receive CMA payments during the term of this Agreement.

12. CWA shall identify up to 1,000 additional employees currently being resolved as part of the April 4, 2018 MOA with regard to their eligibility to receive the CMA, who are on the payroll as of April 4, 2018, and those employees shall be deemed eligible to receive the CMA, during the term of this Agreement retroactive to July 1, 2015, provided these employees meet the service requirements set forth under this Article.

13. The number of employees eligible to receive CMA payments pursuant to the April 4, 2018 MOA and during the term of this Agreement, including employees receiving CMA payments pursuant to paragraphs 10, 11 and 12 above, does not and shall not exceed the cap on the number of employees eligible to receive CMA payments set forth under Article 6(B) of the 2011-2015 Agreement.

#### **C. Deferred Compensation Plan**

It is understood that the State shall continue the program which will permit eligible employees in this negotiating unit to voluntarily authorize deferment of a portion of their earned base salary so that the funds deferred can be placed in an Internal Revenue Service approved Federal Income Tax exempt investment plan. The deferred income so invested and the interest or other income return on the investment are intended to be exempt from current Federal Income Taxation until the individual employee withdraws or otherwise receives such funds as provided in the plan document.

It is understood that the State shall be solely responsible for the administration of the plan and the determination of policies, conditions and regulations governing its implementation and use.

The State shall provide literature describing the plan as well as a required enrollment or other forms to all employees when the plan has been established.

It is further understood that the maximum amount of deferrable income under this plan shall be consistent with the amount allowable by law.

#### **D. Special Training**

The State will join with the Union to provide a special training program, which will be available to employees in the Administrative and Clerical Services Unit. The formulation and content of the special training program shall be decided by mutual agreement between the Office of Employee Relations and the Union.

#### **E. Salary Program Administration**

The parties acknowledge the existence and continuation during the term of this Agreement of the State Compensation Plan, which incorporates in particular, but without specific limit, the following basic concepts:

1. A system of position classifications with appropriate position descriptions. Copies of current position descriptions will be made available to the Union.

2. A salary range with specific minimum and maximum rates and intermediate merit incremental steps therein for each position.

3. Regulations governing the administration of the plan including the Performance Assessment Review.

4. The parties agree to comply with the provisions of N.J.S.A 11A: 3-7.

5. No employee covered by this Agreement shall suffer a reduction in rate of pay as a result of a reduction of salary range for the job class in which he is employed and any such change in salary range shall be negotiated with the Union prior to implementation. This is not intended to reduce the right of appeal of any individual.

#### **F. Shift Differential for Second and Third Shift**

The shift bonus for employees earning less than \$100,000 per annum on the second (2nd) and third (3rd) shifts which are commonly known as the afternoon or evening shift and the night or midnight shift will be \$.25 per hour.

#### **G. Salary Adjustment for Nurses and Teachers/Instructors**

The two-range increase negotiated in the 1989/92 contracts for Nurses and Classroom Teachers/Instructors and the two-range increase negotiated in the 1992/1995 contracts for teachers who supervise other teachers shall continue in effect under this contract.

**H.** The current special project and emergency rates set forth in Article 35 of this Agreement will increase by one and three quarters percent (1.75%) on or about July 1, 2017 and by an additional two percent (2%) effective the first full pay period after July 1, 2018.

#### **I. Cooperative Effort**

The parties to the Agreement understand that the public services provided to the citizenry of the State of New Jersey require a continuing cooperative effort particularly during this period of severe fiscal constraints. They hereby pledge themselves to achieve the highest level of service by jointly endorsing a concept of intensive productivity improvement, which may assist in realizing that objective.

### **ARTICLE 7**

#### **POSITION RECLASSIFICATION AND REEVALUATION REVIEWS**

##### **A. Reclassification**

Employees in the negotiation unit may initiate requests for position reclassification in accordance with the applicable Civil Service Rules and Regulations and in keeping with the conditions and procedures established by the Civil Service Commission.

##### **B. Reevaluation**

The Union may request the reevaluation of a job classification in accordance with applicable Civil Service Rules and Regulations, on the basis of job content change only. The State will review such a request and will reevaluate the job classification, provide an opportunity for the Union to present its views, and present its position to the Union as provided in the Civil Service Rules and

Regulations, in writing if requested.

**C. Implementation**

Implementation of any changes resulting from reclassification or reevaluation shall be made consistent with normal procedures and availability of funds.

**ARTICLE 8  
HOURS AND OVERTIME**

**A. Hours of Work**

1. The number of hours in the workweek for each job classification within the unit shall be consistent with its present designation in the State Compensation Plan.

2. Hours of work for "NL" employees may be adjusted by the responsible agency official in keeping with existing regulations and procedures.

3. Where practicable the normal workweek shall consist of five (5) consecutive workdays.

4. For fixed workweek employees, when schedule changes are made the maximum possible notice, which shall not be less than seven (7) working days except for unforeseen circumstances, shall be given to the affected employee.

5. For fixed workweek employees, when such employees' shift is changed, adequate advance notice which normally will be at least seven (7) working days and which shall not be less than seventy-two (72) hours, except in the case of an emergency, will be given to the affected employee.

**B. Rest and Lunch Period**

1. The work schedule shall provide for a fifteen (15) minute rest period during each one-half (1/2) shift.

2. For the purpose of this provision a shift shall constitute the employee's normally scheduled workday. For example, an employee working from 9 a.m. to 5 p.m. will be entitled to a rest period in the forenoon and in the afternoon as determined by the appointing authority.

3. The normal schedule shall include a provision for an unpaid lunch period during the mid-portion of the workday. There shall be a minimum of one-half (1/2) hour provided for the lunch period. This is not intended to suggest that existing lunch periods of longer than one-half (1/2) hour must be changed.

**C. Overtime**

1. When an employee is required to work hours outside of the employee's normal work day or workweek, the State will not avoid paying overtime by changing the employee's hours of work within the work day or workweek that such hours were worked. This provision shall not impair the State's rights under Section 8(A) above. The arbitration in the matter of State of New Jersey, DEP and CWA Local 1037, OER No. 9901, shall not be used to interpret the language of this subsection.

2. Employees covered by this Agreement will be compensated at the rate of time and one-half (1-1/2) for the overtime hours accrued in excess of the normal hours of the established workweek. These compensation credits shall be taken in compensatory time or in cash at the discretion of management. Employees may request compensation credits in compensatory time or in cash.

3. When a work shift extends from one (1) day to the next it is considered to be on the day in which the larger portion of the hours are scheduled and all hours of the scheduled shift are considered to be on that day.

4. All holiday hours and hours of leave not worked for which an employee is compensated shall be regarded as hours worked for the computation of overtime in the workweek.

5. Hours worked on a holiday are not considered hours worked for the computation of regular overtime in the workweek but shall be compensated at time and one-half (1-1/2) in addition to the holiday credit.

6. "Scheduled overtime" means overtime assigned prior to the day on which it is to be worked. Ordinarily scheduled overtime is planned and assigned in advance.

7. "Non-scheduled overtime" means assigned overtime made on the day on which it is to be worked.

8. "Incidental overtime" is a period of assigned non-scheduled overtime work of less than fifteen (15) minutes.

9. Overtime shall be scheduled and distributed by seniority on a rotational basis by occupational classifications within each functional work unit without discrimination provided it does not impair operations. Employees within their functional work unit who are qualified and capable of performing the work without additional training shall be called upon to perform such overtime work. To the extent that it is practical and reasonable to foresee, the State shall give the employee as much advance notice as possible relative to the scheduling of overtime work. The State shall not ordinarily assign more than sixteen (16) consecutive hours of work.

10. It is agreed that overtime work shall be shared by all employees in an occupational classification within any work unit without discrimination. The opportunity to work overtime shall be extended to each employee on a rotational basis provided the employee is capable of performing the work.

11. Each employee is expected to be available for a reasonable amount of overtime work. An employee who refuses an overtime or on-call assignment with a reasonable excuse will not be subjected to disciplinary action. The assignment of "on-call" or "stand-by" time shall be equitably distributed among the employees concerned.

12.a. On a semi-annual basis commencing with the implementation of this provision, the distribution of overtime shall be evaluated and assignments of overtime made thereafter shall reflect the approximate equalization of overtime for each employee in the work unit by job classification.

b. For the purpose of determining approximate equalization of overtime, any overtime assignment offered, whether worked or not worked will be considered as if it were worked.

c. To the extent that a disproportionate distribution of overtime exists because of special ability or inability to perform the work assignments, those hours will not be considered in the semi-annual equalization. This provision will not be abused.

13. A list showing the rotational order and the overtime call status of each employee and a record of the total overtime worked and refused by each employee shall be maintained in the work unit. Such records shall be made available for inspection on request to Union officers, stewards and employees concerned.

14. The State will give advance notice of all scheduled overtime to each employee concerned. Such scheduled overtime will be assigned minimally in units of one (1) hour and in hourly or half-hourly increments thereafter when such overtime is to be performed contiguous to the employee's scheduled work shift. When overtime is scheduled not contiguous to the employee's work shift, it will be assigned minimally in units of two (2) hours and in hourly or half-hourly increments thereafter.

15. An employee who is assigned non-scheduled overtime in excess of fifteen (15) minutes will be guaranteed a minimum of one (1) hour's work and will be assigned overtime thereafter in one-half (1/2) hour increments. An employee who is called in for non-scheduled overtime shall be guaranteed a minimum of two (2) hours of compensation whether or not the two (2) hours are worked except when the end of the call-in period coincides with the beginning of his regularly scheduled shift.

16. Where incidental overtime assignments are made, records of such time worked shall be kept and accumulated at straight time in exception of the provisions of C.1. Such accumulations may be scheduled on an hour-for-hour basis as compensatory time.

17. Cash paid overtime will be reflected in regular biweekly payroll checks. The State will make a good faith effort to try to issue cash paid overtime payments in biweekly checks which reflect cash paid overtime earned during the preceding overtime reporting period.

#### **D. Policy on Lateness**

1. a. Whenever an employee is delayed in reporting for a scheduled work assignment, he shall endeavor to contact his supervisor in advance, if possible. An employee who has a reasonable excuse and is less than fifteen (15) minutes late is not to be reduced in salary or denied the opportunity to work the balance of his scheduled shift and he shall not be disciplined except where there is evidence of repetition or neglect. A record of such lateness shall be maintained and may be charged against any compensatory time accrual or vacation balances. An employee may choose to use either of these balances or alternatively to be reduced in salary.

b. Lateness beyond the fifteen (15) minute period above shall be treated on a discretionary basis. However, this provision is not intended to mean that all lateness or incidence of lateness beyond fifteen (15) minutes shall incur disciplinary action or loss of opportunity to complete a work shift or reduction of salary.

#### **2. Lateness or absence due to weather conditions**

a. When an employee is unable to get to his assigned work because of weather conditions his absence may be compensated if he has a sufficient compensatory time balance or if none is available a charge may be made against vacation balance or administrative leave balance if requested by the employee. Such absence will alternatively be without pay.

b. Employees late for duty due to delays caused by weather conditions and who made a reasonable effort to report on time may be given credit for such late time at the discretion of the appointing authority.

3. When an employee is late for work due to dependent care problems, the employee and the Supervisor/Manager at the employee's work site will meet to try to resolve the lateness problem. The employee will have the right to Union representation during this meeting. This meeting will be held prior to any disciplinary action being taken against the employee as a result of the lateness. However, once such a meeting is held, the State reserves its right to initiate disciplinary action if the employee continues to come in late for work.

#### **E. Other Benefits**

Employees who are required to work beyond their regular quitting time to the next shift, shall receive a fifteen (15) minute rest period when the period of scheduled work beyond their regular shift exceeds two (2) hours. Such employees shall also be entitled to meal allowances as provided by the regulations of the State.

**F. Policy on Unexcused Absence**

Absence without notice and approval for five (5) or more consecutive business days or failure to return from any leave of absence for five (5) or more consecutive business days shall be recorded as a resignation not in good standing.

**ARTICLE 9  
COMPENSATORY TIME BALANCES**

**A.** When employees accumulate compensatory time balances, the appointing authority will provide administrative procedures to assure the employee that such compensatory balances will not be taken away but will be scheduled as time off or alternatively paid in cash.

**B.** Employee requests for use of compensatory time balances shall be honored. Priorities in honoring requests for use of compensatory time balances will be given to employees:

1. Where an emergency exists
2. Where scheduled one (1) month in advance
3. Where shorter notice of request is made

Requests for use of such time under 2 and 3 will be honored except where emergency conditions exist or where the dates requested conflict with holiday or vacation schedules.

**C.** Ordinarily, a maximum of sixty (60) hours of compensatory time may be carried by an employee. Where the balance exceeds sixty (60) hours, the employee and the supervisor will meet to amicably schedule such compensatory time off.

**D.** 1. An employee may be required to take compensatory time off in keeping with the needs within the unit.

2. An employee may request the use of this compensatory time off which shall be scheduled with the immediate supervisor in keeping with the needs within the work unit.

3. Whenever compensatory time off is to be scheduled, reasonable advance notice for the request or requirement will be given.

**ARTICLE 10  
ANNIVERSARY DATES**

The first full pay period following an employee's original date of hire shall constitute his anniversary date unless the employee's actual date of hire coincides with the first day of the pay period in which case that pay period shall serve as the employee's anniversary date. In the event a personnel action occurs which, pursuant to Civil Service Rules and Regulations, would result in a change of the employee's anniversary date, the Civil Service Commission shall establish the next appropriate pay period as the new anniversary date.

**ARTICLE 11  
OUT-OF-TITLE WORK**

**A.** The State and the Union agree that employees should be assigned work appropriate to and within their job classification.

**B.** The practice of regularly assigning out-of-title work to employees shall be discontinued. Instances of out-of-title work identified by the Union and formally brought to the attention of the

State shall be corrected immediately or by phasing out such assignments at the earliest time which shall in any case be no later than three (3) months from the time of notification by the Union. Subsequent to notifying the appropriate management official any dispute as to whether the work is within the job classification of the employee(s) involved shall be resolved by Union or employee appeal to the Civil Service Commission where the matter will be heard within twenty-one (21) days and a decision rendered within ten (10) days of that hearing. Any dispute concerning the phasing out period will be resolved through the grievance procedure.

C. Where out-of-title work assignments are made for longer than thirty (30) days, permanent (career service) employees in the work unit from the next lower promotional title in the series, deemed capable of performing the work, and where available, shall be given the opportunity to assume such higher out-of-title work in the work unit and shall have the right to refuse such assignments based on job classification seniority. Where such assignments are readily identifiable by the State, the eligible employees concerned shall be notified and a copy of the notification shall be given to the Union.

## **ARTICLE 12 PROMOTION**

Promotion qualifications and procedures for permanent career service employees are governed by the Civil Service Commission pursuant to Statute and Rules and Regulations promulgated thereunder.

A. Promotion means the advancement of an employee to a job classification within the unit at a higher salary range.

B. Upon promotion of a permanent employee, all sick leave, administrative leave and vacation leave balances shall be retained by the employee.

C. Upon promotion, an employee shall be informed of his or her new rate of compensation at least one (1) week in advance of the effective date.

D. Provisional promotional appointments shall be made only in cases of emergency or when no complete employment list exists. Where such appointments are made, the Civil Service Commission will take the necessary steps to promulgate a list appropriate to the position in keeping with its rules and regulations as soon as possible.

If requested by the Union, but not more frequently than quarterly, the State agrees to provide a list of then current provisional appointments.

E. When an employee is given an opportunity on a trial or provisional basis to qualify for promotion by serving in a new classification, his or her permanency in his or her regular permanent job classification shall be continued during such trial or provisional period and he shall have the opportunity to return to such permanent classification in the event the promotional opportunity shall not become permanent provided there is no discharge action for cause.

F. This Article does not apply to the unclassified service.

## **ARTICLE 13 JOB POSTING AND ANNOUNCEMENTS - CAREER SERVICE**

### **A. Job Posting**

1. To provide promotional opportunities for employees within a department or



organizational unit, existing or planned job vacancies shall be prominently posted within the promotional examination scope established by the Civil Service Commission for fourteen (14) days. Broader posting may be undertaken by the department at its option. When provisional promotions are to be made within a work unit, employees who meet the minimum qualifications and are capable of performing the work as determined by management, and file pursuant to this article shall be given consideration for such appointment. The posting shall include a description of the job, any required qualifications, the location of the vacancies, the salary range, the hours of work and the procedures to be followed by employees interested in making application.

2. Copies of each notice posted will be forwarded to the appropriate local Union office.

3. Postings of promotional opportunities for existing or planned job vacancies shall be undertaken prior to any notices of such vacancies being published in newspapers or otherwise advertised outside the negotiations unit.

4. Where a provisional or permanent promotion or a reassignment is consummated as a result of the job posting procedure, the appointing authority will post the name of the individual appointed on the bulletin board. In the event a provisional promotion is made, the appointing authority will notify the Civil Service Commission of such action so that the Civil Service Commission can activate its process leading to permanent appointment.

5. The Union may inquire as to the status (provisional or permanent) of a position incumbent and such inquiry will be answered by the appointing authority involved.

6. When there are vacancies available on the day shift, which could be filled through lateral transfers from workers on the evening or night shift, such vacancies will be posted so that evening and night shift workers can apply for such lateral transfers.

#### **B. Announcements**

Unless a good reason to the contrary exists, announcements which describe available educational programs or State scholarships, shall be posted prominently at approximately the same time in order that interested employees may have an equivalent opportunity to be informed and apply for such educational programs and State scholarships. Copies of these items will be sent to the Union.

C. This Article does not apply to the unclassified service.

### **ARTICLE 14**

#### **JOB VACANCY ANNOUNCEMENTS FOR UNCLASSIFIED EMPLOYEES**

A. In situations where a vacancy in a specific job classification series arises, job vacancy announcements should be posted in order to inform unit employees serving in appropriate titles of a promotional possibility. Such job vacancy announcement shall be prominently posted within an organizational scope as determined by management for five (5) days. The announcement shall include a description of the job, any required qualifications, the location of the vacancy, the salary range, the hours of work and the procedure to be followed by employees interested in making an application.

B. Copies of each notice posted will be forwarded to the appropriate local Union office.

C. It is understood that the job vacancy announcement process described above shall not hinder the appointing authority in filling the vacancy at the earliest time and is for informational purposes only.

**ARTICLE 15**  
**CIVIL SERVICE COMMISSION EXAMINATIONS**

Employees who are scheduled to take open competitive examinations for the position in which the employee is provisional or promotional examinations administered by the Civil Service Commission of the State of New Jersey for positions in the State service shall be granted time off with pay including necessary travel time to take such examinations if they are scheduled during the work shift of the employee. Such privileges may not be abused. This Article does not apply to the unclassified service.

**ARTICLE 16**  
**PERFORMANCE ASSESSMENT REVIEW**

All employees covered by this Contract shall be evaluated pursuant to the Performance Assessment Review procedures set forth in the Rules and Regulations of the Civil Service Commission.

**A. GENERAL PROVISIONS**

1. The PAR program shall use standardized forms and rating scales to be designated by the Civil Service Commission and a three-level rating scale to include the following ratings:

- i. Exceptional;
- ii. Commendable; and
- iii. Unsatisfactory.

2. Each appointing authority shall establish standardized rating cycles with a duration of one year. Within a particular standardized rating cycle, employees shall be rated at the same time, twice a year, with the interim and final ratings being six months apart.

3. Each appointing authority shall maintain an employee's PAR evaluations in his or her personnel records.

4. Upon request by the Union, but not more than once per year of this Agreement, the State will provide a report of final PAR ratings for CWA unit members broken out by department and by gender, race, and age, for a twelve-month period specified by the Union. The report will be provided within fifteen (15) calendar days of the request.

5. The Civil Service Commission may modify the PAR program based on specific employee or agency needs.

**B. PAR PERFORMANCE PLANS**

1. An employee and his or her supervisor shall jointly develop a job performance plan consisting of work assignments together with measurable performance standards. The employee shall be provided with a copy of the performance plan, as soon as practicable, but in no event later than seven (7) calendar days, following the PAR meeting. If an employee disagrees with the established performance plan, he or she may note such disagreement. The form will be placed in the employee's personnel file and provided to the employee's supervisor.

2. A performance plan for each rating period shall be established within a reasonable time after completion of the previous rating period. New employees shall receive a performance plan within a reasonable time after appointment.

3. A performance plan shall be established prior to the commencement of the working test period which shall identify the job assignment, include the essential criteria for successful job

performance, and emphasize training and development.

### **C. EVALUATION PROCEDURE**

1. At the end of six months and at the end of one year, the employee and the supervisor shall review the employee's performance. The supervisor shall designate an interim performance rating at the end of six months and a final rating at the end of one year.

2. Where the performance of an employee is unsatisfactory, the designated supervisor will confer with such employee at least once every three (3) months and shall set forth the deficiencies and improvement goals required to achieve a satisfactory level of performance.

3. A record of such conferences shall be made and a copy given to the employee within two (2) weeks of the conference.

4. When there is a change either in job assignment or supervisor during the evaluation period, the old performance plan shall be closed out. The employee's performance during the portion of the rating period under the old performance plan shall be rated and a new performance plan shall be prepared. The final rating shall be a proration of all ratings received during the review period.

5. When there is a change in job title during the evaluation period, the former supervisor shall assign a final rating for the former performance plan and title. A performance plan for the new title shall be developed.

6. When appropriate, performance improvement plans shall be set at each review.

7. The employee shall be entitled to a copy of the rating.

### **D. UNSATISFACTORY RATINGS**

1. An employee receiving an annual PAR unsatisfactory rating shall be denied an anniversary date increment.

2. An appointing authority may request an anniversary date increment for an employee who was denied an increment because of receiving an Unsatisfactory rating but whose performance has subsequently improved. If approved by the Civil Service Commission, such increment shall not be effective until a pay period beginning at least 90 days after the employee's anniversary date.

### **E. APPEALS OF PERFORMANCE STANDARDS AND RATINGS**

1. Consistent with N.J.A.C 4A:2-3.4, the Union or an employee may appeal performance standards or a final PAR rating of Unsatisfactory or Commendable as a non-contractual grievance in accordance with the grievance procedure set forth in Article 4 of this Agreement.

2. In the event the non-contractual grievance has not been satisfactorily resolved at Step One of the grievance procedure, the Union or an employee may appeal a Step One decision to the PAR Joint Union Management Panel within 10 calendar days of receipt of the written decision at Step One, or a lack of timely response by the appointing authority. The appeal shall be accompanied by material presented at Step One and any written records or decisions from Step One.

a. The Joint Union Management Panel shall consist of one individual selected by the State, one individual selected by the Union and one neutral individual jointly selected by the State and the Union. If the State and the Union cannot agree upon a neutral, the parties shall utilize the procedures of the Public Employment Relations Commission for the selection of a neutral.

b. The panel shall meet, provided there are at least four appeals to be heard. The panel shall meet one additional day each month for every four additional appeals to be heard. When in any month there is no meeting because there are fewer than four appeals to be heard, there shall be a meeting the following month, so long as there are any cases to be heard.

c. The State and the Union panel members shall discuss each appeal on the agenda and, with the assistance of the neutral panel member, attempt to jointly resolve the appeal.

d. If the State and Union cannot come to a joint resolution, the appeal shall be heard by the full panel. At any appeal hearing, the employee may be represented by a designated union representative as defined in Article 4 of this Agreement.

f. The parties may call witnesses and present evidence at the Second Step appeal hearing. However, each hearing shall conclude within approximately four hours. The neutral panel member shall control the admission of testimony and evidence to ensure adherence to this time frame.

g. The panel shall issue a written decision within 10 days of the hearing. Each panel member shall have one vote.

e. Appeals from decisions of the Joint Union Management Panel may be made within 20 days of the receipt of a decision in accordance with N.J.A.C. 4A:2-3.7(b).

#### **F. USE OF PAR RATINGS**

1. A rating of Unsatisfactory shall constitute evidence of incompetency, inefficiency or failure to perform duties. In a disciplinary action, an employee may challenge the basis of any rating that is an issue in the proceeding.

2. Performance ratings may be used as a factor in promotion (See N.J.A.C. 4A:4-2.15) and layoff (N.J.A.C. 4A:8-2.2(c)(4)).

### **ARTICLE 17**

#### **HOLIDAYS AND PERSONAL PREFERENCE DAYS**

##### **A. Holidays**

1. The official paid holidays that are recognized holidays for the purposes of this Agreement are as follows:

|  |   |
|--|---|
| New Year's Day   | Independence Day                        |
| Martin Luther King's Birthday<br>(3rd Monday in January) | Labor Day                               |
| President's Day<br>(3rd Monday in February)              | Columbus Day<br>(2nd Monday in October) |
| Good Friday  | Election Day                            |
| Memorial Day<br>(Last Monday in May)                     | Veteran's Day<br>(November 11)          |
| Christmas Day  | Thanksgiving Day                        |

The foregoing list of holidays is illustrative – actual holidays recognized in this contract are set by statute, including any amendments thereto.

In the event any of the above statutory holidays fall on a Sunday, they shall be celebrated on the following Monday. Should any of the aforementioned statutory holidays fall on a Saturday, they shall be celebrated on the preceding Friday.

2. In addition to the aforementioned holidays, the State will grant a paid day off when the Governor, in his role as Chief Executive of the State of New Jersey, declares a paid day off by Executive Order.

##### **B. Personal Preference Days**

1. During the month of March, employees may submit requests for alternative holidays to those specified to be celebrated within the calendar year which shall be dates of personal preference such as religious holidays, employee birthday, employee anniversary or like days of celebration provided:

- a. the agency employing the individual agrees and schedules the alternative date off in lieu of the holiday specified and the employing agency is scheduled to operate on the alternative dates selected;
  - b. the employee shall be paid on the holiday worked and deferred at his regular daily rate of pay;
  - c. the commitment to schedule the personal preference day off shall be non-revocable;
  - d. and provided further that if, due to an emergency, the employee is required to work on the selected personal preference day he shall be paid on the same basis as if it were a holiday worked including the premium pay.
2. Where more requests for personal preference days are made than can be accommodated within a work unit, the State seniority of employees in the work unit shall be the basis for scheduling the personal preference days, which can be accommodated. Requests received after March may be considered if the scheduling needs of the work unit are satisfied.
  3. Requests for personal preference days in lieu of holidays that fall between January 1 and March 31 may be submitted on December 1 of the preceding year.
  4. The provisions of section B apply only to employees who participate in a seven-day-a-week, twenty-four-hour-a-day operation work schedule and whose job responsibilities require that the employee is involved in the aforementioned work schedule.

## **ARTICLE 18 SPECIAL TIME OFF**

### **A. Emergency or Special Observations**

1. Whenever the Governor may declare a special emergency or observation of an event of State or national concern and authorizes time off to employees of the State for the observation of such event, those employees covered by this Agreement who are required to work during the period of the authorized time off shall be compensated for such hours worked as outlined in this Agreement, or as otherwise authorized by the Governor.
2. Every employee designated as essential will receive notice of such designation each year. Notice of such designations will also be provided to the Union.
3. Employees who are designated essential will receive a sticker for their ID card, identifying them as essential.

### **B. Other**

Whenever the Governor may declare time off for all employees (such as a day preceding or following an existing holiday) those who are required to work on that day shall be compensated for such hours worked by being granted equivalent time off at other times in accordance with the Governor's proclamation, or as provided by the appointing authority and, if operationally feasible as requested by the employee. If the time off occurs on a seven (7) day operation employee's regular day off, he/she shall be granted equivalent time off in accordance with the above provision.

### **C. Inclement Weather**

The release of employees by executive order or otherwise from the workplace due to inclement weather shall not result in a loss of earning for the hours of release time, however employees on leave at the time shall not have their leave credit adjusted. Cases of inclement weather shall be handled in accordance with the State's inclement weather policy.

**ARTICLE 19  
RETIREMENT BENEFITS**

The State is a participant in the Public Employees Retirement System. Eligibility for participation by employees and retirement benefits are governed by statute and rules and regulations promulgated thereunder and administered exclusively by the New Jersey Division of Pensions and Benefits.

Upon request to the appointing authority, the Union and any employee in this negotiating unit shall be provided with a written description of the PERS Program as outlined by the Division of Pensions and Benefits.

**ARTICLE 20  
HEALTH BENEFITS PROGRAM and PRESCRIPTION DRUG PROGRAM**

**A. State Health Benefits Program**

1. The State Health Benefits Program (SHBP) is applicable to employees covered by this contract. Benefits and coverage provided under the SHBP shall conform to the requirements of P.L. 2011, c. 78, section 47, N.J.S.A. 52:14-17.29.

2. It is agreed that, as part of the SHBP, the State shall continue the Prescription Drug Program during the period of this Agreement. The Prescription Drug Benefit Program may be modified by the State Health Benefits Plan Design Committee, pursuant to its authority under P.L. 2011, c. 78.

3. Active eligible employees are eligible to participate in the prescription drug benefits coverage offered through OptumRx Prescription Drug Program. Active eligible employees are eligible to participate in the NJ DIRECT 15 Plan (as it existed on June 30, 2011). In the alternative, active eligible employees may elect to participate in an HMO which existed in the program as of June 30, 2011.

4. The State Health Benefits Plan Design Committee shall provide to employees the option to select one of at least three levels of coverage each for family, individual and spouse, and individual and dependent, or equivalent categories, for each plan offered by the program differentiated by out of pocket costs to employees including co-payments and deductibles. Pursuant to P.L. 2011, c. 78, the State Health Benefits Plan Design Committee has the sole discretion to set the amounts for maximums, co-pays, deductibles, and other such participant costs for all plans in the program and has the sole discretion to determine the plan design, plan components and coverage levels under the program.

5. New hires are not eligible for enrollment in the Traditional Plan. The Traditional Plan and the NJ Plus POS have been abolished.

6. Effective January 1, 1996, consistent with law, the State will no longer reimburse active employees or their spouses for Medicare Part B premium payments.

**B. Contributions Towards Health and Prescription Benefits**

1. Effective July 1, 2011, or as soon thereafter as the State completes the necessary administrative actions for collection, employees shall contribute, through the withholding of the contribution from the pay, salary, or other compensation, toward the cost of health care benefits coverage for the employee and any dependent provided under the State Health Benefits Program in an amount that shall be determined in accordance with section 39 of P.L. 2011, c.

78, except that, in accordance with Section 40(a) of P.L. 2011, c. 78, an employee employed on or before July 1, 2011 shall pay:

- a. from implementation through June 30, 2012, one-fourth of the amount of contribution;
- b. from July 1, 2012 through June 30, 2013, one-half of the amount of contribution;
- c. from July 1, 2013 through June 30, 2014, three-fourths of the amount of contribution; and
- d. from July 1, 2014, the full amount of contribution,

as that amount is calculated in accordance with section 39 of P.L. 2011 c. 78. After full implementation of the premium share and following the expiration of this Agreement, the State and CWA shall negotiate in good faith concerning employee contributions for healthcare benefits. Such negotiations shall be conducted as if the full premium share is included in this Agreement.

2. The amount payable by any employee, pursuant to section 39 of P.L. 2011 c. 78 shall not under any circumstance be less than the 1.5 percent of base salary that is provided for in subsection c. of section 6 of P.L. 1996, c. 8 (C.52:14-17.28b).

3. An employee who pays the contribution required under section 40(a) of P.L. 2011 c. 78 shall not also be required to pay the contribution of 1.5 percent of base salary under subsection c. of section 6 of P.L. 1996, c. 8 (C. 52:14-12.28b).

4. The contribution shall apply to employees for whom the employer has assumed a health care benefits payment obligation, to require that such employees pay at a minimum the amount of contribution specified in section 40 of P.L. 2011 c. 78 for health care benefits coverage.

5. Should the necessary administrative actions for collection by the State not be completed by July 1, 2011, collection of the contribution rates set forth in section 39 of P.L. 2011, c. 78, and paragraph 1 above, shall not be applied retroactively to the effective date of P.L. 2011, c. 78, provided, however, the employee shall continue to pay at least 1.5% of base salary during such implementation period.

6. The parties agree that should an employee voluntarily waive all coverage under the State Health Benefits Plan ("SHBP") and provide a certification to the State that he/she has other health insurance coverage, the State will waive the contribution for that employee.

7. An employee on leave without pay who receives health and prescription benefits provided by the State shall be required to pay the above-outlined contributions, and shall be billed by the State for these contributions. Health and prescription benefit coverage will cease if the employee fails to make timely payment of these contributions.

8. Active employees will be able to use pre-tax dollars to pay contributions to health benefits under a Section 125 premium conversion option. All contributions will be by deductions from pay.

### **C. Dental Care Plan**

1. It is agreed that the State shall continue the Dental Care Plan during the period of this Agreement. The Dental Care Plan may be modified by the State Health Benefits Plan Design Committee, pursuant to its authority under P.L. 2011, c. 78. Active eligible employees are able to participate in the Dental Care Plan as described in the parties' July 1, 2007 – June 30, 2011 collective negotiations agreement. Pursuant to P.L. 2011, c. 78, the State Health Benefits Plan Design Committee has the sole discretion to set the amounts for maximums, co-pays, deductibles, and other such participant costs for all plans in the program and has the sole discretion

to determine the plan design, plan components and coverage levels under the program. Full-time employees and eligible dependents shall be eligible for the State-administered Employee Dental Plan(s).

2. Participation in the Plan shall be voluntary with a condition of participation being that each participating employee authorizes a biweekly salary deduction as set by the State Health Benefits Plan Design Committee.

3. A member handbook describing the details of the Program, enrollment information and the required enrollment forms are available on the Division of Pensions and Benefits' website.

4. Participating employees shall be provided with an identification card to be utilized when covered dental care is required.

#### **D. Eye Care Program**

1. It is agreed that the coverage under the Eye Care Program shall provide for a \$40.00 payment for regular prescription lens or \$45.00 for bifocal lens or more complex prescriptions. Included are all eligible full-time employees and their eligible dependents (spouse and unmarried children under 26 years of age). The extension of benefits to dependents shall be effective only after the employee has been continuously employed for a minimum of sixty (60) days.

2. Full-time employees and eligible dependents as defined above shall be eligible for a maximum payment of \$35.00 or the non-reimbursed cost, whichever is less, of an eye examination by an Ophthalmologist or an Optometrist.

3. Each eligible employee and dependent may receive only one payment for examinations and one payment for glasses during the period from July 1, 2015 to June 30, 2017, and one payment for examinations and one payment for glasses during the period from July 1, 2017 to June 30, 2019. This program ends on June 30, 2019. Proper affidavit and submission of receipts are required of the employee in order to receive payment.

4. Upon submission of a certification and receipts, employees may obtain reimbursement under the Eye Care Program for the period of July 1, 2015 through June 30, 2017 and for the period of July 1, 2017 through June 30, 2019.

#### **E. Intermittent Employee Health Benefits**

1. An intermittent employee who worked 750 hours or more in FY '11 (July 1, 2010-June 30, 2011) and in subsequent fiscal years will be eligible for enrollment for the Program described in Paragraph A of this Article for the calendar year effective January 1, 2012. To qualify for continued coverage in calendar year 2013 and subsequent calendar years, an employee must reach at least 750 hours in FY '12 and each subsequent fiscal year.

2. An employee who fails to work at least 750 hours in a fiscal year shall be ineligible for continued coverage on January 1 of the next calendar year.

3. An employee who fails to qualify for continued coverage will "requalify" for coverage once the employee works 750 hours in a fiscal year effective January 1 of the next calendar year.

4. If an employee works at least 725 hours in a fiscal year, he or she will be eligible for health benefits effective January 1 of the next calendar year by working 375 hours in the period of July 1 to December 31 prior to that calendar year.

5. An intermittent, who qualifies for health benefits based on the above criteria, shall contribute toward the cost of health care benefits based upon the employee's base salary which will be calculated for these purposes as the total compensation received from the State by the intermittent employment during the preceding calendar year. The level of contribution shall be consistent with P.L. 2011, c. 78, as described in Paragraph B of this Article. An intermittent



employee who qualifies for health care benefits and who is furloughed may continue such benefits for six pay periods provided such employee pays his or her regular contributions as billed for such benefits. An intermittent employee on furlough may elect to continue such coverage beyond those six pay periods for up to an additional twenty (20) pay periods provided such employee pays the full cost of such benefits in accordance with the practices of the Division of Pensions and Benefits. While furloughed an intermittent employee may receive up to a total of 26 pay periods of health care benefits prior to qualifying for COBRA benefits.

The provisions of Sections (A) through (C) of this Article are not subject to the grievance/arbitration provisions of this Article.

## **ARTICLE 21 HEALTH INSURANCE IN RETIREMENT**

A. Those employees who have 20 or more years of creditable service on June 28, 2011 and who accrue 25 years of pension credit or retire on a disability retirement on or after July 1, 2011, will contribute 1.5% of the monthly retirement allowance toward the cost of post-retirement medical benefits as is required by law. Those employees who have fewer than 20 years of creditable service on June 28, 2011, and who accrue 25 years of pension credit or retire on disability retirement on or after July 1, 2011, will contribute toward the cost of post-retirement medical benefits in accordance with P.L. 2011, c. 78. In accordance with P.L. 2011, c. 78, the Retiree Wellness Program will not apply to employees who accrue 25 years of pension credit or retire on a disability retirement on or after July 1, 2011.

B. The State agrees to assume, upon retirement, the full cost of the Health Benefits coverage for State employees and their dependents including the cost of charges under Part B of the Federal Medicare Program for eligible employees and their spouses, but not including survivors, for employees who accrue 25 years of pension credit service, as provided under the State plan, by July 1, 1997, and those employees who retire for disability on the basis of fewer years of pension credit in the State plan by July 1, 1997.

C. Those employees who accrue 25 years of pension credit service or retire on a disability retirement during the period from July 1, 1997 through June 30, 2000 are eligible to receive the following when they retire:

1. Employees in this group who elect to enroll in the Managed Care/Point of Service (NJ Plus) which shall be succeeded by the PPO described in Article 20 (of the parties' July 1, 2007 to June 30, 2011 collective negotiations agreement) or any approved HMO Plan shall not have to contribute to the cost of any premium for health insurance coverage.

2. Employees in this group who elect to enroll in the Traditional Plan or after that plan is no longer available on or about April 1, 2008 in the successor plan and earn \$40,000 or more in base salary in the year they retire shall pay the difference between the cost of the Traditional Plan (or after that plan is no longer available on or about April 1, 2008 in the successor plan) and the average of the cost to the State of the Managed Care/Point of Service (NJ Plus) which shall be succeeded by the PPO described in Article 20 (of the parties' July 1, 2007 to June 30, 2011 collective negotiations agreement) and the approved HMO Plans for health insurance coverage.

3. Employees in this group who elect to enroll in the Traditional Plan (or after that plan is no longer available on or after April 1, 2008 in the successor plan) and earn less than \$40,000 in base salary in the year they retire shall pay 1% of their annual base pay at retirement but not less

than \$20.00 a month for health insurance coverage.

4. Employees in this group shall receive Medicare Part B reimbursement after retirement up to a cap of \$46.10 per month per eligible employee and the employee's spouse.

D. Those employees who accrue 25 years of pension service credit or retire on a disability retirement during the period from July 1, 2000 through June 30, 2007 are eligible to receive the following when they retire:

1. Employees in this group who elect to enroll in the Managed Care/Point of Service (NJ Plus), which shall be succeeded by the PPO described in Article 20 (of the parties' July 1, 2007 to June 30, 2011 collective negotiations agreement) or any approved HMO plan in retirement shall not have to contribute to the cost of health benefits coverage.

2. Employees in this group who elect to enroll in the Traditional Plan, or after that plan is no longer available on or after April 1, 2008 in the successor plan shall pay 25% of the premium cost of such insurance coverage.

Employees in this group shall receive Medicare Part B reimbursement after retirement up to a cap of \$46.10 per eligible employee and the employee's spouse.

E. Employees who accrue 25 years of pension credit service after June 30, 2007 and before June 30, 2011 or who retire on a disability pension after June 30, 2007 and before June 30, 2011, will be eligible to receive post-retirement medical benefits ("PRM") in accordance with the terms set forth in the parties' 2007-2011 collective negotiations agreement. Such employees will be eligible to participate in the applicable PPO or HMO and will pay 1.5% of pension benefit as a contribution to the cost of PRM, but such contribution shall be waived if the retiree participates in the Retiree Wellness program. Participation shall mean that the retiree completes the designated HRA form at the time of retirement, participates in the annual health assessment, and participates in any individualized health counseling, follow-up, or program developed for that individual. There shall be an annual verification from the appropriate person at the Retiree Wellness program that the retiree is participating as required.

F. All retirees who elect approved HMOs may choose only one family policy, regardless of retirement date.

G. Employees hired on or after July 1, 1995, will not receive any reimbursement for Medicare Part B after retirement.

H. Employees who elect deferred retirement are not entitled to health benefits under this provision.

I. Violations of this Article are not subject to the grievance/arbitration procedure of Article 4 of this Agreement. The Union and employees do not waive any other legal rights they have to enforce the provisions of this Article.

## **ARTICLE 22 LEAVES OF ABSENCE**

### **A. Administrative Leave-Career Service Program**

1. Employees covered by this Agreement shall be entitled to three (3) days of administrative leave of absence with pay in each calendar year.

2. Administrative leave may be used for (a) emergencies, (b) observation of religious or other days of celebration but not holidays as defined herein, (c) personal business or (d) other personal affairs.

3. Newly hired employees shall be granted one-half (1/2) day of administrative leave after each full calendar month of employment to a maximum of three (3) days during the remainder of the calendar year in which he is employed.

4. a. Administrative leave shall be granted by the appointing authority upon request of the employee and, except in emergencies, leave shall be scheduled in advance provided the request may be granted without interference with the proper conduct of the government function involved.

b. Priority in granting such requests shall be (a) emergencies (b) observation of religious or other days of celebration but not holidays, (c) personal business, (d) other personal affairs. Where, within a work unit, there are more requests than can be granted for use of this leave for one of the purposes above, the conflict will then be resolved on the basis of State seniority and the maximum number of such requests shall be granted in accordance with the first paragraph of 4. Administrative leave may be scheduled in units of one-half (1/2) day, or multiples thereof and may be taken in conjunction with other types of paid leave.

5. Such leave credit shall not accumulate. Unused balances in any year shall be cancelled.

6. This Paragraph does not apply to employees in the unclassified service.

#### **B. Jury Duty and Witness Leave**

1. An employee shall be granted necessary time off without loss of pay when he is summoned and performs jury duty as prescribed by applicable law; or when required to perform emergency civilian duty in relation to national defense or other emergency when so ordered by the Governor or the President of the United States. When his appearance is required during a shift period, which is immediately contiguous to his scheduled shift and wholly within the day of such duty, he shall be excused from such shift without loss of pay. If his shift hours extend from one day to the next, and the required appearance is during a shift period not immediately contiguous to the scheduled shift, the employee shall have the option of choosing to be excused from the scheduled shift prior to or after the required appearance provided the shift from which he is excused is partly within the day of such duty. In no event is an employee to be excused from his work schedule for more days than the number of days of such duty performed.

2. When an employee is summoned to appear as a witness before a court, legislative committee or judicial or quasi-judicial body, unless the appearance is as a party to the litigation in a matter unrelated to his capacity as an employee or officer of his agency, he shall be granted necessary time off without loss of pay if such appearance is during his scheduled work shift. Where his appearance is during a shift period immediately contiguous to his scheduled shift, he shall be granted compensatory time equal to the hours required for such duty.

3. In no case will this special leave be granted or credited for more than eight (8) hours in any day or forty (40) hours in any week.

4. The employee shall notify management immediately of his requirement for this leave, and subsequently furnish evidence that he performed the duty for which the leave was requested.

#### **C. Pregnancy-Disability Leave**

1. Permanent employees covered by this Agreement, upon the submission of acceptable medical evidence, shall be entitled to pregnancy-disability leave as hereinafter set forth. Request for such leave will be made in writing to the Personnel Department. Notification of the pregnancy shall be given to the Personnel Department not later than the end of the fourth month of the pregnancy. Except for reasons of health and safety or inability to perform her job, the pregnant employee shall be permitted to work provided the attending physician approves and so advises in writing. The utilization of earned and accrued sick leave shall be limited only by the length of the

employee's approved disability due to pregnancy.

2. During maternity leave, permanent employees may utilize earned leave time (sick, vacation, administrative or compensatory) but shall not be required to exhaust accrued leave before taking a leave without pay for pregnancy-disability. The employee must exhaust all accrued sick leave prior to being eligible for New Jersey Temporary Disability Insurance.

3. Subject to approval by the appointing authority, employees covered by this Agreement who are entitled to pregnancy-disability leave who are without or have exhausted accrued sick leave, vacation or compensatory time will be granted a leave of absence without pay to the end of the period of pregnancy-disability prescribed above. Leaves of absence may be granted by the appointing authority with the approval of the Civil Service Commission for a period or periods not to exceed a total of one (1) year from the initial date of pregnancy-disability leave, upon written request when accompanied by a doctor's certificate setting forth the need therefore.

4. Child care leave may be granted by the appointing authority for a maximum of one (1) year under the same terms and conditions applicable to all other personal leaves without pay.

#### **D. Military Leave**

1. A permanent employee who enters upon active duty with the military or naval service in time of war or emergency shall be granted a leave of absence for the period of such service and three (3) months thereafter.

a. In case of service-connected illness or wound, which prevents him from returning to his employment, such leave shall be extended until three (3) months after recovery, but not beyond the expiration of two (2) years after the date of discharge.

b. An employee who voluntarily continues in the military service beyond the time when he may be released or who voluntarily re-enters the Armed Forces or who accepts a regular commission shall be considered as having abandoned his employment and resigned.

2. A permanent employee who enlists in a reserve component of the Armed Forces of the United States or is otherwise required to perform an initial period of active duty for training pursuant to the Reserve Forces Act of 1955 (Reserve Enlistment Program) shall be granted leave of absence for such period of training. Such leave is not considered military leave.

3. An employee with provisional or temporary status who enters upon active duty with the Armed Forces or who, pursuant to the Reserve Forces Act of 1955 (Reserve Enlistment Program) either enlists in a reserve component of the Armed Forces of the United States or is otherwise required to perform an initial period of active duty for training, shall be recorded as having resigned.

4. A permanent employee who is a member of the National Guard or naval militia or of a reserve component of any of the Armed Forces of the United States who is required to undergo annual field training or annual active duty for training shall be granted a leave of absence with pay for such period as provided by regulation. Such leave shall be in addition to regular vacation leave.

5. A full-time provisional employee who is a member of the National Guard or naval militia or of a reserve component of the Armed Forces of the United States who is required to undergo annual field training or annual active duty for training shall be granted a leave of absence with pay or without pay as provided by regulation.

6. a. Employees who are members of the National Guard must be given time off with full pay to attend required drills. Such time off shall be in addition to vacation, sick and administrative leave.

b. An appointing authority may, however, reschedule an employee's hours and days of

work in order to enable an employee to attend drills and still fulfill all employment responsibilities without the need for additional time off.

#### **E. Sick Leave**

1. All employees covered by this Agreement and eligible for sick leave with pay shall be entitled to the use of sick leave as provided herein.

2. The State will comply with all requirements of the Federal Family Medical Leave Act (FMLA) in administering this Article and will notify all employees covered by this Agreement of their rights under FMLA.

3. Sick leave may be utilized by employees when they are unable to perform their work by reason of personal illness, accident or exposure to contagious disease. Sick leave may also be used for short periods because of death in the employee's immediate family. Sick leave may also be used for the attendance of the employee upon a member of the immediate family who is seriously ill in accordance with the New Jersey Family Leave Act and the FMLA.

4. a. During the remainder of the calendar year in which an employee is first appointed, he will accumulate sick leave privileges as earned on the basis of one (1) day per month of service or major fraction thereof.

b. In each full calendar year thereafter, he shall be entitled to fifteen (15) days sick leave. The leave is credited in advance at the beginning of the year in anticipation of continued employment for the full year and may be used on the basis and in accordance with established State policy. Such leave not utilized shall be accumulated.

5. a. In all cases of illness, whether of short or long term, the employee is required to notify his superior of the reason for absence at the earliest possible time but in no event less than his usual reporting time, or other time as required each working day as necessitated by the circumstances. If the duration of the absence exceeds two (2) days it will be necessary to report on every third day. Failure to report absences or abuse of sick leave privileges on the part of any employee may be cause for disciplinary action.

b. When it is known that sick leave will be required for more than ten (10) days, such leave must be requested by the employee in writing to his immediate supervisor. This request must be accompanied by a written and signed statement by a physician prescribing the sick leave and giving the reasons for the sick leave and the anticipated duration of the incapacity.

6. a. The appointing authority may require proof of illness of an employee on sick leave, whenever such requirement appears reasonable. Such requirement shall be consistent with the Civil Service Rules and Regulations.

b. An employee who has been absent on sick leave for periods totaling fifteen (15) days in one (1) calendar year consisting of periods of less than five (5) days, shall submit acceptable medical evidence, for any additional sick leave in that year unless such illness is of a chronic or recurring nature requiring recurring absences of one (1) day or less in which case only one certificate shall be necessary for a period of six (6) months. At management's discretion an affidavit or certification from an employee verifying the reason for the use of sick leave shall be acceptable evidence of proof of illness.

7. When an employee is on vacation and requires sick leave for any portion of that vacation leave, he must immediately request the use of accumulated sick leave, in accordance with State regulations, through the designated authority. Such requests may be made by telephone, telegram or letter but, if by phone, should be confirmed by telegram or letter to clearly establish time of request. No sick leave will be credited unless supporting medical evidence verifying the illness or

injury, which would have precluded working, is presented.

8. Death in Family

If there is a death in the family as defined in the State Sick Leave Program and an employee has exhausted his sick leave balance, he shall be granted leave without pay or may charge leave against vacation or administrative leave or compensatory time balances for up to three (3) days upon his request to the appointing authority. In exceptional situations, the time limit may be extended at the discretion of the appointing authority.

9. Employees shall not be charged for sick leave on a non-working day.

10. An employee may apply for use of sick leave for periods of less than his full work day for any appropriate and approved reason such as becoming ill while working during the assigned shift or in order to keep a medical appointment which could not be arranged during non-work time. The employee must charge such sick leave against his accumulated sick leave balance, or, if such employee has no sick leave balance, he may charge such time against other accrued paid leave time if available, or, alternatively, leave without pay. Utilization of any sick leave for less than a full workday shall be on an hourly basis; one hour of sick leave charged for each hour, or portion thereof, excused from the work shift. For purposes of this clause, only, seven (7) hours is equal to one (1) day of sick leave for employees serving in a No Limit (NL) category and eight (8) hours is equal to one (1) day of sick leave for those employees serving in an NL4 category. Where an NL or NL4 employee utilizes sick leave for a period of less than his established work schedule for the day, such employee shall be charged sick leave on a pro-rata basis in accordance with the work schedule established on the day of utilization.

11. Unused Sick Leave - Retirement

a. A permanent employee who enters retirement pursuant to the provisions of a State administered or approved retirement system and has to his credit any earned and unused accumulated sick leave shall be entitled to receive supplemental compensation for such earned and unused accumulated sick leave.

b. The supplemental compensation to be paid shall be computed at the rate of one-half (1/2) of the eligible employee's daily rate of pay for each day of earned and unused accumulated sick leave based upon the average annual compensation received during the last year of his employment prior to the effective date of his retirement, provided, however, that no such supplemental compensation payment shall exceed \$15,000.00. This supplemental compensation shall be paid in a lump sum after the effective date of retirement or as may be elected by the employee deferred for one (1) year.

c. In the event Legislation is enacted amending the entitlement to such supplemental compensation, employees shall become subject to that Legislation effective in accordance with said Legislation.

**F. Vacation Leave - Career Service Program**

1. All career service employees covered by this Agreement and eligible for vacation leaves with pay shall be entitled to the use of vacation leave as provided herein:

a. One (1) working day of vacation for each month of employment during the first calendar year of employment.

b. Twelve (12) working days of vacation from one (1) to five (5) years of service.

c. Fifteen (15) working days of vacation from six (6) to twelve (12) years of service.

d. Twenty (20) working days of vacation from thirteen (13) to twenty (20) years of service.

e. Twenty-five (25) working days of vacation after the twentieth (20) year of service.

It is understood that the current program to schedule vacation time in effect at each institution or agency will be continued. Conflicts concerning the choice of dates when scheduling vacations will be resolved within the work unit on the basis of State seniority. Specific requests for vacation utilization, which do not conflict with operational considerations, shall not be unreasonably denied.

2. a. Vacation leave is credited in advance at the beginning of the calendar year in anticipation of continued employment for the full year and may be used on that basis and in accordance with established State policy. Vacation allowance must be taken during the current calendar year at such time as permitted or directed by the Department Head unless the Department Head determines it cannot be taken because of pressure of work; except that an employee may request a maximum of one (1) year of earned vacation allowance be carried forward into the next succeeding year. The request shall be made in writing to the appropriate appointing authority and may be approved for good reason and providing the employee and his supervisor have scheduled the use of such vacation allowance. Such approval and scheduling shall not be unreasonably withheld.

b. Where an employee has earned vacation in excess of a one (1) year allowance as of October 1, the employee will meet with his supervisor to schedule such vacation time as may not be carried into the succeeding calendar year so that no accrued vacation time will be lost.

3. Upon separation from the State or upon retirement, an employee shall be entitled to vacation allowance for the current year prorated upon the number of months worked in the calendar year in which the separation or retirement becomes effective and any vacation leave which may have been carried over from the preceding calendar year.

4. If a permanent employee dies having vacation credits, a sum of money equal to the compensation figured on his salary rate at the time of death shall be calculated and paid to his estate.

5. In the event the State of New Jersey enacts legislation granting additional vacation benefits to employees of the State, such additional vacation benefit will be made available to members of the Administrative and Clerical Services Unit covered by this Agreement.

6. When the vacation allowance for an employee changes based on his years of service during any calendar year, the additional annual allowance will be given for the entire year.

#### **G. Continued Benefits**

During any leave of absence with pay employee fringe benefits shall be continued and leave allowances shall continue to accrue for any employee affected.

### **ARTICLE 23 VACATION LEAVE AND ADMINISTRATIVE LEAVE FOR UNCLASSIFIED EMPLOYEES**

In accordance with applicable rules, regulations, and policies, employees serving in the unclassified service shall have an option of selecting a policy of vacation leave and administrative leave as prescribed by the State for employees in the career service or the policy of vacation leave and administrative leave for unclassified employees as determined to be appropriate by the Department Head. This option may be exercised not more than once on forms furnished by the respective employee's Personnel Officer. The department policy in effect on the date of the signing of the Agreement shall not be changed without prior notice to and negotiations with the Union.

The provisions of this paragraph shall not apply to employees whose work schedules are governed by the academic calendar.

Teachers serving in the unclassified service of 12-month assignments shall be entitled to vacation days equivalent to those employees in the career service and shall also be entitled to holidays and personal leave days as set forth in this Agreement for the career service.

The schedule as to utilization of this vacation and holiday leave shall be consistent with the academic calendar. However, requests for use of the balance of leave days, not determined by the academic calendar, shall be honored where practicable and operationally non-disruptive, and special attention shall be given to requests for such time off in the summer months.

Such 12-month teachers shall be granted not less than three (3) days of professional development time for workshops and other similar non-student contact activities, in addition to time provided by statute for the professional convention.

A program to schedule vacation time at each institution or agency will be established by the appropriate management official. Conflicts concerning the choice of dates when scheduling vacation will be resolved within the work unit on the basis of State seniority. For purposes of this Article, an unclassified employee shall begin to accumulate State seniority from the date of initial hire with the State of New Jersey until there is a break in service.

The provisions of this Article regarding vacation leave do not apply to ten (10) month employees whose work schedules are governed by an academic calendar. Unclassified ten (10) and twelve (12) month employees will receive the same amount of administrative leave days as granted to full time, career service employees.

## **ARTICLE 24 LEAVES OF ABSENCE WITHOUT PAY**

**A.** All employees covered by this Agreement, upon written application setting forth the reason, may be granted a leave of absence without pay for a maximum period of one (1) year by the appointing authority with the approval of the Civil Service Commission. Further leave in exceptional situations may be granted by the appointing authority with the approval of the Civil Service Commission where it is in the public interest. The granting of a request for leave of absence without pay will not be unreasonably withheld.

### **B. Leaves of Absence Without Pay for Employees in Full-Time Union Positions**

#### **1. Leaves for Six (6) Months or More**

Upon request of the Union, OER will approve an unpaid leave of absence for an employee elected or appointed to a full-time position with the Union. The leave of absence will continue for the duration of the employee's term in office or appointment or until the Union requests to terminate the leave.

#### **2. Leaves for Less than Six (6) Months**

The Union may request a leave of absence for an employee appointed or elected to a full time position with the Union for less than six (6) months. Such requests will be made directly to the Office of Employee Relations which will investigate in an attempt to accommodate the requested leave with the understanding that the requested period of leave shall be definite and requests by the Union for leave extensions shall be made in only exceptional circumstances. Such requests will not be unreasonably denied. Requests to extend leaves of less than six (6) months will not be unreasonably denied.



**C. Pension Contributions**

While on leave pursuant to Section B. of this Article, an employee may make contributions to the appropriate State pension system and will receive service credit for the time the employee is on unpaid leave.

**D. Right to Return to Previously Held Title**

An employee on leave pursuant to section B of this Article, will have the right to return to his or her previously held title in the department in which the employee was employed immediately prior to the leave. The State will be notified of such return, ten (10) days in advance.

**ARTICLE 25  
UNION RIGHTS AND REPRESENTATIVES**

**A. Access to Premises**

1. Union officials and duly authorized Union representatives, whose names and identification have been previously submitted to and acknowledged by the State, shall be admitted to the premises of the State on Union business. Requests for such visits shall be directed with reasonable advance notice to State officials who shall be designated by the State and shall include the purpose of the visit, proposed time and date and specific work areas involved. Permission for such visits shall not be unreasonably withheld. Provided that requests have been made pursuant to this paragraph, such Union Officials shall have the opportunity to consult with employees in the unit before the start of the work shift, during lunch or breaks, or after completion of the work shift. The State will designate appropriate places for such meetings at its facilities. Access to the premises as set forth in this paragraph shall not be given by the State to any employee organization other than to the Union set forth herein or to any officer or representative of such other employee organization for the purpose of communicating with employees in this unit.

2. The Union shall be allowed to conduct normal business meetings on State properties, provided that space is available during hours when the facilities are open; requests are made and approved at least one (1) week in advance of the proposed date of use and that liability for the damages, care and maintenance, and any costs which are attendant thereto are borne by the Union. Employees may attend such meetings only during off duty hours. Less notice may be acceptable to the State.

3. The above is not intended to restrict Union Officials and Representatives from exercising their ordinary right as citizens as regards access to the public premises of the State.

**B. Leave of Absence for Union Activity**

1. The State agrees to provide leaves of absence with pay for designees of the Union to attend Union activities. The Professional, Administrative and Clerical Services and Primary Level Supervisors Units may each use a total of 760 days of such leave of absence during each year of the Agreement. A total of 182 days of such leave of absence may be used during each year of the agreement for the Higher Level Supervisors Unit. After the contract is ratified, all stewards receive one paid day to attend training sessions on new contract language without the need to use the allotted paid leave days provided above.

2. a. This leave is to be used for participation in regularly scheduled meetings or conventions of labor organizations with which the Union is affiliated and for training programs or other Union activity for which appropriate approval by the State is required and which approval shall not be unreasonably withheld.

b. Applications for the use of such leave on behalf of designees of the Union shall be made in writing to the appropriate department labor relations coordinator ten (10) days in advance by the Local President or other duly authorized local union representative.

3. Leaves will be granted individuals authorized by the Local President, subject to the limitations set forth above. Authorized leaves granted to an individual shall not exceed a maximum of thirty (30) days in a year and ten (10) days of paid leave for any single activity except where special approval of an exception may be granted by the State. Approval for such leave shall not be unreasonably withheld.

4. Any leave not utilized in a yearly period shall not be accumulated except where a written request of the Union for carry-over of such leave for a particular purpose is made not later than thirty (30) days prior to the end of the year period. This request may be approved in whole or in part by the State.

5. In addition, the State agrees to provide leave of absence without pay for designees of the Union to attend Union activities approved by the State. The Professional, Administrative and Clerical Services and Primary Level Supervisors Units may each use a total of 760 days of such leave of absence during each year of the Agreement. A total of 182 days of such leave of absence may be used during each year of the agreement for the Higher Level Supervisors Unit.

6. This additional leave of absence without pay is to be used under the same conditions and restrictions expressed in connection with leaves of absence with pay.

7. The time provided herein is in addition to time provided elsewhere in this Agreement for negotiations meetings and contract administration meetings.

8. Union Leave shall be tracked by way of a voucher system administered as follows:

a. The State will print the required number of vouchers for each bargaining unit. The vouchers will be divided into two parts with each part equal to ½ day of union leave. The vouchers will be individually numbered in sequence and contain a means of authenticating the voucher to prevent counterfeiting of the vouchers.

b. In June of each year, the State will provide to the CWA Area Office in Trenton, the complete supply of vouchers for the Administrative/Clerical, Professional, Primary Level Supervisor and Higher Level Supervisor units. The Area Office will distribute the vouchers to the 8 State Worker Locals.

c. The Local Union President, or designee, shall give the vouchers, in half day increments, to the appropriate department labor relations coordinator at least 10 days in advance. Said voucher will contain relevant information as to name, job title, Department, Division, work location, date(s) for release from work, purpose of the release from work and signature of the Local Union President or his or her designee.

d. The Department Labor Relations Coordinator shall immediately notify the Supervisor of the bargaining unit member of the receipt of the voucher. The Supervisor shall notify the bargaining unit member that he or she has been released from work for Union activity on the requested date.

e. In the event the employee cannot be released from work or if the employee does not show up for the requested union related activity, the Department Labor Relations Coordinator shall issue a credit voucher to the requesting CWA Local Union President. The credit shall be in the amount of the original request. Credit vouchers shall be utilized in the same manner as original vouchers. The Union will be responsible for notifying the Department of any employee who is released from work on union leave and fails to show up for the union activity.

f. In the event a Department Labor Relations Coordinator denies a request for release from work for Union activity, the CWA Local Union may appeal the denial to the Office of Employee Relations.

g. All other provisions relating to release from work for Union activity in Article 25 shall apply to the operation of the union leave voucher system.

### **C. Bulletin Boards**

1. In central locations and in work areas where there are large numbers of employees covered by this Agreement, the State will make space available on existing bulletin boards which space will be for the exclusive use of the Union. The space provided on each bulletin board will minimally approximate 30" by 30" or an equivalent. If the Union desires bulletin boards at other locations, then it may request permission to provide its own bulletin boards. Approval of such requests shall conform to State standards and will not be unreasonably withheld by the State.

2. Appropriate material on such bulletin boards shall be posted and removed by representatives of the Union. The material shall not contain anything profane, obscene or defamatory, of the State or its representatives and employees, nor anything constituting election campaign material. Materials, which violate provisions of this Article, shall not be posted. Material to be posted will consist of the following:

- a. Union elections and results thereof;
- b. Union appointments;
- c. Union meetings;
- d. Social and recreational events of the Union;
- e. Reports of official Union business and achievements.

3. The Union will be permitted to post notices on designated bulletin boards where available in field locations not within institutions or offices of the State provided such postings are consistent with the conditions agreed to above.

4. The State may, upon request of the Union undertake to make specific postings of authorized materials on behalf of the Union.

5. The State will provide space in central locations and areas frequented by employees in the unit where Union newspapers, circulars and literature may be placed so that employees may pick up copies during non-work time provided that such material for distribution is consistent with Item 2 of this provision. It is further agreed that the Union will assure that all undistributed literature is removed from the distribution points after a reasonable time.

### **D. Representation Lists**

1. The Union agrees to furnish the State with complete written lists of Union representatives including Shop Stewards or alternates and their appropriate and mutually agreed upon grievance districts. The Union further agrees to inform the State through the Office of Employee Relations of any changes and to keep such lists current and correct at all times.

2. The State will appoint appropriate representatives of management at each location who will respond to the Union in Grievance Procedure or other designated functions. The State will provide a list of such management representatives to the Union.

### **E. Union Stewards and Representatives**

The Union has the sole right and discretion to designate employees of the State who are authorized to serve as the Union's representatives, including, stewards or alternates, and local executive board members. The Union will specify the responsibilities and authority of its representatives to act on behalf of the Union. The parties agree that the privileges afforded to

Stewards, elsewhere provided, are applicable to a reasonable number of Stewards. Should conflict arise in the administration of this clause, the parties agree to resolve the conflict(s) through further discussions.

#### **F. Union Privileges**

1. Where the State has a newsletter or house organ, which is published periodically for the information of employees, announcements of Union meetings of unit representatives or affairs may be included if requested by the unit representative.

2. Where the Union has mail to be delivered to its officers or other representatives, the inter-office mail system will be made available to deliver such mail within any institution or building provided that priority is retained for the business of the State.

3. Where there are public address systems in the work areas, the unit representative may submit notices of meetings or other unit matters which will be announced except where the broadcast system is open to the public or to persons in the care and custody of the State, where such announcements may be inappropriate.

4. When telephone messages for unit representatives are received by the employer, the message will be delivered to the representative at the earliest possible time.

5. The President of a local may request use of available space for storage of papers and files of the local council or chapter pertaining to State employees. Provisions of such space shall not be unreasonably withheld, when available; however, the provision of space shall not take priority over essential operational uses and the State shall incur no responsibility for the security or safety of any Union materials nor any liability for loss or damages which may occur. Further, the Union may be permitted to furnish file cabinets or other equipment related to the commitment above under the same conditions. The permission to utilize the facilities of the State may be withdrawn at anytime, but will not be unreasonably withdrawn.

6. When a managerial or consultant investigating or implementing committee seeks views of employees affected, the Union shall be notified and one of the employees who will be allowed to speak shall be a person selected by the Union. Where such an investigation procedure is undertaken without the solicitation of views of employees, the Union may present a written statement of its views to the investigating agent.

7. Regulations or documents specified in this Agreement shall be available for reference at the Personnel Office of the employee seeking the information.

#### **G. Informational Postcards**

The Union will make available to the Departments self-addressed stamped postcards. The postcard will contain space for the following information: Employee name, employee address, home phone number, job title, hiring date, department which hired employee, employee's work location, and the payroll number where the employee works.

Upon receipt of such cards from the Union, the department's personnel office(s) will distribute the card to new hires when the new hire comes in to fill out the necessary paperwork needed to initiate the payroll processes. The card can be filled out by the new hires. Cards filled out by the new hire will be forwarded to the Union via the mail.

#### **H. Membership Packets**

The Union representative may supply membership packets which contain information for distribution to employees in the unit, including the role of the Union representative, the membership application and a copy of this Agreement as well as other material mutually agreed to by the State and the Union representative. The State agrees to distribute such membership

packets to all employees in the unit at the time such employees receive the copies of this Agreement and to new employees during the initial phases of employment which shall not ordinarily exceed twenty (20) days from the date of employment.

#### **I. Orientation Sessions**

1. The following understanding shall apply to all State Departments except the institutional facilities at the Department of Corrections, the Department of Military and Veterans Affairs and the Department of Human Services. When a Department or Division plans to hold an orientation session for new employees, the Union shall be so notified in advance if a reasonable number of the new employees attending the session are in titles covered by the Contract. The Department or Division holding the orientation will provide the Union with a thirty (30) minute period in which to meet with new employees whose titles are covered under this contract, if so requested by the Union. The thirty (30) minute period shall be within the employee's workday but may not be during lunch or break time. The representative of the Union shall be a local Union representative. If a non-State employee Union representative cannot be present during an orientation session, a unit employee designated by the Union will be allowed to make such presentation.

2. At State institutions in the Department of Human Services, Department of Corrections and the Department of Military and Veterans Affairs, the State will provide a thirty (30) minute period during the new employee's orientation period to allow a non-State employee representative of the Union to meet and explain the Union's responsibilities. If the non-State employee representative of the Union cannot be present during such orientation period, one (1) unit employee of the institution designated by the Union may be allowed to make such presentation to a maximum of twelve (12) times per year. Any employee released pursuant to this paragraph for the purpose of addressing employees during orientation shall only address employees whose titles are contained in the same negotiating unit as the employee making the presentation.

### **ARTICLE 26 ACCESS TO PERSONNEL FILE**

**A.** Upon request and with reasonable notice, an employee shall have the opportunity to review and examine pertinent documents including those related to performance evaluation and conduct in his or her personnel history file or in any permanent supplementary personnel file. The State shall honor the request of such employee for copies of documents in the file. The State shall have the right to have such review and examination take place in the presence of an appropriate official of the agency or department in question. The employee may file a written response of reasonable length to any memoranda or documents, which are derogatory or adverse to him or her. Such response will be included in the relevant permanent personnel history file or permanent supplementary personnel file and will be attached to and retained with the document in question. If any material, derogatory or adverse to the employee is placed in the file in question, a copy of such material shall be sent to the employee.

**B.** No document of anonymous origin shall be used against any employee.

**C.** Copies of any written documents specifically related to discipline or the work performance of an employee which are relied upon by the State during any disciplinary proceedings, grievance hearing, or in any final evaluation report rendered under the PAR will be given to the employee upon his request.

**D.** A copy of specific written material which is derogatory or adverse to an employee and is in the

possession of the State or its representatives, and which has not been previously transmitted to the employee, shall be provided to the employee when such written material is to be relied upon in any adverse personnel action resulting in disciplinary proceedings, or in any evaluation report rendered under the PAR, and a reasonable time provided for response.

## **ARTICLE 27 SENIORITY**

### **1. Definition**

**A.** State seniority is the accumulated period of service of a permanent employee of the State.

**B.** Job classification seniority is the accumulated period of service of a permanent employee of the State in a particular job classification.

### **2. Permanent Employee**

**A.** Employees shall be considered to have State seniority upon successful completion of the probationary period (working test period) for any permanent position, effective on the first day worked following such successful completion but computed from the date of initial hire. Such State seniority is accumulable unless there is or has been a break in service as set forth below.

**B.** Employees shall be considered to have job classification seniority upon successful completion of the probationary period (working test period), for the job classification effective on the first day worked following such successful completion but computed from the date of initial hire or promotion to the particular job classification. Such job classification seniority in the job classification to which the employee is assigned is accumulable unless there is or has been a break as set forth below or where the employee is appointed to another job classification or during such time an employee serves a disciplinary suspension.

**C.** A break in continuous service occurs when an employee resigns, is discharged for cause, retires or is laid off; however, employee State and job classification seniority accrued prior to layoff shall be continued upon recall and reemployment and the provision of Article 28 shall apply.

**D.** In the case where an employee is promoted but does not successfully complete the probationary period (working test period), he may be returned to his previous job classification in his most recent location or his then current location if practicable, without loss of job classification seniority and such job classification seniority shall be construed to have continued accumulation in the permanent position provided the positions are in the same or appropriately related job class series as determined by the Civil Service Commission.

**E.** The State agrees to supply current seniority lists to the Union on a semi-annual basis.

**F.** This Article shall not apply to the computation or application of seniority in determination of individual rights administered by the Civil Service Commission such as layoff and promotional rights. In such circumstances, seniority determinations and applications shall be determined by the Civil Service Commission. The terms and conditions of seniority pertaining to layoff and promotions are fully set forth in statutes and in the Civil Service Regulations and are intended to be observed in the administration of this Agreement. The provisions above are not intended to vary the application of the seniority provisions under rule or law as they pertain to layoff and promotional matters.

### **3. Provisional and Probationary Employees**

**A.** Provisional and probationary employees (serving working test period), who have accrued State and job classification seniority under Section I above in another permanent position shall be

considered to have the State and job classification seniority previously accumulated and shall continue to accumulate such State and job classification seniority as long as such previous permanent status is maintained, subject to any break in service and provided that with reference to job classification seniority the continuation of accumulation is predicated on the determination of the Civil Service Commission that the positions are in the same or appropriately related job class series.

**B.** Except as provided in paragraph A. above, provisional and probationary employees (serving working test period) shall be considered to be without seniority in their provisional or probationary job classification. The absence of seniority shall not be construed to diminish the assign ability of any employees to overtime or emergency work.

**C.** Provisional appointments will not be made except in the case of an emergency as provided in N.J.S.A. 11A: 4-13b. Where an examination is required, such will be scheduled at the earliest possible time.

**4.** This Article does not apply to employees in the unclassified service.

## **ARTICLE 28 LAYOFF AND RECALL - CAREER SERVICE**

**A.** When it is necessary to lay off employees, the Union shall be notified at once and as far in advance as possible of the notice referred to in D. below and be supplied with relevant data concerning the layoff and procedures discussed and the conditions outlined below and the established projections administered by the Civil Service Commission shall be observed. The State shall provide the Union with seniority lists and grids for directly affected employees in advance of the final option selection interviews at the time these materials are received by the affected department.

**B.** In the event of a layoff, the Union shall be allowed to have one (1) representative not in the active employ of the State attend the preliminary layoff conference for all affected unit employees when conducted by the department and one (1) representative not in the active employ of the State attend the individual employee's final options selection interview. It is understood that the purpose of the Union representative's attendance at the meetings is to observe and advise employees with respect to questions arising out of the process; however, the representative shall not disrupt or delay the proceeding in any way. A shop steward may attend such meeting without pay in order to act as representative in lieu of the non-employee Union representative if acceptable to the State.

**C.** Permanent employees within a department will not be laid off before any emergency appointments, temporary appointments to temporary extra positions, provisional appointments to permanent positions or employees serving in working test period within the classification affected.

**D.** The State will provide a minimum of forty-five (45) calendar days notice of layoff to any permanent employee to be affected.

**E.** Job classification seniority shall be a determining factor to be considered when identifying, which permanent employees are to be laid off.

**F.** Whenever possible, the State will try to identify all employment opportunities and to avoid layoff by transferring, reassigning or offering to demote employees to available vacancies within the authority of the appointing authorities concerned.

**G.** Permanent employees affected by layoff requirements may exercise bumping rights within their job classification or to equate or lower rated job classifications as provided.

**H.** Employees finally determined to be laid off and who leave the payroll shall be given ten (10) working days notice. This provision is subject to the Civil Service Commission adjusting its rules and regulations as are required to accommodate this program.

**I.** The name of the permanent employee who is laid off shall be placed on a special reemployment list. Persons on such a list will be given preferential consideration over any other type of applicant for appointment to the job classification or equated job classification and no new employee shall be hired until all employees on layoff status desiring to return to work shall have been recalled, provided such employees on layoff status are capable of returning to work. The employee must provide the employer with any address change while waiting for recall.

**J.** Permanent employees will be recalled to work in the reverse order in which they were laid off by the appointing authority, subject to the limitation that those permanent employees who were laid off first for reason of an unsatisfactory performance rating shall be placed on a special reemployment list in accordance with their seniority credits. Notice of recall will be made in writing by mail to the employee's home address of record.

**K.** 1. An employee who is recalled must respond within five (5) calendar days of the date of receipt of the notice of certification for recall or within ten (10) days of the date of mailing or be considered to have abandoned his recall rights.

2. An employee recalled to his former or equated job classification must report for reinstatement or be considered to have abandoned his recall rights.

3. An employee recalled to a job classification with a lower salary rate than his previous job classification may refuse such position and remain eligible for recall.

4. An employee who is demoted in accordance with the regulations of the Civil Service Commission during a layoff shall be continued on a previously established promotional list during its existence.

**L.** An employee on layoff accrues no additional sick leave or vacation credits. When an employee is recalled from layoff and reinstated, he is considered to have continuous service credit for computation of future earned vacations.

**M.** Except for the commitments concerning "notice", "layoff and procedures discussed" and the supply of "relevant data" set forth in paragraph A. and except for paragraph F., it is recognized that the provisions of paragraph A. through L. above are illustrative portions of the layoff and recall rights established under Civil Service Commission Statutes and Regulations and that the overall system is administered by the Civil Service Commission. The Union reserves the right under applicable law to challenge changes to any of the foregoing.

**N.** 1. The State will discuss with the Union any decision to subcontract work based on solely fiscal reasons when it is apparent that employees will be laid off as a direct result of the subcontracting.

2. If, during the term of this Contract, the State contracts out or subcontracts work normally performed by employees covered by this Contract and such action results in layoff or demotion, employees affected will be given every priority available to continue their employment within their classification or any other position available for which they are qualified, prior to layoff or demotion. Any employee thus affected will be protected by the layoff and recall provisions of the Contract and by any relevant laws, rules and regulations.

3. Where employees in titles covered under this contract are to be either transferred or reassigned due to work being phased out, the State will meet and discuss with the Union any contracting out of that specific work, if such contracting out is to occur within ninety (90) days.



- O. 1. A reorganization is the abolition or consolidation of a State office.
- 2. When a determination is made to reorganize an entire local State office or a larger Departmental entity, the Union shall be notified of such reorganization prior to its implementation. Upon request, the Union and the Department shall meet to discuss matters relating to the reorganization. The scheduling of such meeting shall not serve to delay the reorganization process.
- P. This Article does not apply to employees in the unclassified service.

## ARTICLE 29

### LAYOFF AND RECALL FOR UNCLASSIFIED AND PROVISIONAL EMPLOYEES

A. In the event management determines that a department-wide layoff due to financial exigencies or programmatic changes must take place which will affect unclassified or provisional employees the following procedure shall be observed:

- 1. The Union shall be notified of the layoff as far in advance as possible.
- 2. Affected employees shall be given a generalized notice of layoff at least forty-five (45) calendar days, prior to the reduction in force.
- 3. The State will supply the Union with relevant data concerning the layoff.
- 4. Employees serving in the same job classifications within the work unit affected who, in the judgment of management, have performed unsatisfactorily; or are lacking with respect to having achieved or maintained necessary and/or expected certifications, degrees, or like qualifications; or are lacking the abilities and/or skills necessary to perform current or future work assignments shall at the option of management be laid off first. Due consideration shall be given to the concepts of affirmative action.
- 5. Where, in the judgment of management, the elements set forth in paragraph 4. above, do not distinguish employees affected by the reduction in force such employees serving in the same job classification within the work unit shall be laid off in inverse order of job classification seniority. For purposes of this article, an employee shall begin to accrue job classification seniority as of six (6) months subsequent to the effective date of the employee's initial appointment to the particular job classification to which he is assigned. Employees who are appointed to a new job title (due to promotion, for example) subsequent to having served the initial six (6) month period shall begin to accrue job classification seniority three (3) months subsequent to the effective date of the employee's appointment to such new job title, provided that there has been no break in service. An employee's job classification seniority accrued prior to a layoff shall be continued and again begin to accrue immediately upon the employee's return to full employment status in the same job title in which he had been serving prior to the layoff. Job classification seniority shall continue to accumulate until there is a break in service. Employees on unpaid leaves of absence or layoff shall not accrue job classification seniority during the leave or during the period of layoff. Employees who are reinstated due to improper application of this Article shall not suffer any loss of seniority accrual.
- 6. Nothing herein shall convey any bumping rights to employees covered by this article. Failure to comply with any element of this article shall not result in delaying the effectuation of the layoff, and any errors identified with respect to the application of this procedure shall be corrected on a prospective basis only. Back pay shall not be awarded.
- 7. The various appointing authorities shall create and maintain a recall list by title composed

of those employees who were laid off. The list shall continue in existence for nine (9) months following the date of layoff except for teaching personnel covered by this article in which case the list shall continue until the beginning of the next full academic year immediately following the expiration date of the recall list. Employees who are fully qualified, possessing credentials deemed necessary, whose performance has been satisfactory and who are capable of performing the work to be assigned shall be recalled in inverse order of layoff. The appointing authority shall not be required to recall employees who were laid off pursuant to paragraph 4. of this Article, however, such employees may be recalled at the option of the appointing authority when the list of eligible employees is exhausted.

8. The term job classifications as used in this article shall encompass all titles within a title series. Hence, layoff will be based upon total seniority within a title series when applicable.

#### **B. Procedure**

The appointing authority shall simultaneously notify by regular mail or phone at least three (3) eligible employees of a vacancy in their particular title and a copy of such notice shall be forwarded to the Union. The most senior employee affirmatively and timely responding to the notice shall fill the position. The employee must respond within five (5) working days of the receipt of the notice or within ten (10) working days after the mailing. The letter of recall shall specify the latest date by which the employee may timely contact the appointing authority. Employees who do not respond in a timely manner may be permanently removed from the list. Each employee shall be responsible for keeping the appointing authority advised of their current address and phone number. The employee must report to work within a reasonably prompt period of time which in no case shall exceed twenty (20) calendar days. Failure to report within the time frame set forth above may result in forfeiture of the position to which the employee had been recalled and elimination from the recall list.

### **ARTICLE 30 LIABILITY CLAIMS INDEMNIFICATION**

**A.** Employees covered by this Agreement shall be entitled to defense and indemnification as provided in N.J.S.A. 59:10-1 et seq. and N.J.S.A. 59:10A-1 et seq.

**B.** For informational purposes only, the following paragraphs generally describe the provisions presently contained in the aforesaid statutes.

#### **1. Defense of Employees**

a. Except as provided in paragraph 2. below, the Attorney General shall, upon a request of an employee provide for the defense of any action brought against the employee on account of an act or omission in the scope of his employment. The Attorney General's duty to defend shall extend to a cross-action, counterclaim or cross-complaint against an employee.

b. The Attorney General must provide for the defense of an action unless it is more probable than not that one of the following three exceptions applies:

1. the act or omission was not within the scope of employment; or
2. the act or failure to act was because of actual fraud, willful misconduct or actual malice;

or

3. the defense of the action or proceeding by the Attorney General would create a conflict of interest between the State and the employee.

c. In the event the Attorney General determines that the defense of an action would create a

conflict of interest, but that the act or omission was within the scope of employment and did not involve actual fraud, willful misconduct or actual malice, the Attorney General may in his/her discretion retain outside counsel to represent the employee. If the State provides a defense, the cost of counsel shall be borne by the State.

d. In any other action or proceeding, including criminal proceedings, the Attorney General may provide for the defense of an employee if he concludes that such representation is in the best interest of the State.

e. Whenever the Attorney General provides for the defense of an employee, the Attorney General may assume exclusive control over the representation of such employee and such employee shall cooperate fully with the Attorney General's defense.

f. The Attorney General may provide for a defense by an attorney from his own staff or by employing other counsel for this purpose or by asserting the State's right under any appropriate insurance policy, which requires the insurer to provide the defense.

## **2. Indemnification**

a. If the Attorney General provides for the defense of an employee, the State shall provide indemnification for the employee. Nothing in this section authorizes the State to pay for punitive or exemplary damages or damages resulting from the commission of a crime.

b. If the Attorney General refuses to provide for the defense of a State employee, the employee shall be entitled to indemnification if he establishes that the act or omission upon which the claim or judgment was based occurred within the scope of his employment as an employee of the State and the State fails to establish that he acted or failed to act because of actual fraud, actual malice or willful misconduct. If the employee establishes that he was entitled to a defense, the State shall pay or reimburse him for any bona fide settlement agreements entered into by the employee, and shall pay or reimburse him for any judgments entered against the employee, and shall pay or reimburse him for all costs of defending the action, including reasonable counsel fees and expenses, together with costs of appeal, if any.

Nothing in this section authorizes the State to pay for punitive or exemplary damages or damages resulting from the commission of a crime.

## **3. Procedure for Requesting Legal Representation and Indemnification**

a. An employee requesting legal representation from the Attorney General and indemnification shall first make such request to their appointing authority within ten (10) calendar days of the time he/she is served with any summons, complaint, process, notice, demand or pleading. Within a reasonable time from receipt of the summons, complaint, process, notice, demand or pleading from the employee, the appointing authority shall deliver to the Attorney General their recommendation and a copy of the summons and complaint, process, notice, demand or pleading. Upon such delivery the Attorney General may assume exclusive control of the employee's representation and such employee shall cooperate fully with the Attorney General's defense.

b. After receiving the agency's recommendation, the Attorney General will review said recommendation and in a timely manner will inform the employee in writing whether the Attorney General will provide representation, or if there is a conflict whether the Attorney General will retain outside counsel to represent the employee. In the event that the Attorney General determines that it will not provide for legal representation and/or will not indemnify the employee, the Attorney General shall provide the employee with a written statement of reasons justifying the denial.

#### **4. Dispute Resolution Process**

The denial of a request for representation and/or indemnification under this article is a final administrative action which may be appealed directly to the Superior Court, Appellate Division. If the employee appeals the denial of a request for representation and/or indemnification and requests that the Appellate Division accelerate the appeal, the Attorney General will not oppose such a request.

C. The provisions of this Article shall not be subject to the Grievance Procedure as set forth in Article 4.

### **ARTICLE 31 TRAVEL REGULATIONS**

#### **A. Transportation Allowance**

1. Whenever an individual employee is authorized and required to use his privately owned vehicle or as a condition of his employment uses such vehicle, the State will be responsible for indemnification pursuant to appropriate legislation for such sanctioned use and shall reimburse the employees at the applicable rate provided by law for each mile of such use. Authorization for such use is predicated on the individual maintaining basic automobile insurance as specified in the New Jersey Travel Regulations and current registration and licensure.

2. During such authorized use of his privately owned vehicle, the State requires each individual accepting such authorization to maintain insurance for personal liability in the minimum amounts of \$25,000 for each person and \$50,000 for each accident and \$10,000 property damage for each accident. The State will provide insurance coverage where such privately owned vehicles are used in the authorized business of the State covering the excess over the valid and collectible private insurance in the amount of \$150,000 for each person and \$500,000 for each accident for personal liability and \$50,000 property damage for each accident unless and until legislation is passed which requires the State to indemnify and hold harmless their employees for personal injuries and property damage caused by the negligence of said employees while operating their privately owned vehicles on the authorized business of the State.

3. The requirement to utilize a privately owned vehicle shall not be imposed where it causes undue hardship on the employee.

#### **B. Reimbursement**

1. Employees shall be reimbursed for travel expenses while on the authorized business of the State in keeping with the conditions set forth in the Travel Regulations of the State.

2. a. Expenses incurred for necessary parking and tolls directly related to the authorized use of a vehicle on official State business are allowed and reimbursable by the State. All such expenses require documentation and may require advanced authorization. An exception to the requirement of documentation of an expense may be authorized for such circumstances where receipts for payments are not available; for example, the payment of parking meter expenses.

b. Vouchers, inclusive of required supplemental documentation, shall be submitted on a monthly basis when travel expenses are incurred. Such vouchers presented for reimbursement on or prior to the last day of the month shall be processed promptly through local authorization procedures and, if approved, submitted to the Division of Budget and Accounting to assure receipt prior to the tenth (10) day of the following month.

3. Payment where warranted under the Travel Regulations shall be made promptly providing the voucher is complete and accurate and received within the time schedule outlined herein.

4. In exception to these conditions, whenever an employee accumulates authorized expenses of one hundred dollars (\$100.00) or more, that employee may exercise an option to submit an appropriate voucher with documentation for payment without regard to the ordinary monthly schedule. Further, where authorized monthly expenses are less than ten dollars (\$10.00), the State may exercise an option to accumulate such expenses to include other monthly periods until there is an amount in excess of ten dollars (\$10.00) but such accumulation shall not be continued beyond three (3) successive months.

C. An employee who is authorized to use a privately owned vehicle for State business may elect not to transport other employees of the State except that this election must be communicated in advance of any travel assignment thus providing sufficient time notice for planning purposes.

D. When the State requires an employee to be medically examined by a State designated doctor or medical facility, travel expenses, not inconsistent with the Travel Regulations of the State, shall be paid in the same manner and under the same conditions as other travel expenses. An employee attending such examination shall do so without loss of pay for necessary time of such attendance and necessary travel time appropriate thereto if during normal working time.

E. 1. In order to provide continuity of scheduled work by an employee who is regularly authorized to use a privately owned vehicle for State business and in the event such vehicle is damaged or otherwise inoperable and undergoing major repairs such employee may request temporary use of a State owned vehicle from those vehicles in the motor pool servicing the particular function. The request if endorsed by the appropriate supervisor shall be presented to the State official in charge of those vehicles for approval and authorization. Such vehicles may be assigned for up to three (3) days and such period may be extended if required.

2. All such use of State vehicles must conform to the regulations pertaining thereto.

3. Employees authorized to utilize State owned vehicles shall obtain gasoline and related services and products at State facilities.

4. Employees may request the issuance of State credit cards when circumstances seem to warrant. Such requests if endorsed by appropriate management and approved by the State official at the local motor pool will be forwarded to the Central Motor Pool for authorization. The issuance of credit cards shall be within conditions and criteria established by the supervisor of the Central Motor Pool.

F. Grievances concerning these matters shall be considered non-contractual.

G. The provisions of this Article shall not apply to employees at the State Colleges/Universities.

## **ARTICLE 32 HEALTH AND SAFETY**

A. The State shall continue to make reasonable provisions for the safety and health of its employees during the hours of their employment. The State will discharge its responsibility for the development and enforcement of occupational safety and health standards to provide a safe and healthful environment in accordance with PEOSHA and any other applicable statutes, regulations or guidelines published in the New Jersey Register which pertains to health and safety matters. The State will set up necessary job safety and health programs for all employees covered by this Agreement and shall provide a reasonably safe and healthful place of employment for all employees.

B. The parties agree to cooperate in maintaining and improving safe working conditions and health

protection for the employees consistent with established safety standards and in the promotion of safety, safe working habits and good housekeeping throughout the work environment. Where reasonably possible each employee will comply with all safety rules and regulations.

**C.** Employee complaints of unsafe or unhealthful conditions shall be reported to the immediate supervisor and shall be promptly investigated. Corrective action shall be initiated as soon as practicable to remedy the condition within safety guidelines.

**D.** Employees shall not be required to work under conditions of work, which are unsafe or unhealthful. An employee, whose work is temporarily eliminated as a result of the foregoing, may be promptly assigned on an interim basis to other comparable work for which the employee is qualified to perform. Each department and agency of the State will appoint a health and safety coordinator who will have the power to investigate employee health and safety complaints, and who shall have the authority to recommend to the Commissioner or his/her designee the issuance of stop work orders when there is an imminent threat to employee safety or health. The Commissioner or his/her designee shall act on the recommendation within a reasonable period of time. Health and safety coordinators will report directly to department or agency heads or their designees. The Union will be provided with the names of all health and safety coordinators.

**E.** If an employee incurs an on-the-job injury during regular hours of employment requiring professional medical attention, the State will expedite such medical treatment by calling for an ambulance, if required, or providing transportation to a recognized medical facility when the injured employee can be moved.

**F. 1.** The State and the Union shall establish Departmental Health and Safety Committees. These committees shall consist of representatives from the Department and representatives from the Union Local whom are not in the active employment of the State. The Union may also have one (1) unit employee representative attend such meetings. Such employee representative shall be released only for the purpose of attending his/her department's scheduled meeting. The purpose of the Joint Committee meetings is to provide the parties the opportunity to raise and discuss important Departmental health and safety matters, and to make recommendations concerning improvements or modifications of conditions regarding health and safety. Department committee meetings may be scheduled at the request of either party. The party requesting the meeting shall submit a written agenda of the meeting not less than fourteen (14) working days prior to the meeting along with any documents or reports that are relevant to the topic(s) listed on the agenda. Complaints of unsafe or unhealthy conditions shall be accompanied by written documentation when available.

2. Where reasonably possible, all committee meetings shall take place during working hours and employees shall suffer no loss of pay as a result of attendance at such meetings.

3. This provision shall not be construed as conveying any additional liabilities upon either party with respect to health or safety.

**G. 1.** References to safety are intended to include a concept of reasonable personal security and projections, which shall be maintained to assure employees against physical harm.

2. It is understood that references to safety and health hazards and conditions of work referred to in this Article are not intended to include those hazards and risks which are an ordinary characteristic of the work or are reasonably associated with the performance of an employee's responsibilities and duties. However, this is not intended to eliminate the State's general obligations for the safety and health of such employees as set forth in other provisions of this Article.

3. The State agrees to set up meetings with the Union to discuss security concerns of field workers and to recommend safeguards as to field workers. Additionally, meetings will also be held to discuss workplace security issues.

H. The State agrees to meet with the Union concerning the impact of worksite relocations and major renovations upon health and safety conditions. Notice of worksite relocations or major renovations shall be provided to the Union as far in advance as possible.

### **ARTICLE 33 CLAIMS ADJUSTMENT**

Where a loss or damage to personal property is sustained as a result of an action taken in the performance of the assigned duty of an employee, such loss will be adjusted. A claim for such loss must be filed within thirty (30) days of the time when the loss occurred. The claim must be filled out on the forms provided, including the requested adjustment, and submitted to the State for this action. The State shall provide the forms and any instructions, which may be necessary for the completion or processing of the forms.

### **ARTICLE 34 TUITION AID AND EMPLOYEE TRAINING**

#### **A. Tuition Aid Program**

1. Where a department or appointing authority of the State has established a tuition aid program, the Union shall be provided with a published description of the program, if available. Applications for tuition aid and determinations concerning the approval and conditions for payment shall be in accordance with the Merit System Rules.

2. Employees of a State College who take approved courses at the College where they are employed under the program outlined in Appendix I shall have tuition waived upon enrollment.

Waiver of tuition is predicated on satisfactory completion of such courses and other conditions set forth in the program description.

3. In all departments where tuition aid programs are in effect, those programs will be made available to employees in this unit.

#### **B. Employee Training**

1. The State shall continue to offer training programs of proven worth, which are aimed at skills development and improvement in order to afford employees greater opportunity for performance improvement and promotional growth. Such offering may be regulated or limited by availability of funds or other factors.

2. When in-service or out-service training programs are available to a group of employees, the selection of the employee(s) to be trained shall be predicated on the needs of the State, the potential of an employee to benefit by the training and to contribute to the operational program in which he or she is employed, and with due regard to a principle of fair opportunity for all eligible employees within the group.

**ARTICLE 35  
EMERGENCY WORK**

**A.** Unit employees shall be eligible for the special emergency rates or the employee's regular overtime rate, when entitled to overtime under the Fair Labor Standards Act, whichever is greater, if called in to work under the following specific circumstances:

1. Employees in the unit must be called in outside of scheduled work shifts; and
2. The work involved must be for emergency maintenance, replacement or repair of equipment or mechanical devices which are vital to the operation of an institution, agency or other function of the State; and
3. Such work must be necessitated by damage or failure resulting from storm, flood, explosion, sudden unexpected catastrophe or like causes; and
4. Such conditions must constitute unreasonable safety hazard to the public employees, other persons or property of the State.
5. In winter weather conditions, codes C, D and E are to be used exclusively for emergency work performed in excess of normal work hours related to winter weather conditions such as snow removal and ice control.

**B.** It is clearly understood that all of the foregoing elements or criteria must be met for an employee to be entitled to payment at the emergency rate. The following special project pay rates shall apply:

1. Supervisors exclusively in the Department of Transportation's Trenton Emergency Control Center during all emergency situations, including winter weather conditions. The rate of \$51.65 per hour is authorized and known as Emergency Rate Code 7.
2. Employees who are engaged in manual or unskilled work as by use of shovels, picks, axes, choppers, etc., the rate of \$25.91 per hour is authorized and known as Emergency Rate Code 6.
3. Employees who perform semi-skilled work including the operation of mechanized equipment such as trucks, plows, light-graders, backhoes, etc.; a rate of \$33.17 per hour is authorized and known as Emergency Rate Code 5.
4. Employees who perform skilled work including the operation of heavy equipment or those employees who are assigned to be in charge of or supervise either semi-skilled or unskilled workers or both, the rate of \$40.32 per hour is authorized and known as Emergency Rate Code 4.
5. Employees who supervise skilled workers or mixed teams of skilled, semi-skilled and/or unskilled employees, the rate of \$44.02 per hour is authorized and known as Emergency Rate Code 3.
6. Supervisors who are in charge of a local area or district emergency operations, the rate of \$50.94 per hour is authorized and known as Emergency Rate Code 2.
7. Supervisors who are in charge of emergency operations on a Statewide or regional level within a department with operations going on in several areas throughout the State, the rate of \$59.01 per hour is authorized and known as Emergency Rate Code 1.
8. Employees who supervise and/or assist in the supervision of sectional or area crews will have an hourly rate of \$53.72 per hour and such work shall be known as Code Rate C.
9. Employees who operate heavy duty equipment, such as truck/front end loader mounted snow blowers; perform mechanical repair work; supervise the distribution of inventory parts for emergency operations; perform skilled labor involved in the repair of equipment; or act as Department representative assigned to snow removal activities shall have an hourly rate of \$48.80



per hour and such work shall be known as Code Rate D.

10. Employees who operate "walk behind" snow blowers, graders, front end loaders, trucks, snow plows, material spreaders, compressors, and other mechanized equipment; make or assist in making occasional mechanical or electrical repairs; distribute or assist in the distribution of inventory parts for emergency operations; handle radio communications consoles at base radio stations or assist in State or district control center operations shall have an hourly rate of \$45.77 per hour and such work shall be known as Code Rate E.

C. The requirement of each employee to respond, if called when such emergency conditions are present, constitutes a condition of State employment. An employee who refuses an assignment because of a reasonable excuse will not be subjected to disciplinary action. However, any absence or repeated absence or refusal to respond without good and sufficient reason, may be cause for such action.

D. When an employee is called in and reports for an emergency work assignment, he shall be paid for all hours actually worked outside his normally scheduled work shift and shall be entitled to a minimum of two (2) hours pay at the appropriate special project rate whether or not such two (2) hours are actually worked, providing the employee remains available for any work assigned.

E. Lists showing the rotational order of each employee and the total hours worked and refused by each employee shall be maintained in the work unit. Such lists shall be made available for inspection on request to Union Officers.

F. An emergency overtime assignment is subject to all appropriate rules and regulations of the State and the Department.

G. In exception to the requirement that employees be called in outside of regular work shifts, employees assigned to Snow and Ice Control Emergency Overtime will receive the appropriate special project rate after the end of the employee's regular work shift during the time prior to the next regular work shift.

#### ARTICLE 36

#### UNEMPLOYMENT COMPENSATION AND DISABILITY

A. All eligible employees in this unit are covered under the State Unemployment Compensation Plan under the current Laws of the State of New Jersey.

B. The State agrees to include eligible employees in this unit in the State of New Jersey Temporary Disability Plan. That is a shared cost plan, which provides payments to employees who are unable to work as the result of non-work connected illness or injury and who have exhausted their accumulated sick leave.

#### ARTICLE 37

#### TRANSFER AND REASSIGNMENT

The following provision(s) are set forth herein for informational purposes only. These matters as they apply to individual employees affected shall be grievable within the provisions of the Grievance Procedure in the Agreement as defined in Article 4, Section **B.1.b.** except for the provisions below that are underlined which are grievable under Article 4, Section **B.1.a.**

##### **A. Transfer**

1. Transfer is the movement of an employee from one job assignment to another within his

job classification in another organizational unit or department.

2. An employee shall not be transferred without the approval and consent of the appointing authority from and to whose unit the transfer is sought, nor without the consent of the employee, or the approval of the Civil Service Commission, except that:

a. The consent of the employees shall not be required when the employee movement is the result of a transfer or combining of functions of one unit to or with another;

b. When a temporary transfer is made, the consent of the employee shall not be required; but if the employee objects, he shall have the right to have the transfer reviewed by the Civil Service Commission.

c. Any special hardship that may result will be given due consideration.

d. The rights of an employee who has voluntarily transferred shall not be adversely affected except that he shall not retain any rights in the unit from which he has transferred.

e. The rights of an employee who has involuntarily transferred shall not be adversely affected but he shall retain no rights in the unit from which he has been transferred except that if he is on a promotional list, his name shall be retained on the promotional eligible list for the unit from which he has been transferred until he has had an opportunity to take a promotional examination in his new unit and the resultant list has been promulgated. Nothing herein is intended to diminish the rights of employees resulting from a layoff.

f. Transfer shall not affect the accumulation of an employee's State or job classification seniority.

3. Upon any transfer of a permanent employee, all sick leave and vacation balances shall be transferred with the employee, except that:

a. Upon voluntary transfer, all accrued compensatory time will, at the discretion of the State, be transferred with the employee, taken as time off prior to transfer or paid in cash at the employee's current rate of pay.

b. Upon involuntary transfer of a permanent employee, all accrued compensatory time balances shall be transferred with the employee.

c. When accepted for transfer by an organizational unit or department the request for transfer shall not be unreasonably withheld by the organizational unit or department where the individual is employed.

4. An employee may request a transfer through his personnel officer.

## **B. Reassignment**

1. Reassignment is the movement of an employee from one job assignment to another within his job classification and within the work unit, organizational unit or department.

2. Reassignments of employees may be made in accordance with the fiscal responsibilities of the appointing authority; to improve or maintain operational effectiveness, or to provide employee development and job training or a balance of employee experience in any work area. Where such reassignments are not mutually agreed to, the appointing authority will make reassignments in the inverse order of the job classification seniority of the employees affected, given the above conditions, providing the employees are capable of doing the work and it is agreed that special qualifications of a personal nature or special hardships which may result will be given due consideration.

3. When temporary reassignments (ordinarily of less than six (6) months' duration) are made to achieve any of the objectives in B. 2. above, employees to be affected will be given maximum possible notice. The consideration of seniority otherwise applicable in reassignments will not

apply. The utilization of the concept of temporary reassignments will not be used unreasonably.

4. When personnel changes in a work unit provide opportunities for shift or schedule changes, interested employees may apply for desired assignment to the work unit supervisor. Such changes in assignment will be made on the basis of the job classification seniority of employees requesting the change, except that priority is given to the assignment of individual employees as provided in B.2. above.

5. When a vacancy is filled by an employee from outside a work unit, the employee joining that work unit shall be assigned the open position on the shift and work schedule, which were appropriate to the opening.

6. a. Where the principles in B. 2. above are observed, requests for voluntary reassignment within the organizational unit or department shall be given consideration.

b. An employee desiring reassignment to any job in his organizational unit or department may submit an application through his supervisor in writing to his Personnel Officer stating the reasons for the request. Employees who are capable of performing the work and who apply for such reassignments will be considered and reassignments will be made on the basis of these requests. Where more than one request for reassignment from qualified employees deemed capable of performing the work in such a job is on record, any assignment(s) will be made on the basis of the job classification seniority of employees having recorded such a request.

7. An employee may have on record no more than two (2) requests for reassignment in 6.b. above.

8. When an employee is granted a voluntary reassignment under provisions of 4, 5 or 6 above, he shall then be eligible for only one (1) additional voluntary reassignment in the succeeding twelve (12)-month period. Consideration will be given to a request for additional reassignment where special circumstances exist.

9. Salary steps, seniority or like substantive rights shall not be adversely affected by reassignment unless specifically set forth herein.

10. Permanent employees shall be given preference for consideration for voluntary reassignment as contrasted to provisional or probationary employees.

### **C. Special Requests**

Requests for transfer or reassignment predicated on extreme personal hardship will be given priority consideration where positions are available which the employee is capable of performing.

### **D. Reassignment for Union Officers and Stewards**

1. The State and the Union recognize that Union Officers and Shop Stewards have in their relationship to their jobs a need for continuity in the assigned shift and jurisdiction, which exceeds that of other fellow employees. It is agreed, therefore, that these Union Officers and Stewards will not be routinely reassigned outside of their established jurisdiction.

2. The State and the Union recognize the need to utilize all personnel to meet operational requirements effectively and notwithstanding the commitment in Paragraph 1., above, movement of such Union Officers and Shop Stewards outside of their established jurisdiction may be necessary and appropriate (generally on a temporary basis) in exception to the guidelines agreed to in Paragraph 1.

3. The exception used in Paragraph 2. will not be used unreasonably.

**ARTICLE 38  
PRESENTATION OF AGREEMENT TO EMPLOYEES**

**Printing of Agreement**

After the signing of this Agreement, the State, at its expense will reproduce this Agreement in sufficient quantities so that each employee in the unit may receive a copy, and so that there are sufficient additional copies for distribution to employees hired during the term of this Agreement and for additional copies to the Union. The expense of printing the Agreement shall be borne equally between the Union and the State. The State shall distribute such copies of the Agreement to the Union within a reasonable period of time after the agreement has been executed and the Union shall be responsible for distribution of the contracts to employees in the unit. The cover of the Agreement shall include the seal of the State of New Jersey and the insignia or other appropriate designation of the unit representative.

**ARTICLE 39  
MAINTENANCE OF BENEFITS, EFFECT OF AGREEMENT AND  
COMPLETE AGREEMENT**

**A. Maintenance of Benefits**

The fringe benefits, which are substantially uniform in their application to employees in the unit, and which are currently provided to those employees, such as the Health Benefits Program, the Life Insurance Program and their like, shall remain in effect without diminution during the term of this Agreement unless modified herein or by subsequent agreement of the parties.

**B. Effect of Agreement**

Regulatory policies initiated by the various institutions and agencies where these employees are working which have the effect of work rules governing the conditions of employment within the institution or agency and which conflict with any provision of this Agreement shall be considered to be modified consistent with the terms of this Agreement, provided that if the State changes or intends to make changes which have the effect of elimination in part or in whole such terms and conditions of employment, the State will notify the Union and, if requested by the Union within ten (10) days of such notice or of such change or of the date on which the change would reasonably have become known to the employees affected, the State shall within twenty (20) days of such request enter negotiations with the Union on the matter involved, providing the matter is within the scope of issues which are mandatorily negotiable under the Employer-Employee Relations Act as amended and further, if a dispute arises as to the negotiability of such matters, that the procedures of the Public Employment Relations Commission shall be utilized to resolve such dispute.

**C. Complete Agreement**

The State and the Union acknowledge this and any Memoranda of Understanding attached hereto to be their complete Agreement inclusive of all negotiable issues whether or not discussed and hereby waive any right to further negotiations except as may otherwise be provided herein or specifically reserved for continued negotiation by particular reference in memorandum of understanding pre-dating the date of signing of the Agreement and except that proposed new rules or modifications of existing rules governing working conditions shall be presented to the Union and negotiated upon the request of the Union as may be required pursuant to Chapter 303 of the

Laws of New Jersey, as amended.

#### **ARTICLE 40 PRESERVATION OF RIGHTS**

Notwithstanding any other provision of this Agreement, the parties hereto recognize and agree that they separately maintain and reserve all rights to utilize the process of the Public Employment Relations Commission and to seek judicial review of/or interpose any and all claims or defenses in legal actions surrounding such proceedings as unfair practices, scope of negotiations, enforcement or modification of arbitration awards, issues of arbitrability, and specific performance of the Agreement.

#### **ARTICLE 41 EFFECT OF LAW**

##### **A. Legislative Action**

1. If any provisions of this Agreement require legislative action, or require adoption or modification of the rules and regulations of the Civil Service Commission to become effective, or require the appropriation of funds for their implementation, it is hereby understood and agreed that such provisions shall become effective only after the necessary legislative action or rule modification is enacted, and that the parties shall jointly seek the enactment of such legislative action or rule modification.

2. In the event that legislation becomes effective during the term of this Agreement, which has the effect of improving the wages and fringe benefits otherwise available to eligible employees in this unit, this Agreement shall not be construed as a limitation on their eligibility for such improvements.

##### **B. Savings Clause**

1. If any provision of this Agreement shall conflict with any Federal or State law or have the effect of eliminating or making the State ineligible for Federal funding, that specific provision of this Agreement shall be deemed amended or nullified to conform to such law. The other provisions of the Agreement shall not be affected thereby and shall continue in full force and effect.

2. Upon request of either party the State and the Union agree to meet and renegotiate any provision so affected.

#### **ARTICLE 42 NOTICES**

For the purpose of giving notice as provided herein, the State may be notified through the Director, Office of Employee Relations, Governor's Office, State House, 4th floor, PO Box 228, Trenton, New Jersey, 08625; and the Union through the Communications Workers of America, 102 South Warren Street, Trenton, New Jersey 08608.

**ARTICLE 43**  
**TERM OF AGREEMENT AND NEGOTIATIONS PROCEDURE**

**A. Term of Agreement**

1. This Agreement shall become effective on the date when the Union presents written certification of proper ratification to the State and shall remain in full force and effect until June 30, 2019. The certification shall be effective if delivered to the State within thirty (30) days of the signing of the Agreement.

2. The Agreement shall be renewed from year to year thereafter unless either party shall give written notice of its desire to terminate, modify or amend the Agreement. Such notice shall be by certified mail prior to February 1, 2019 or February 1 of any succeeding year for which the Agreement has been renewed.

**B. Negotiations Procedure**

1. The parties agree to enter into collective negotiations concerning a successor Agreement to become effective on or after July 1, 2019, subject to the provisions above.

2. The parties also agree to negotiate in good faith on all matters presented for negotiations. Should an impasse develop, the procedures available under law shall be utilized in an effort to resolve such impasse.

IN WITNESS WHEREOF, the State and the Union have caused this Agreement to be signed by their duly authorized representatives as of this 25 day of July 2019.

**FOR THE STATE OF NEW JERSEY:**

Kristina Chubenko  
Yvonne Cychy  
Brian M. Scott

**FOR THE COMMUNICATIONS WORKERS OF AMERICA:**

Billy Rosen  
Julie E. Lewis  
P. J. J.  
Lynne Korman  
Adam Liebtog  
K. M. Norman

Shawn M. Ludwig  
Carolyn LeVade

## **MEMORANDUM OF UNDERSTANDING 1**

**A.** The inclusion of certain part-time employees within the negotiating unit shall not be construed to expand the coverage of any State program relating to terms and conditions of employment for which such part-time employees were not previously deemed to be eligible, or to include such part-time employees under the coverage of any provision of this Agreement unless the substance of the provision describes a type of program for which such part-time employees were generally eligible prior to inclusion under the Agreement. Where such part-time employees are eligible for State programs or coverage under provisions of this Agreement, appropriate pro-rations will be made in accord with their part-time status.

**B.** Disputes concerning whether part-time employees are eligible for coverage under any provision of the Agreement between the parties, or the terms and conditions of the coverage, shall be deemed to be a B.1.b. (non-contractual) grievance and shall not be eligible for Step Three arbitration..

### **APPENDIX 1**

#### **STATE COLLEGES TUITION WAIVER PROGRAM**

The terms of any Tuition Waiver Program will be determined by local negotiations whenever such an obligation arises. The Tuition Waiver Program currently in place at the State Colleges and Universities will remain in place unless changes are negotiated on the local level.

### **APPENDIX 2**

#### **UNIT ELIGIBILITY FOR INTERMITTENT EMPLOYEES PERFORMING ADMINISTRATIVE AND CLERICAL WORK, PROFESSIONAL WORK, OR PRIMARY LEVEL SUPERVISORY WORK**

##### **A. Employees Voting in the Election**

Intermittent employees shall be in the unit if the employee works at least the stipulated number of hours during each payroll quarter within the calendar year. An employee must work 208 hours during the payroll quarters beginning nearest January 1 and July 1 and 242 hours during the payroll quarters beginning nearest April 1 and October 1.

1. If an employee fails to work the required hours within a calendar year quarter, that employee shall be removed from the unit at the beginning the next quarter, unless the provisions of C are applicable.

2. An employee removed from the unit due to not meeting the quarterly hours requirement, shall be reinstated to the unit by working 69 hours during a period consisting of two consecutive biweekly pay periods and continuing to work 69 hours in each subsequent two biweekly payroll periods until the next quarter begins. The employee would be readmitted into the unit the first biweekly pay period subsequent to qualifying as above. When the employee reenters the quarterly rotation, the employee shall be expected to continue to work the required hours to remain in the unit.

##### **B. New Employees**

1. New employees shall enter the unit after having worked 208 hours during six consecutive pay periods and must continue to work at least 69 hours for each subsequent two biweekly payroll periods preceding the start of a calendar year quarter.

2. After entering the quarterly calendar cycle, employees must work the required hours a



quarter.

3. Failure to work the required hours a quarter would trigger the provision outlined in A.1. and 2., unless the provisions of C are applicable.

**C. Furloughed Employees**

1. Employees who were in the unit but were furloughed due to operational requirements shall automatically be placed back in the unit upon their return from furlough.

2. Such employees would be expected to work 69 hours for each two consecutive biweekly pay periods during the time an employee works prior to the start of a quarterly cycle.

3. The employee must continue to work the required hours a calendar year quarter to continue in the unit.

4. Employees who work less than the required hours a calendar year quarter would trigger the provision outlined in A.1. and 2.

5. The period of furlough shall be removed from the computation of hours worked in any period and the requirement prorated. As an example -- if an employee is furloughed during a calendar quarter the required hours for the quarter would be reduced by 35 hours for each biweekly pay period the employee is furloughed.

**APPENDIX 3**

**SIDE LETTER OF AGREEMENT #1**

**Access to Premises**

During the time prior to the ratification of this Agreement the Union may request access to premises in accordance with the Access to Premises provision of the applicable Agreement in order to explain the negotiated Agreement. As a one time per location per unit exception to the normal circumstance regarding Union meetings, the meetings may be conducted for up to 30 minutes. Employees may attend such meetings by combining their fore and afternoon breaks. Recognizing its responsibility to maintain necessary coverage, management shall attempt to accommodate employees who wish to attend such meetings. Employees who are unable to attend such meetings due to the need to maintain coverage shall allowed to combine their breaks should subsequent pre-ratification meetings be conducted by the Union. No employee may attend a 30-minute meeting more than once.

**SIDE LETTER OF AGREEMENT #2**

**Agency Fee**

The following provision is set forth herein for informational purposes. The State and the Union are contracting parties in an agreement concerning wages and terms and conditions of employment for the period July 1, 2015 through June 30, 2019. One article of that agreement embodies a condition whereby employees are required to pay a representation fee to the Union. As a condition of the continuance of that requirement, it is understood that the Union will provide relevant financial information to employees and maintain its demand and return system in such manner as to be in accord with the then current law and determinations by the U.S. Supreme Court in all related matters but specifically with regard to expeditious response, provision of required information and the preservation of individual's constitutional rights; and further, it is understood that any rules or regulations promulgated by the New Jersey Public Employment Relations

Commission concerning this matter will be abided by in the administration of the program.

**SIDE LETTER OF AGREEMENT #3**  
**Alternate Workweek**

When an Alternate Workweek Program is put forward by a Department or requested by the Union, the State, through the Governor's Office of Employee Relations and the Union, shall meet to discuss the parameters of such a program.

If the parties agree to proceed with an alternate workweek program in a particular Department or division within a Department, the State recognizes its obligation under the New Jersey Employer-Employee Relations Act to negotiate on negotiable terms and conditions of employment. The parties equally recognize that certain subjects within an alternate workweek program are preempted by Statute and/or regulations from negotiations.

Any agreement the parties may reach as to an alternate workweek program must be approved by the Civil Service Commission as per their jurisdiction under N.J.S.A. 11A, et seq.

**SIDE LETTER OF AGREEMENT #4**  
**Department of Human Services**

1. The Union may request use of available space at an institution in the Department of Human Services for use as an office or for the storage of papers and files. Provisions of such space shall not be unreasonably withheld when available; however, the provision of space shall not take priority over essential uses and may be on a shared basis. The State shall incur no responsibility for security or safety of any Union materials nor any liability for loss or damages which occur. Further, the Union may be permitted to furnish file cabinets or other equipment to the commitment above and under the same conditions. The permission to utilize facilities of the State may be withdrawn by the State at any time.

2. At State institutions of the Department of Human Services, the State will provide a thirty (30) minute period during the new employee's orientation period to allow a non-State employee representative of the Union to meet and explain the Union's responsibilities. If the non-State employee representative of the Union cannot be present during such orientation period, one (1) unit employee of the institution designated by the Union may be allowed to make such presentation to a maximum of twelve (12) times per year. Any employee released pursuant to this paragraph for the purpose of addressing employees during orientation shall only address employees whose titles are contained in the same negotiating unit as the employee making the presentation.

3. Upon the request of the Union at an institution in the Department of Human Services, a Labor/Management meeting shall be scheduled by management sometime during the second week of March, June, September and December. The quarterly meetings are to discuss local contract administration problems and improve communications. The Union shall designate one (1) employee from the Administrative and Clerical Services, Professional, Primary Level Supervisors and Higher Level Supervisors Units in order to attend such meetings. Meetings shall be up to one-half (1/2) day in duration. Either party may request a meeting and shall submit a written agenda of the topics to be discussed at least seven (7) days prior to such meeting. Employee representatives who attend such meetings during their scheduled work shift shall be granted time off to attend without loss of pay. If any employee representative who attends the meeting is scheduled to work on another shift on the date of said meeting or attends the meeting on his/her normal day off, he/she shall be granted hour-for-hour compensatory time for the time spent at the

meeting.

This letter shall expire on June 30, 2015 unless the parties mutually agree to an extension.

**SIDE LETTER OF AGREEMENT #5**  
**Special Response Unit (SPRU)**

1. The State and the Union agree that when CWA represented employees perform SPRU work that they continue to be represented by the Union.

2. The policies and procedures concerning SPRU operations will be determined by the department.

3. SPRU Rates

- a. SPRU workers who are on-call will receive \$15 a shift.
- b. Field workers who have an overtime rate and who are called in during a SPRU shift will be paid at a rate of time and a half their hourly rate of pay. Employees with no overtime rate, such as NL employees, will receive \$42 per hour for such work beginning July 1, 2007.
- c. Field time includes all the time worked.
- d. Supervisors who are on call to supervise SPRU field workers will receive \$30.

4. Eligibility for SPRU Positions

- a. All vacancies for SPRU will be posted.
- b. Qualified employees who meet the selection criteria for SPRU positions as set forth in the SPRU policies and procedures will be offered SPRU vacancies in order of seniority if they are equally qualified.
- c. SPRU employees may be removed from SPRU positions pursuant to SPRU policies and procedures.
- d. If an employee is removed or suspended from SPRU, the employee shall be notified in writing of the reason for the removal or suspension from SPRU and may appeal such actions by filing an B.1.b. grievance.

5. SPRU Safety

- a. Employees may request a buddy when circumstances warrant a buddy. The request for a buddy shall be reviewed pursuant to SPRU policy with a goal of ensuring that employees are safe and shall not be unreasonably denied.
- b. SPRU employees shall be eligible for workers compensation benefits.
- c. SPRU employees shall receive all necessary resources, including but not limited to working cell phones.

**SIDE LETTER OF AGREEMENT #6<sup>1</sup>**  
**Department of Military and Veterans Affairs**  
**Alternate Workweek for Employees**  
**Performing Fire-fighting Duties**

The Alternate Workweek Program currently in place at the Department of Military and Veterans Affairs, which affect employees in the titles Staff Officer 3, Staff Assistant 1, and Staff Assistant 2, that perform fire-fighting services at the Atlantic City Air Base shall, for the duration of this contract, remain in place as is, as per the November 10, 1993 agreement between the State

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<sup>1</sup> The parties agreed to include the 1993 Side Letter for clarity.

of New Jersey, Office of Employee Relations, and the Communications Workers of America. The July 19, 1994 letter from the Department of Military and Veterans Affairs to the Communications Workers of America shall also continue for the duration of this contract as is.

This side letter of agreement expires on June 30, 2015.

#### **SIDE LETTER OF AGREEMENT #7**

##### **Dignity**

In order to resolve an outstanding dispute concerning Article 2, section C-6, commonly referred to as the dignity clause, it is agreed that where an issue or issues in a dignity grievance may be covered by another article in the contract, or by direct appeal to the Civil Service Commission, those issues shall be severed from the dignity grievance and appealed under the appropriate contract provision, or by appeal to the Civil Service Commission as a means of resolving those aspects of the grievance.

The dignity grievance, if still viable, shall then proceed under Article 2, section C-6 of the contract.

#### **SIDE LETTER OF AGREEMENT #8**

##### **Job Security**

A. This side letter will confirm the understanding between the parties regarding some of the efforts the State of New Jersey (State) will undertake to lessen the impact of future privatization initiatives or the closing of State facilities primarily for fiscal reasons that occur during the period from ratification of this contract through June 30, 2015 and which impact on employees in CWA negotiation units. This letter refers to negotiation unit employees who are ultimately laid off at the conclusion of the State's layoff procedures, but the layoff would have to be the result of the State's decision to privatize a function or to close a facility primarily for fiscal reasons. This Side Letter applies only in those situations involving privatization or closure of a facility primarily for fiscal reasons.

B. In the event the State seriously considers privatization or closure of a facility or function that could result in the layoff or displacement of negotiation unit employees for any reason, the State agrees to give the Union reasonable advance notice, but no less than 90 days prior to awarding a privatization contract to perform the work or closure of a facility.

C. The State agrees to provide, upon written request by the Union, relevant cost information available to the public, including public documents involving the RFP, once issued, and copies of all bid notices for proposals. It is understood that in any event, the decision to privatize is a managerial prerogative that may not be subject to the negotiation process.

D. If during the term of this Agreement, the State contracts out or subcontracts out work normally performed by employees covered by this Agreement for any reason and such action results in layoff or demotion, the State shall meet with the Union and employees affected will be given every priority available to continue their employment within their classification or any other position available for which they are qualified, prior to layoff or demotion. Any employee thus affected will be protected by the layoff and recall provisions of the Agreement and by any relevant laws, rules and regulations. The State will provide reasonable training for qualified employees to the extent there are openings and laid off employees require training to fill them.

E. If there is a pending or proposed general layoff, the State may review existing private contracts

for work similar to that of the employees considered for layoff or dislocation.

F. The State agrees to comply with all Civil Service regulations to lessen the possibility of the layoff or demotion-in-lieu-of layoff of employees in the negotiation unit.

Consistent with Civil Service regulations, the State will consider the following pre-layoff actions prior to any permanent employees being laid off or demoted:

1. Hiring and promotion freezes;
2. Separation of non-permanent employees;
3. Returning provisional employees to their permanent titles;
4. Securing of transfers and reassignment to other employment;
5. Filling of existing vacancies; and
6. Voluntary reduced work time and voluntary layoff or demotion.

G. This Side Letter is not subject to the grievance/arbitration procedure of the Agreement.

#### **SIDE LETTER OF AGREEMENT #9**

##### **Promotion - Unclassified Employees**

Where a title series exists in the unclassified service, employees within the title series shall be considered for promotion prior to the filling of a vacancy.

#### **SIDE LETTER OF AGREEMENT #10**

##### **Special Services Employees**

The State and the Union agree that administrative and clerical special service employees, who meet the eligibility requirements as set forth in Attachment A, shall be eligible to be in the Administrative and Clerical negotiations unit. Such employees shall continue to be in the aforementioned negotiations unit until the time when their employment status is adjusted whereby the Rules and Regulations of the Civil Service Commission and/or the provisions of the Contract will prevail. Such adjustment should take place on or about November 1, 1986. Prior to the time of adjustment, Attachment B shall cover which articles of the Contract apply to this group of employees. In addition, Attachment C shall cover vacation, sick leave, administrative leave and holiday pay for these employees.

#### **SIDE LETTER OF AGREEMENT #11**

##### **ATTACHMENT A**

##### **Unit Eligibility for Special Services Employees Performing Administrative and Clerical Work**

###### **A. Employees Voting in the Election**

Employees who were eligible to vote in the election were in positions performing work within the definition of the Administrative and Clerical Services Unit.

Employees who were eligible to vote in the election are automatically in the Administrative and Clerical Unit. Such employees shall continue to be in the unit if the employee works at least the stipulated number of hours during each payroll quarter within the calendar year. An employee must work 208 hours during the payroll quarters beginning nearest January 1 and July 1 and 242 hours during the payroll quarters beginning nearest April 1 and October 1.

1. If an employee fails to work the required hours within a calendar year quarter, that employee shall be removed from the unit at the beginning of the next quarter, unless the provisions of C are applicable.

2. An employee removed from the unit due to not meeting the quarterly hours requirement, shall be reinstated to the unit by working 69 hours during a period consisting of two consecutive biweekly pay periods and continuing to work 69 hours in each subsequent two bi-weekly payroll periods until the next quarter begins. The employee would be readmitted into the unit the first bi-weekly pay period subsequent to qualifying as above. When the employee reenters the quarterly rotation, the employee shall be expected to work the required hours to remain in the unit.

#### **B. New Employees**

1. New employees shall enter the unit after having worked 208 hours during six consecutive pay periods and must continue to work at least 69 hours for each subsequent two biweekly payroll periods preceding the start of a calendar year quarter.

2. After entering the quarterly calendar cycle, employees must work the required hours a quarter.

3. Failure to work the required hours a quarter would trigger the provision outlined in A.1. and 2. unless the provisions of C are applicable.

#### **C. Furloughed Employees**

1. Employees who were in the unit but were furloughed due to operational requirements shall automatically be placed back in the unit upon their return from furlough.

2. Such employees would be expected to work 69 hours for each two consecutive biweekly pay periods during the time an employee works prior to the start of a quarterly cycle.

3. The employee must continue to work the required hours a calendar year quarter to continue in the unit.

4. Employees who work less than the required hours a calendar year quarter would trigger the provision outlined in A.1. and 2.

5. The period of furlough shall be removed from the computation of hours worked in any period and the requirement prorated. As an example - if an employee is furloughed during a calendar quarter the required hours for the quarter would be reduced by 35 hours for each biweekly pay period the employee is furloughed.

### **SIDE LETTER OF AGREEMENT #12 ATTACHMENT B**

The following contractual provisions shall apply to special services administrative and clerical hourly employees:

Preamble

Recognition of Rights and Definitions

Policy Agreements

Grievance Procedure (as modified by Memo of Understanding 2)

Union Rights and Representatives

Access to Personnel Files

Liability Claims Indemnification

Travel Regulations

Claims Adjustments

Unemployment Compensation and Disability

Presentation of Agreement to Employees

Effect of Law

Notices

Terms of Agreement and Negotiations Procedures

**SIDE LETTER OF AGREEMENT #13  
ATTACHMENT C**

Administrative and clerical special services employees who meet the eligibility requirement to be in the Administrative and Clerical Unit shall be covered under the following leave policy when in the unit:

1. Vacation - 1 day (7 hours) of vacation leave credit for each 154 hours of work.
2. Sick Leave - 1 day (7 hours) of sick leave credit for each 154 hours of work.
3. Administrative Leave - One-half (1/2) day (30 hours) of administrative leave for each 154 hours of work to a maximum of 3 days (21 hours) in any calendar year.
4. Holiday Pay - Employees who are in pay status the day before and the next work day after a holiday shall receive pro rata holiday pay based upon the average number of hours worked in a day as calculated in a calendar year quarter as defined in Attachment A.

**SIDE LETTER OF AGREEMENT #14  
Status of Part-Time, Intermittent, Temporary and  
Special Services Employees**

Within sixty (60) days of the execution of the collective negotiations agreements the State and the Union will constitute a labor-management committee for the purpose of reviewing the status of non-negotiations unit employees performing the same or similar duties as employees represented by the CWA. A representative from the Civil Service Commission may participate on the committee. The committee shall be comprised of equal numbers of Union and management representatives and will develop standards to determine which part-time, intermittent, temporary and special services employees, not presently included in CWA's units, should be included.

**SIDE LETTER OF AGREEMENT #15  
Tool Allowance**

The State will maintain a list of tools required for the performance of work assignments by each of the employees listed in the titles below.

Each of those employees who provides and is required to use his personally owned tools as a condition of employment shall, on or about December 15 of each year of this contract, be granted a tool allowance, if the employee completes a calendar year of employment in his current capacity and is on the payroll as of the date of payment.

Subject to any conditions set forth in the applicable contract the tool allowance shall be \$210.00 for the fiscal years beginning July 2007.

Eligible employees includes only those employees working for the Department of Treasury, Central Motor Pool, in the following titles:

- 1) Assistant Crew Supervisor, Mechanic
- 2) Crew Supervisor, Garage Operations
- 3) Crew Supervisor, Mechanic
- 4) Crew Supervisor, Mechanics (body and fender shop)

## SIDE LETTER OF AGREEMENT #16

### Use of E-Mail

The following provisions apply to the use of the State's email system to communicate about union related matters:

1. In recognition of the Union's need to communicate with its stewards and members to fulfill its legal obligations as the exclusive majority representative for employees in the Administrative/Clerical, Professional, Primary Level Supervisors, and Higher Level Supervisors units, and in recognition of the State's need to effectively and efficiently manage its operations, the parties agree to provide CWA with access to the State's email system subject to the conditions set forth in the following paragraphs.

2. CWA Local staff representatives and officers may utilize the State's e-mail system to communicate with Union stewards and members pursuant to the terms of this side letter and subject to the limitations set forth in this Side Letter Agreement. The Union may transmit information via the State's e-mail system to Union shop stewards concerning one or more of the following subjects:

- a. Union elections and results thereof;
- b. Union appointments;
- c. Union meetings; and
- d. Contract administration and enforcement.

Nothing in this E-Mail policy shall be construed to permit the use of the State's E-Mail System for the purpose of providing notification of Union rallies, demonstrations or similar gatherings.

E-mail communications from CWA Local staff representatives or officers to Union stewards may be individual or group communications, but group communications shall be limited to a Local's designated stewards within a single department. In no event shall a single e-mail be sent to more than eighty (80) recipients in one transmission; however, an e-mail intended for more than eighty (80) recipients may be sent to all intended recipients by multiple transmission of the same e-mail. CWA Local staff representatives or officers may communicate with bargaining unit members by way of individual, single transmission e-mails, which may be copied to no more than four (4) other persons. With notice to the appointing authority, the Local may also create e-mail groups relating to a specific workplace issue or project, subject to the requirements and limitations of this paragraph. Such groups shall cease in operation and effect upon completion of the project or resolution of the issue for which the group was created. E-mail communications relating to subjects not specifically identified in this paragraph are not permitted. Local staff representatives and officers who use the State's e-mail system will provide the State with the e-mail addresses from which they will send e-mail to stewards and unit members pursuant to the terms of this agreement. All group e-mails sent under this paragraph must be copied to OER at [goer@gov.state.nj.us](mailto:goer@gov.state.nj.us) simultaneous with the sending of the email.

3. CWA stewards may utilize the State's e-mail system to transmit information to bargaining unit employees within their jurisdiction subject to the requirements and limitations of paragraph two (2) above. E-mail communications from CWA stewards to employees may be individual or group communications, but group communications shall be limited to the employees within the steward's jurisdiction. In no event shall a single e-mail be sent to more than eighty (80) recipients in one transmission; however, an e-mail intended for more than eighty (80) recipients may be sent to all intended recipients by multiple transmission of the same e-mail. All group e-



mails sent under this paragraph must be copied to OER at [goer@gov.state.nj.us](mailto:goer@gov.state.nj.us) simultaneous with the sending of the email.

4. CWA stewards and bargaining unit members employed by the State may utilize the State's e-mail system to communicate with local representatives and other members, including stewards, subject to the requirements and limitations of paragraph two (2) above. However, e-mail communications provided by this paragraph shall be limited to individual communications only, and shall not include group communications. For the purpose of this paragraph, a group communication is a single e-mail sent to multiple recipients in a single or multiple transmissions.

5. E-mail communications permitted by this side letter are limited to text and clip art only. Attachments to e-mail communications are limited to clip art, text documents, PDF files and HTML links to the National Union's and local union's web sites. The total size of all attachments to any single email may not exceed one megabyte. All other attachments are prohibited, including but not limited to those attachments specifically set forth in Attachment A, attached hereto.

6. All e-mails, other than individual emails to a member or steward about a specific disciplinary action, grievance, appeal or contractual matter, permitted pursuant to ¶ 2 of the Side Letter, shall be identified as union business, and shall contain the identifier "Union Business" in the subject line of the e-mail. All e-mails shall be of reasonable length; notice will be provided to those union staff, officers, stewards and members whose e-mails are consistently excessive in length. All e-mails shall be from an e-mail address that identifies the responsible sender and not a common or shared address. The Union recognizes that such emails are not confidential and the State does not waive its right to review them.

7. State employees covered by this side letter, including shop stewards, shall not open, read, review, forward, draft a response to or send a response to an e-mail permitted by this agreement during work time. State employees covered by this side letter shall be notified of this restriction by the respective appointing authority.

8. The content of all e-mails permitted by this side letter are subject to such restrictions and limitations as may be provided by law, regulation, contract or existing work rules and policies, including but not limited to Article 2, Section C and Article 25, Section C of the collective bargaining agreement, N.J.S.A. 4A:10-1.2 (concerning political activity in the workplace) and such anti-harassment and anti-discrimination policies presently maintained by the State. Specifically, no e-mail permitted by this side letter shall contain material or content that is profane, obscene, or defamatory of the State, its representatives and employees, nor anything constituting campaign material or political solicitation. In accordance with Article 2(C)(6) of the parties' collective bargaining agreement, the use of the State's e-mail system by Local union staff representatives, officers, stewards and members shall be characterized by mutual respect and common dignity for all employees, including managerial employees. It is understood that the State has a right to review e-mail communications between the locals, stewards, and unit members to ensure compliance with the terms of this side letter.

9. To ensure the prompt resolution of disputes arising from this side letter, the State and the CWA shall mutually select an arbitrator, who shall retain jurisdiction over the interpretation and enforcement of this agreement for its duration. Where an e-mail sent by a Local staff representative or officer is believed to have violated the terms of this side letter, he/she shall have his/her e-mail privileges immediately suspended. The e-mail believed to have violated the agreement shall be forwarded, via e-mail, to the arbitrator, who shall make an expedited ruling as to whether the side letter was violated. In the event a violation is found, the users' e-mail privilege

shall be suspended for a period of time and/or revoked, as determined by the arbitrator. In the event no violation is found, the users' e-mail privilege will be immediately restored. The review of the arbitrator shall take place without hearing, testimony or argument from either party, and the parties anticipate a decision from the arbitrator, to be communicated by e-mail, within 72 hours of submission. The costs for this process shall be equally shared between the parties. The expedited review process set forth herein is limited to the application and enforcement of this agreement as to non-State employees, and shall not diminish or otherwise restrict the State in the exercise of its inherent managerial prerogatives with respect to State workers.

10. The CWA shall indemnify and hold the State harmless against any claims, suits, grievances or other liabilities arising from the Union's use of the State's e-mail system as provided by this side letter.

11. CWA will designate National and Local Staff and Officers who will be sending out group and individual emails to shop stewards and members pursuant to this Article. CWA will provide these designees with training as to this Article and will provide the Office of Employee Relations with a list of the designees who have completed this training and the email addresses these designees will be using when sending out email in accordance with this article.

12. This side letter shall remain in effect through June 30, 2015. The parties shall meet quarterly to discuss any issues, problems or concerns pertaining to the implementation, operation or compliance with this side letter.

13. On or before June 30, 2015, the parties may, by mutual agreement, extend or amend this side letter.

14. Either party may elect to terminate this side letter at the conclusion of the term of this Agreement, or within thirty (30) days thereafter, with thirty (30) days notice to the other party. In the event such notice is given, the party giving such notice will, at the request of the party receiving such notice, meet and discuss the termination of the side letter.

15. In the event neither party provides notice to terminate this side letter, the side letter shall continue in operation and effect until such time as notice to terminate is provided as set forth in paragraph fourteen (14) above.

16. This side letter shall not apply to State Colleges and Universities, each of which utilize an e-mail system separate and distinct from the State system.

#### Attachment A

Pursuant to paragraph five, the following are examples of prohibited attachments to any e-mail covered by this Agreement:

- database files
- log files
- Mail message
- Spreadsheets
- windows clipboard files
- Dynamic Link library files
- graphics
- PowerPoint presentations
- images
- photographs
- music files
- MIDI files

Sound files  
multimedia files  
animation  
streaming video  
movie files  
HTML files  
Cursor files  
compressed files  
HTML links (other than to the union website)

**SIDE LETTER OF AGREEMENT #17**  
**Union Access in the Department of Treasury**

1. Distribution of Literature

a. Taxation Building, 50 Barrack Street, Trenton:

The Union may distribute literature in the public lobby area of the building with reasonable advance notice to the State.

b. Pension Building, 50 West State Street, Trenton, and other leased buildings:

The Union may distribute literature in the lobby areas in front of the elevators, with the exception of the first floor of the Pension building with reasonable advance notice to the State.

2. Union Meetings

a. Taxation Buildings

The conference rooms on the floors of the Taxation Building, with the exception of the 10<sup>th</sup> floor conference room, will be available for union meetings in accordance with the provisions of the parties' Agreements.

Employees on the 10<sup>th</sup> floor of the Taxation Building will be given extended break time to travel to another floor of the building for union meetings.

The Union will request access to such conference rooms in accordance with the provisions of the parties' Agreements and in accordance with the parties' Agreements, access to such conference rooms will not be unreasonably denied.

If problems arise with respect to the use of the Taxation Building conference rooms, the Department will bring such problems to the Union's attention. The Union will make a good faith effort to resolve such problems.

b. Pensions

The conference rooms on the floors of the Pension Building will be available for union meetings in accordance with the provisions of the parties' Agreements.

The first and third floor conference rooms in the Pension Building may be used for larger meetings attended by employees who work on different floors.

The Union will request access to such conference rooms in accordance with the provisions of the parties' Agreements and in accordance with the parties' Agreements, access to such conference rooms will not be unreasonably denied.

If problems arise with respect to the use of the Pension Building conference rooms, the Department will bring such problems to the Union's attention. The Union will make a good faith effort to resolve such problems.

c. Division of Public Finance

The sixth floor conference room in the building located at 50 West State Street, Trenton, will

be available for union meetings in accordance with the provisions of the parties' Agreements.

If the sixth floor conference is not available, employees on the 6<sup>th</sup> floor will be given extended break time to travel to another floor of the building for union meetings.

The Union will request access to the 6<sup>th</sup> floor conference rooms in accordance with the provisions of the parties' Agreements and in accordance with the parties' Agreements, access to the conference room will not be unreasonably denied.

d. Office of Treasury Technology

The fourth floor conference room in the building located at 50 West State Street, Trenton, will be available for union meetings in accordance with the provisions of the parties' Agreements.

The Union will request access to the 4<sup>th</sup> floor conference room in accordance with the provisions of the parties' Agreements and in accordance with the parties' Agreements, access to the conference room will not be unreasonably denied.

3. In consideration for the above understandings, the Union will withdraw pending unfair practices and grievances relating to the issue of access.

### **SIDE LETTER OF AGREEMENT #18**

#### **Representation of Treasury Intermittents**

The parties agree that effective July 1, 2007 the Department of the Treasury will hire all new intermittent employees directly into intermittent titles, affording them a working test period that shall begin on day one of employment. The parties further agree that the CWA will represent such new intermittent employees from the start of their employment.

The parties further agree that any persons working for the Department of Treasury on an intermittent basis in hourly positions on July 1, 2007 will be placed directly into intermittent titles, regardless of the number of hours worked in hourly positions, and will begin a working test period on that date. CWA will represent such intermittent employees effective the first full pay period after July 1, 2007.

The parties further agree that the Union shall not appeal the termination of an intermittent employee with less than 375 hours worked as an intermittent, through the contractual discipline procedure under the following circumstances:

a. An intermittent employee who resigned not in good standing as a result of his/her failure to report to work without authorization ("no call/no show"). If an employee demonstrates that his/her failure to report to work without authorization was due to circumstances beyond the employee's control, the Union may appeal the resignation not in good standing through a departmental appeal meeting in accordance with Article 5 of the parties' Agreement.

b. An intermittent employee who fails a background investigation or an intermittent employee who is excessively absent and/or late. The Union may appeal such terminations through a departmental appeal meeting in accordance with Article 5 of the parties' Agreement.

c. In the Division of Taxation, an intermittent employee who is unable to demonstrate the necessary proficiency to independently, accurately and reliably perform assigned job duties, after having received appropriate training. The Union may appeal such terminations through a departmental appeal meeting in accordance with Article 5 of the parties' Agreement.

### **SIDE LETTER OF AGREEMENT #19**

#### **State College/University Side Letter**

The State recognizes that CWA and the State Colleges and Universities have a common interest in ongoing dialogue and discussions to attempt to resolve certain issues that are of common concern and importance at the various institutions, which comprise the nine (9) State

Colleges/Universities. They recognize the advantage of joint meetings between CWA and the Colleges/Universities. Therefore, the parties agree to establish a Committee of State and CWA representatives. The State will designate representatives from the various Colleges/Universities which it deems necessary to accomplish the goals of the committee, and one representative from the Governor's Office of Employee Relations. CWA will designate one representative from each of the nine (9) State College/University Chapters, and one representative from the local union. They will meet twice per year to discuss these issues of common concern. The goal of the Committee will be to ensure that there is an ongoing and continuing dialogue among and between CWA and the Colleges/Universities as to these issues of common concern. The parties recognize the importance of discussion and dialogue, and that the purpose of these committee meetings is not to resolve grievances or to negotiate, but to discuss issues of concern relating to the work force.

CWA Local 1031 will submit an agenda to the Governor's Office of Employee Relations at least two weeks prior to the meeting consistent with the purposes of the Committee as set forth above.

**SIDE LETTER OF AGREEMENT #20**  
**Essential Employees (Non 24/7 Facilities)**

The parties agree that this Side Letter Agreement covers only Non 24/7 facilities.

1. By July 1 of each year, departments will determine which employees will be designated as essential and shall notify the employee and the Union of such designation. The Union and the employee shall be informed of any changes to such essential designation.

2. If the Union disputes the essential designation of an employee or employees, it may present the issue for review, which shall initially be heard by the department under Step 2 of the grievance article of this Agreement. This does not preclude the parties from attempting to resolve this matter informally. The Union shall present such issue for review to the appropriate department within sixty (60) days of the notification of essential employee designation. Employees designated as essential will continue in that status during any review.

3. In the event that the matter has not been satisfactorily resolved at the department level, the Union may, within thirty (30) days of the department's decision appeal the disputed issue as a non-contractual grievance for final determination by the Director of the Office of Employee Relations (OER), or his/her designee. The Director of OER or designee shall render a final determination within thirty (30) days of the meeting.

4. Within ninety (90) days of the ratification of this agreement, essential employees shall be given a permanent identification badge identifying them as essential.

5. This side letter applies only to the designation of the employee as essential. This provision does not apply to the category of the essential designation.

## **SIDE LETTER OF AGREEMENT #21**

### **Essential Employee Designations at 24/7 Facilities**

The parties agree that this side letter of agreement covers only inclement weather' situations lasting two days or less in the developmental centers and state hospitals operated by the Department of Human Services and at other facilities operated on a 24/7 basis ("24/7 facilities").

A. The parties agree that the designation of essential requires employees at these 24/7 facilities to be present due to inclement weather situations. It is understood that all direct care employees shall be required to be present during such conditions to sustain such operations.

B. The parties agree that the need to designate non-direct care employees as essential during inclement weather situations may vary according to the operational needs of the 24/7 facilities.

C. By July 1 of each year, departments will determine which non-direct care employees at these 24/7 facilities will be designated as essential and shall notify the employee and the Union of such designation. The Union and the employee shall be informed of any changes to such essential designation.

D. At the request of CWA, the Union and management representatives at 24/7 facilities shall meet and discuss the designation of non-direct care employees as essential. OER shall participate in such discussion(s).

E. Non-direct care employees designated as essential will not be unreasonably assigned patient care duties that are outside the scope of their skills and training.

F. When essential employees are required to work four or more hours beyond their regularly scheduled shifts or schedules, the State will make best efforts to provide them with meals, suitable accommodations for hygiene, rest periods and means to communicate with their families.

G. If the Union continues to dispute the essential designation of an employee or employees following a meeting with management representatives at 24/7 facilities, it may present the issue for review to the department. The dispute shall be heard by the department as a Step 2 grievance pursuant to Article 4 of this Agreement. The department shall issue a written decision within twenty (20) days from the date the dispute is heard.

H. In the event that the matter has not been satisfactorily resolved at the department level, within 30 days of receipt of the department's decision, the Union may appeal the decision to the Director of OER. The Director, or his/her designee, shall convene a meeting to address the dispute at which a department representative shall be present. The Director of OER or designee shall render a final determination within thirty (30) days of the meeting.

I. Within ninety (90) days of the ratification of this Agreement, essential employees shall be given a permanent identification badge identifying them as essential.

## **SIDE LETTER OF AGREEMENT #22**

### **On-Call Employees**

1. Within ninety (90) days from the effective date of this Agreement the Union will submit to OER a list of issues to be discussed regarding on-call employees, including but not limited to:

- a. Procedures for the assignment of on-call duty;
- b. Guidelines for conduct of employees while on-call;
- c. Compensation for employees assigned on-call duty;
- d. Guidelines for the imposition of discipline of employees for conduct while on- call;

and

2. Within ninety (90) days from the date the Union submits a list of issues, OER will convene

a meeting of affected locals and departments to discuss issues related to on-call employees.

3. OER will make a good faith effort to resolve issues relating to on-call employees.

4. The parties will negotiate over the above issues to the extent such issues are mandatory subjects of negotiations and are not preempted by statute or regulation.

### **SIDE LETTER OF AGREEMENT #23**

#### **Treasury Intermittent Employee Furlough Recall and Permanent Employment Rights**

When there is a vacancy in a permanent entry-level non-competitive position, before offering such position to a non-employee, intermittent employees who have satisfactorily completed their working test period, meet the qualifications for the title and have a satisfactory PAR rating on their most recent PAR and no discipline in the last twenty-four (24) months immediately preceding their last furlough date will be offered the non-competitive appointment in order of job title seniority if they express written interest in the position.

Before hiring new intermittent employees for a designated work unit, the State will recall furloughed intermittent employees serving in that intermittent title in order of job title seniority provided the intermittent employee possesses the necessary skills and training to perform the duties of the vacant intermittent position.

A furloughed intermittent employee, who is offered a position in a work location different than the one from which he/she was furloughed, may decline such offer and remain on the recall list.

### **SIDE LETTER #24**

#### **Pension Reporting Side Letter**

The parties acknowledge that the following reports and information are available on the website of the Division of Pensions and Benefits:

- a. Investment Report for all of the pension funds;
- b. Comprehensive Annual Financial Report for All Pension Funds, including actuarial reports, statistical reports, and financial statements.

### **APPENDIX 4**

Listed below are all titles included in the contract. Also listed is the title code number, pay range, and workweek designation.

The pay range can be used to help determine an individual's proper pay.

The explanation of the **symbols used for workweek designation** is:

- 35- 35 hour fixed workweek worker. Overtime compensation is regulated by the Overtime Article of this contract and Department of Personnel Overtime rules. Additionally, the FLSA (Fair Labor Standards Act) mandates overtime compensation for these workers for hours over 40 worked in a workweek.
- 40- 40 hour fixed workweek worker. Overtime compensation is regulated by the Overtime Article of this contract, Department of Personnel Overtime rules, and the Federal FLSA.

NE- Non-exempt, non-limited. These workers work at least a 35 hour workweek with intermittent requirements for a longer workweek as warranted to complete projects or assignments. These workers are covered by the Provisions of Federal FLSA mandated time and one-half (pay or compensatory time) for hours in a week worked over 40 hours. Hour-for-hour hourly compensation (if any) for hours worked in a week between 35 hours and 40 hours is determined by Department of Personnel Overtime rules and Department policy.

NL- Non-limited workers. These workers shall work at least a 35 hour workweek with intermittent requirements for a longer workweek as warranted to complete projects or assignments.

The State of New Jersey believes that these titles are **exempt** from coverage by the overtime compensation provisions of the federal FLSA. (Workers in these titles who believe they should be covered by the FLSA may appeal to the U.S. Department of Labor.)

Hour-for-hour compensation (if any) for NL workers for hours over 35 worked in a week is determined by the Department of Personnel Overtime Rules and Departmental policy.

N4- Non-limited title which involve direct and continuous supervision of workers in 40 hour workweek titles. The State of New Jersey believes these workers are exempt from coverage by the federal FLSA.

Any compensation for hours beyond the normal workweek is regulated by the Department of Personnel Overtime rules and Departmental policy.

3E- (exempt 35 hour) 35 hour fixed workweek worker. Overtime compensation is regulated by the Overtime Article of this contract and Department of Personnel Overtime rules. The State of New Jersey believes these workers are exempt from coverage by the FLSA.

4E- (exempt 40 hour) 40 hour fixed workweek worker. Overtime compensation is regulated by the Overtime Article of this contract and Department of Personnel Overtime rules. The State of New Jersey believes these workers are exempt from coverage by the FLSA.

This Appendix, including the titles listed below, is for information purposes only and is not subject to the grievance and arbitration procedure set forth in Article 4.



### Administrative and Clerical Services Unit Titles

| RANGE | CODE   | TITLE NAME  | HOURS |
|-------|--------|---|-------|
| 08    | 21732  | ACCIDENT RECORD REVIEWER  | 35    |
| 14    | 52341  | ACCOUNT ADJUSTER STATE LOTTERY  | NE    |
| 13    | 50451  | ACCOUNTING ASSISTANT  | 35    |
| 88    | 98980  | ADMINISTRATIVE AND CLERICAL SPECIAL SERVICES (ADMINISTRATIVE & CLERICAL NEGOTIATION ELIGIBLE) | **    |
| 04    | 20041  | AGENCY AIDE   | 35    |
| 17    | 00893  | ANIMAL HEALTH TECHNICIAN  | NE    |
| 15    | 74242  | ARCHIVES TECHNICIAN   | 35    |
| 14    | 55981  | ASSISTANT FIELD REPRESENTATIVE WAGE AND HOUR COMPLIANCE                                       | NE    |
| 14    | 55981D | ASSISTANT FIELD REPRESENTATIVE WAGE AND HOUR COMPLIANCE BILINGUAL IN SPANISH AND ENGLISH      | NE    |
| 12    | 40142  | ASSISTANT STOREKEEPER   | 40    |
| 08    | 74762  | AUDIO VISUAL TECHNICIAN   | 35    |
| 06    | 21632  | AUDIT ACCOUNT CLERK   | 35    |
| 06    | 21632C | AUDIT ACCOUNT CLERK TYPING  | 35    |
| 16    | 40206  | BUILDING SERVICES COORDINATOR 3   | 40    |
| 14    | 40205  | BUILDING SERVICES COORDINATOR 3   | 35    |
| 14    | 70323  | CIRCULATION ASSISTANT 1   | 35    |
| 12    | 70321  | CIRCULATION ASSISTANT 2   | 35    |
| 16    | 64945  | CLAIMS ADJUDICATOR SUPPORT SPECIALIST 1   | 35    |
| 16    | 64945C | CLAIMS ADJUDICATOR SUPPORT SPECIALIST 1 BILINGUAL IN SPANISH AND ENGLISH                      | 35    |
| 12    | 64942  | CLAIMS ADJUDICATOR SUPPORT SPECIALIST 2   | 35    |
| 12    | 64942C | CLAIMS ADJUDICATOR SUPPORT SPECIALIST 2 BILINGUAL IN SPANISH AND ENGLISH                      | 35    |
| 04    | 20042  | CLERK   | 35    |
| 06    | 21532  | CLERK BOOKKEEPER  | 35    |
| 07    | 20142  | CLERK DRIVER  | 35    |
| 09    | 20140  | CLERK DRIVER  | 40    |
| 07    | 23821  | CLERK STENOGRAPHER A  | 35    |
| 04    | 23819  | CLERK STENOGRAPHER-10 MONTHS  | 35    |
| 07    | 23332  | CLERK TRANSCRIBER   | 35    |
| 07    | 23332C | CLERK TRANSCRIBER BILINGUAL IN SPANISH AND ENGLISH  | 35    |
| 04    | 23330  | CLERK TRANSCRIBER-10 MONTHS   | 35    |
| 06    | 23232  | CLERK TYPIST  | 35    |
| 06    | 23232C | CLERK TYPIST BILINGUAL IN SPANISH AND ENGLISH   | 35    |
| 09    | 23239  | CLERK TYPIST 1 EVIDENCE HANDLING  | 35    |

|    |        |  |    |
|----|--------|--|----|
| 13 | 23241  | CLERK TYPIST 2 EVIDENCE HANDLING   | 35 |
| 03 | 23231  | CLERK TYPIST-10 MONTHS   | 35 |
| 13 | 01773  | CLINICAL LABORATORY TECHNICIAN   | 35 |
| 99 | 21801  | COMMUNICATIONS OPERATOR TRAINEE  | 40 |
| 24 | 34805  | COMMUNICATIONSOFFICER  | 40 |
| 19 | 53304  | COMPUTER OPERATOR 1  | 35 |
| 16 | 53303  | COMPUTER OPERATOR 2  | 35 |
| 13 | 53302  | COMPUTER OPERATOR 3  | 35 |
| 11 | 53301  | COMPUTER OPERATOR ASSISTANT  | 35 |
| 15 | 62139  | CUSTOMER SERVICE INFORMATION SPECIALIST 1                                | 35 |
| 15 | 62139C | CUSTOMER SERVICE INFORMATION SPECIALIST 1 BILINGUAL IN SPANISH & ENGLISH | 35 |
| 13 | 08001  | CUSTOMER SERVICE INFORMATION SPECIALIST 2                                | 40 |
| 11 | 62137  | CUSTOMER SERVICE INFORMATION SPECIALIST 2                                | 35 |
| 11 | 62137C | CUSTOMER SERVICE INFORMATION SPECIALIST 2 BILINGUAL IN SPANISH & ENGLISH | 35 |
| 08 | 62131  | CUSTOMER SERVICE INFORMATION SPECIALIST 3                                | 35 |
| 08 | 62131C | CUSTOMER SERVICE INFORMATION SPECIALIST 3 BILINGUAL IN SPANISH & ENGLISH | 35 |
| 08 | 62131D | CUSTOMER SERVICE INFORMATION SPECIALIST 3 TOURISM WELCOME CENTER         | 35 |
| 20 | 56362  | CUSTOMER SERVICE REPRESENTATIVE 1  | 40 |
| 18 | 56364  | CUSTOMER SERVICE REPRESENTATIVE 1  | 35 |
| 18 | 56364C | CUSTOMER SERVICE REPRESENTATIVE 1 BILINGUAL IN SPANISH & ENGLISH         | 35 |
| 14 | 56360  | CUSTOMER SERVICE REPRESENTATIVE 2  | 35 |
| 16 | 56358  | CUSTOMER SERVICE REPRESENTATIVE 2  | 40 |
| 14 | 56360C | CUSTOMER SERVICE REPRESENTATIVE 2 BILINGUAL IN SPANISH & ENGLISH         | 35 |
| 13 | 56354  | CUSTOMER SERVICE REPRESENTATIVE 3  | 40 |
| 11 | 56356  | CUSTOMER SERVICE REPRESENTATIVE 3  | 35 |
| 11 | 56356C | CUSTOMER SERVICE REPRESENTATIVE 3 BILINGUAL IN SPANISH & ENGLISH         | 35 |
| 08 | 56352  | CUSTOMER SERVICE REPRESENTATIVE 4  | 35 |
| 10 | 56350  | CUSTOMER SERVICE REPRESENTATIVE 4  | 40 |
| 08 | 56352C | CUSTOMER SERVICE REPRESENTATIVE 4 BILINGUAL IN SPANISH & ENGLISH         | 35 |
| 99 | 56348  | CUSTOMER SERVICE REPRESENTATIVE TRAINEE                                  | 35 |
| 07 | 53292  | DATA ENTRY MACHINE OPERATOR  | 35 |
| 07 | 53292D | DATA ENTRY MACHINE OPERATOR SCANNING                                     | 35 |
| 07 | 53292C | DATA ENTRY MACHINE OPERATOR TERMINAL                                     | 35 |

|    |        |   |    |
|----|--------|---|----|
| 99 | 53291  | DATA ENTRY MACHINE OPERATOR TRAINEE                             | 35 |
| 20 | 53373  | DATA PROCESSING INPUT/OUTPUT CONTROL SPECIALIST 1               | 35 |
| 17 | 53372  | DATA PROCESSING INPUT/OUTPUT CONTROL SPECIALIST 2               | 35 |
| 13 | 53371  | DATA PROCESSING INPUT/OUTPUT CONTROL SPECIALIST 3               | 35 |
| 12 | 53362  | DATA PROCESSING LIBRARIAN 2                                     | 35 |
| 13 | 53255  | DATA PROCESSING PROGRAMMER TECHNICIAN                           | 35 |
| 24 | 53384  | DATA PROCESSING SCHEDULER 1                                     | 35 |
| 20 | 53383  | DATA PROCESSING SCHEDULER 2                                     | 35 |
| 12 | 36202  | DEPUTY COURT ADMINISTRATOR P I P                                | 35 |
| 11 | 14026  | DRAFTING TECHNICIAN   | 40 |
| 09 | 14032  | DRAFTING TECHNICIAN   | 35 |
| 16 | 20063  | EDUCATION PROGRAM ASSISTANT 1                                   | 35 |
| 16 | 20063C | EDUCATION PROGRAM ASSISTANT 1 BILINGUAL IN SPANISH AND ENGLISH  | 35 |
| 13 | 20062  | EDUCATION PROGRAM ASSISTANT 2                                   | 35 |
| 13 | 18033  | ELECTROENCEPHALOGRAPHER   | 35 |
| 18 | 93079  | ELECTRONICS TECHNICAL LABORATORY COORDINATOR                    | NL |
| 17 | 10118  | ENGINEERING TECHNICIAN 3  | 40 |
| 15 | 59956  | ENGINEERING TECHNICIAN 3  | 35 |
| 15 | 10117  | ENGINEERING TECHNICIAN 4  | 40 |
| 09 | 59957  | ENGINEERING TECHNICIAN 5  | 35 |
| 11 | 10116  | ENGINEERING TECHNICIAN 5  | 40 |
| 13 | 80212  | FINANCIAL AID ASSISTANT   | NE |
| 14 | 45013  | FINGERPRINT PROCESSING TECHNICIAN 1                             | 35 |
| 16 | 45011  | FINGERPRINT PROCESSING TECHNICIAN 2                             | 35 |
| 12 | 45009  | FINGERPRINT PROCESSING TECHNICIAN APPRENTICE                    | 35 |
| 18 | 02659  | FOREST FIRE CONTROL TECHNICIAN                                  | 40 |
| 09 | 41352  | FORMS DESIGN TECHNICIAN 1                                       | 35 |
| 12 | 41353  | FORMS DESIGN TECHNICIAN 2                                       | 35 |
| 17 | 54603  | GRAPHIC ARTIST1   | 40 |
| 15 | 54593  | GRAPHIC ARTIST1   | 35 |
| 17 | 54604  | GRAPHIC ARTIST2   | 35 |
| 21 | 54598  | GRAPHIC ARTIST3   | N4 |
| 20 | 54594  | GRAPHIC ARTIST3   | NE |
| 09 | 54591  | GRAPHIC ARTS TECHNICIAN   | 35 |
| 14 | 45032  | IDENTIFICATION OFFICER  | 35 |
| 09 | 21813  | INSTITUTIONAL TELEPHONE OPERATOR                                | 40 |
| 09 | 21813C | INSTITUTIONAL TELEPHONE OPERATOR BILINGUAL IN SPANISH & ENGLISH | 40 |

|    |        |   |    |
|----|--------|---|----|
| 16 | 70325  | INSTRUCTIONAL MATERIALS TECHNICIAN                              | 35 |
| 15 | 32205  | INSTRUCTIONAL TECHNICIAN SECURED FACILITIES                     | NE |
| 13 | 50450A | INTERMITTENT ACCOUNTING ASSISTANT                               | 35 |
| 06 | 21631A | INTERMITTENT AUDIT ACCOUNT CLERK                                | 35 |
| 06 | 21631C | INTERMITTENT AUDIT ACCOUNT CLERK TREASURY                       | 35 |
| 04 | 20046A | INTERMITTENT CLERK  | 35 |
| 04 | 20046C | INTERMITTENT CLERK TREASURY                                     | 35 |
| 07 | 53290A | INTERMITTENT DATA ENTRY MACHINE OPERATOR                        | 35 |
| 07 | 53290C | INTERMITTENT DATA ENTRY MACHINE OPERATOR TREASURY               | 35 |
| 11 | 64791  | INTERMITTENT LABOR CLERK  | 35 |
| 11 | 64791C | INTERMITTENT LABOR CLERK BILINGUAL IN SPANISH & ENGLISH         | 35 |
| 09 | 20421A | INTERMITTENT POSTAL CLERK                                       | 40 |
| 09 | 20421C | INTERMITTENT POSTAL CLERK TREASURY                              | 40 |
| 08 | 20047A | INTERMITTENT SENIOR CLERK                                       | 35 |
| 08 | 20047C | INTERMITTENT SENIOR CLERK TREASURY                              | 35 |
| 12 | 51328A | INTERMITTENT TAXPAYER SERVICE ASSISTANT                         | 35 |
| 15 | 51631  | INTERMITTENT TECHNICAL ASSISTANT 2 TREASURY                     | 35 |
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| 18 | 55892  | INTERPRETER FOR THE DEAF  | NE |
| 12 | 64749  | INTERVIEWER AIDE  | 35 |
| 17 | 50492  | INVENTORY CONTROL SPECIALIST 1                                  | 40 |
| 15 | 59969  | INVENTORY CONTROL SPECIALIST 1                                  | 35 |
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| 13 | 64756  | JOB MATCH SPECIALIST 1  | 35 |
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| 17 | 24838  | JUDICIAL ASSISTANT 1 OAL  | 35 |
| 12 | 01922  | LABORATORY TECHNICIAN   | 35 |
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| 13 | 24831  | LEGAL SECRETARY 2   | 35 |
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| 15 | 72741  | LEGAL SERVICES ASSISTANT 2                                      | 35 |

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| 04 | 74136  | LIBRARY ASSISTANT - 10 MONTHS                                    | 35 |
| 07 | 02289  | LIBRARY PAGE   | 35 |
| 11 | 52471  | LICENSE PROCESSOR 2  | 35 |
| 04 | 20432  | MAIL CLERK   | 35 |
| 14 | 81121  | MAINTENANCE MATERIALS ASSISTANT                                  | 35 |
| 21 | 81544  | MEDIA TECHNICIAN 1   | 40 |
| 18 | 81543  | MEDIA TECHNICIAN 2   | 40 |
| 18 | 81543D | MEDIA TECHNICIAN 2 GRAPHICS-PHOTOGRAPHY                          | 40 |
| 15 | 81542  | MEDIA TECHNICIAN 3   | 40 |
| 09 | 21231  | MEDICAL CLAIMS REVIEW CLERK                                      | 35 |
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| 11 | 21033  | MORTALITY CODING CLERK 2   | 35 |
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| 20 | 82423  | MUSIC TECHNICIAN STATE COLLEGES                                  | NE |
| 10 | 03188  | NATURAL RESOURCE INTERPRETATION TECHNICIAN                       | 40 |
| 09 | 03843  | NURSING SERVICES CLERK   | 40 |
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| 13 | 30459  | PARALEGAL TECHNICIAN ASSISTANT                                   | 35 |
| 19 | 42443  | PLANNER/SCHEDULER COMPUTERIZED MAINTENANCE<br>MANAGEMENT PROGRAM | 40 |
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| 08 | 02571  | PRINTING MACHINE OPERATOR 1                                      | 35 |
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| 15 | 52902  | PROPERTY MANAGEMENT SERVICES TECHNICIAN                          | NE |
| 16 | 52661  | PURCHASING ASSISTANT   | 35 |
| 06 | 20132C | RECEPTIONIST BILINGUAL IN SPANISH AND ENGLISH                    | 35 |
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| 17 | 56538  | RECORDS TECHNICIAN 2 MOTOR VEHICLES                              | 40 |
| 15 | 56537  | RECORDS TECHNICIAN 2 MOTOR VEHICLES                              | 35 |
| 13 | 56535  | RECORDS TECHNICIAN 3 MOTOR VEHICLES                              | 35 |
| 15 | 56536  | RECORDS TECHNICIAN 3 MOTOR VEHICLES                              | 40 |

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| 13 | 10902  | RESEARCH TECHNICIAN 2   | 35 |
| 09 | 10903  | RESEARCH TECHNICIAN 3   | 35 |
| 16 | 52391  | SALES REPRESENTATIVE 1 STATE LOTTERY                              | NE |
| 15 | 40451  | SALES REPRESENTATIVE 1 STATE LOTTERY                              | 35 |
| 15 | 82281  | SCHEDULER   | NE |
| 12 | 82280  | SCHEDULER 10 MONTHS   | NE |
| 20 | 24533  | SECRETARIAL ASSISTANT 1   | NE |
| 20 | 24533C | SECRETARIAL ASSISTANT 1 NON-STENOGRAPHIC                          | NE |
| 20 | 24533D | SECRETARIAL ASSISTANT 1 NON STENOGRAPHIC DEAF LANGUAGE SPECIALST  | NE |
| 17 | 24532  | SECRETARIAL ASSISTANT 2   | 35 |
| 17 | 24532D | SECRETARIAL ASSISTANT 2 NON-STENO/DEAF LANGUAGE SPECIALIST        | 35 |
| 17 | 24532C | SECRETARIAL ASSISTANT 2 NON-STENOGRAPHIC                          | 35 |
| 15 | 24531  | SECRETARIAL ASSISTANT 3   | 35 |
| 12 | 31000  | SECRETARIAL ASSISTANT 3 10 MONTHS                                 | 35 |
| 17 | 12505C | SECRETARIAL ASSISTANT 3 NON STENOGRAPHIC                          | 40 |
| 15 | 24531G | SECRETARIAL ASSISTANT 3 NON-STENO/BILINGUAL IN SPANISH & ENG      | 35 |
| 15 | 24531C | SECRETARIAL ASSISTANT 3 NON-STENOGRAPHIC                          | 35 |
| 12 | 31000C | SECRETARIAL ASSISTANT 3 10 MONTHS NON STENOGRAPHIC                | 35 |
| 15 | 24531D | SECRETARIAL ASSISTANT 3 NON STENOGRAPHIC DEAF LANGUAGE SPECIALIST | 35 |
| 98 | 24534  | SECRETARIAL ASSISTANT OUT OF STATE                                | NL |
| 98 | 59879  | SECRETARY   | NE |
| 19 | 24521  | SECRETARY DEPARTMENT OF TRANSPORTATION                            | NE |
| 10 | 21731  | SENIOR ACCIDENT RECORD REVIEWER                                   | 35 |
| 10 | 74763  | SENIOR AUDIO VISUAL TECHNICIAN                                    | 35 |
| 08 | 21633  | SENIOR AUDIT ACCOUNT CLERK  | 35 |
| 08 | 21633C | SENIOR AUDIT ACCOUNT CLERK TYPING                                 | 35 |
| 08 | 20043  | SENIOR CLERK  | 35 |
| 08 | 20043C | SENIOR CLERK BILINGUAL IN SPANISH AND ENGLISH                     | 35 |
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| 08 | 23233C | SENIOR CLERK TYPIST BILINGUAL IN SPANISH & ENGLISH | 35 |
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| 16 | 01774  | SENIOR CLINICAL LABORATORY TECHNICIAN              | 35 |
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| 10 | 53293C | SENIOR DATA ENTRY MACHINE OPERATOR TERMINAL        | 35 |
| 15 | 14027  | SENIOR DRAFTING TECHNICIAN                         | 40 |
| 13 | 14033  | SENIOR DRAFTING TECHNICIAN                         | 35 |
| 08 | 20723  | SENIOR FILE CLERK                                  | 35 |
| 14 | 44923  | SENIOR FORENSIC PHOTOGRAPHER                       | 35 |
| 16 | 45033  | SENIOR IDENTIFICATION OFFICER                      | 35 |
| 15 | 01923  | SENIOR LABORATORY TECHNICIAN                       | 35 |
| 15 | 01923D | SENIOR LABORATORY TECHNICIAN CHEMISTRY             | 35 |
| 15 | 01923E | SENIOR LABORATORY TECHNICIAN MICROBIOLOGY          | 35 |
| 15 | 01923K | SENIOR LABORATORY TECHNICIAN PLANT INDUSTRY        | 35 |
| 10 | 74133  | SENIOR LIBRARY ASSISTANT                           | 35 |
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| 07 | 20433  | SENIOR MAIL CLERK                                  | 35 |
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| 09 | 23214  | SENIOR OPERATOR AUTOMATED TYPEWRITER               | 35 |
| 12 | 21841  | SENIOR OPERATOR STATE OFFICE CENTREX SYSTEM        | 35 |
| 10 | 20423  | SENIOR POSTAL CLERK                                | 40 |
| 12 | 40036  | SENIOR STOCK CLERK                                 | 40 |
| 10 | 40033  | SENIOR STOCK CLERK                                 | 35 |
| 18 | 56558  | SENIOR TECHNICIAN MVC                              | 40 |
| 16 | 56561  | SENIOR TECHNICIAN MVC                              | 35 |
| 08 | 21824  | SENIOR TELEPHONE OPERATOR                          | 35 |
| 10 | 21834  | SENIOR TELEPHONE OPERATOR                          | 40 |
| 08 | 20623  | SENIOR VAULT CLERK                                 | 35 |
| 17 | 53271  | SOFTWARE DEVELOPMENT SPECIALIST ASSISTANT          | 35 |
| 06 | 40032  | STOCK CLERK  | 35 |
| 16 | 40143  | STOREKEEPER 2                                      | 40 |
| 15 | 40140  | STOREKEEPER 2                                      | NE |
| 08 | 40021  | STORES CLERK                                       | 40 |
| 14 | 56546  | SUPPORT SERVICES REPRESENTATIVE 1                  | 35 |
| 16 | 56547  | SUPPORT SERVICES REPRESENTATIVE 1                  | 40 |

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| 11 | 56542  | SUPPORT SERVICES REPRESENTATIVE 2                             | 35 |
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| 99 | 56529  | SUPPORT SERVICES REPRESENTATIVE TRAINEE                       | 35 |
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| 11 | 75272  | TEACHING ASSISTANT 12 MONTHS                                  | NE |
| 08 | 75262  | TEACHING ASSISTANT-10 MONTHS                                  | NE |
| 08 | 75262C | TEACHING ASSISTANT-10 MONTHS BILINGUAL IN SPANISH AND ENGLISH | NE |
| 17 | 10135  | TECHNICAL ASSISTANT 1 DEPARTMENT OF STATE                     | 35 |
| 15 | 10134  | TECHNICAL ASSISTANT 2 DEPARTMENT OF STATE                     | 35 |
| 13 | 52351  | TECHNICAL ASSISTANT 2 INSURANCE                               | 35 |
| 11 | 65352  | TECHNICAL ASSISTANT 2 LABOR                                   | 35 |
| 13 | 50042  | TECHNICAL ASSISTANT 2 PURCHASING                              | 35 |
| 15 | 51633  | TECHNICAL ASSISTANT 2 TREASURY                                | 35 |
| 12 | 51329  | TECHNICAL ASSISTANT 3   | 35 |
| 14 | 64181  | TECHNICAL ASSISTANT 3 COMMUNITY AFFAIRS                       | NE |
| 15 | 28243  | TECHNICAL ASSISTANT AFFIRMATIVE ACTION                        | 35 |
| 15 | 23238  | TECHNICAL ASSISTANT AGRICULTURE                               | 35 |
| 15 | 51279  | TECHNICAL ASSISTANT CASH MANAGEMENT                           | NE |
| 16 | 62844  | TECHNICAL ASSISTANT CONTRACT ADMINISTRATION                   | NE |
| 17 | 60003  | TECHNICAL ASSISTANT LEGAL ACTIVITIES                          | 35 |
| 13 | 53096  | TECHNICAL ASSISTANT MANAGEMENT INFORMATION SYSTEMS            | 35 |
| 15 | 53097  | TECHNICAL ASSISTANT MANAGEMENT INFORMATION SYSTEMS            | 40 |
| 12 | 82441  | TECHNICAL ASSISTANT PSYCHOLOGY LABORATORY                     | 35 |
| 13 | 28237  | TECHNICAL ASSISTANT URBAN ENTERPRISE ZONE                     | NE |
| 18 | 26512  | TECHNICIAN 1 COMMERCIAL RECORDING                             | 35 |
| 15 | 26511  | TECHNICIAN 2 COMMERCIAL RECORDING                             | 35 |
| 17 | 53099  | TECHNICIAN MANAGEMENT INFORMATION SYSTEMS                     | 40 |
| 16 | 62041  | TECHNICIAN MANAGEMENT INFORMATION SYSTEMS                     | NE |
| 12 | 56560  | TECHNICIAN MVC  | 35 |
| 14 | 56557  | TECHNICIAN MVC  | 40 |
| 07 | 21823  | TELEPHONE OPERATOR  | 35 |
| 08 | 21811  | TELEPHONE OPERATOR TYPIST                                     | 35 |
| 10 | 21830  | TELEPHONE OPERATOR TYPIST                                     | 40 |
| 98 | 10063  | TENTATIVE TITLE COMMERCE                                      | 35 |
| 15 | 57162  | TITLE SEARCHER  | NE |
| 98 | 40817  | TRANSITIONAL WORKER SUPPORT                                   | 35 |
| 11 | 64792  | UNEMPLOYMENT INSURANCE CLERK                                  | 35 |



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| 11 | 64792D | UNEMPLOYMENT INSURANCE CLERK BILINGUAL IN PORTUGUESE & ENGLISH                       | 35 |
| 11 | 64792C | UNEMPLOYMENT INSURANCE CLERK BILINGUAL IN SPANISH & ENGLISH                          | 35 |
| 13 | 10219  | UNEMPLOYMENT INSURANCE CLERK REEMPLOYMENT CALL CENTER                                | 35 |
| 13 | 10219C | UNEMPLOYMENT INSURANCE CLERK REEMPLOYMENT CALL CENTER BILINGUAL IN SPANISH & ENGLISH | 35 |
| 05 | 20642  | VAULT CLERK  | 35 |
| 13 | 22645  | WORD PROCESSING SPECIALIST 2   | 35 |
| 09 | 22644  | WORD PROCESSING SPECIALIST 3   | 35 |
| 99 | 22643  | WORD PROCESSING SPECIALIST TRAINEE   | 35 |

### Professional Unit Titles

| RANGE | CODE   | TITLE NAME                                      | HOURS |
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| 21    | 50453  | ACCOUNTANT 2                                    | 35    |
| 18    | 50452  | ACCOUNTANT 3                                    | 35    |
| 98    | 55221  | ACTUARIAL ANALYST                               | NL    |
| 24    | 56534  | ADJUSTER 2 UNSATISFIED CLAIMS AND JUDGMENT FUND | NL    |
| 27    | 50104  | ADMINISTRATIVEANALYST 2                         | 4E    |
| 26    | 50075  | ADMINISTRATIVEANALYST 2                         | NL    |
| 26    | 50075C | ADMINISTRATIVEANALYST 2 ACCOUNTING              | NL    |
| 26    | 50075G | ADMINISTRATIVEANALYST 2 DATA PROCESSING         | NL    |
| 27    | 50104D | ADMINISTRATIVEANALYST 2 DATA PROCESSING         | 4E    |
| 26    | 50075H | ADMINISTRATIVEANALYST 2 FISCAL MANAGEMENT       | NL    |
| 26    | 50075J | ADMINISTRATIVEANALYST 2 MANAGEMENT AUDITOR      | NL    |
| 26    | 50075D | ADMINISTRATIVEANALYST 2 PROCUREMENT             | NL    |
| 21    | 50073  | ADMINISTRATIVEANALYST 3                         | NE    |
| 22    | 50102  | ADMINISTRATIVEANALYST 3                         | 40    |
| 21    | 50073F | ADMINISTRATIVEANALYST 3 DATA PROCESSING         | NE    |
| 22    | 50102D | ADMINISTRATIVEANALYST 3 DATA PROCESSING         | 40    |
| 21    | 50073D | ADMINISTRATIVEANALYST 3 FISCAL MANAGEMENT       | NE    |
| 21    | 50073G | ADMINISTRATIVEANALYST 3 MANAGEMENT AUDITOR      | NE    |
| 21    | 50073C | ADMINISTRATIVEANALYST 3 PROCUREMENT             | NE    |
| 19    | 50072  | ADMINISTRATIVEANALYST 4                         | NE    |
| 20    | 50100  | ADMINISTRATIVEANALYST 4                         | 40    |
| 19    | 50072D | ADMINISTRATIVEANALYST 4 DATA PROCESSING         | NE    |
| 20    | 50100D | ADMINISTRATIVEANALYST 4 DATA PROCESSING         | 40    |
| 19    | 50072F | ADMINISTRATIVEANALYST 4 FISCAL MANAGEMENT       | NE    |
| 26    | 59900  | ADMINISTRATIVEASSISTANT 1                       | 4E    |

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| 24 | 59905  | ADMINISTRATIVEASSISTANT 1  | 3E |
| 23 | 59901  | ADMINISTRATIVEASSISTANT 2  | 4E |
| 21 | 59904  | ADMINISTRATIVEASSISTANT 2  | 3E |
| 20 | 59902  | ADMINISTRATIVEASSISTANT 3  | 4E |
| 18 | 59903  | ADMINISTRATIVEASSISTANT 3  | 3E |
| 24 | 61744  | ADMINISTRATIVEASSISTANT STATE PAROLE BOARD                       | NL |
| 19 | 10249  | ADMITTING OFFICER  | 35 |
| 31 | 51200  | ADVANCED PRACTICE NURSE  | NL |
| 28 | 51201  | ADVANCED PRACTICE NURSE 10 MONTHS                                | NL |
| 22 | 30693  | ADVOCATE REPRESENTATIVE 2  | NE |
| 22 | 30693D | ADVOCATE REPRESENTATIVE 2 BILINGUAL IN SPANISH & ENGLISH         | NE |
| 19 | 30692  | ADVOCATE REPRESENTATIVE 3  | NE |
| 19 | 30692F | ADVOCATE REPRESENTATIVE 3 BILINGUAL IN SPANISH & ENGLISH         | NE |
| 22 | 65512  | AFFIRMATIVE ACTION ASSISTANT PUBLIC CONTRACTS                    | NE |
| 18 | 65513  | AFFIRMATIVE ACTION INVESTIGATOR PUBLIC CONTRACTS                 | NE |
| 25 | 65964  | AFFIRMATIVE ACTION SPECIALIST 1                                  | NL |
| 25 | 65964C | AFFIRMATIVE ACTION SPECIALIST 1 BILINGUAL IN SPANISH AND ENGLISH | NL |
| 22 | 65963  | AFFIRMATIVE ACTION SPECIALIST 2                                  | NE |
| 22 | 65963C | AFFIRMATIVE ACTION SPECIALIST 2 BILINGUAL IN SPANISH AND ENGLISH | NE |
| 19 | 65962  | AFFIRMATIVE ACTION SPECIALIST 3                                  | NE |
| 19 | 65962C | AFFIRMATIVE ACTION SPECIALIST 3 BILINGUAL IN SPANISH AND ENGLISH | NE |
| 95 | 65960  | AFFIRMATIVE ACTION SPECIALIST TRAINEE                            | NE |
| 24 | 54725  | AGRICULTURAL MARKETING SPECIALIST 2                              | NL |
| 21 | 54724  | AGRICULTURAL MARKETING SPECIALIST 3                              | NE |
| 18 | 54723  | AGRICULTURAL MARKETING SPECIALIST 4                              | NE |
| 95 | 54722  | AGRICULTURAL MARKETING SPECIALIST TRAINEE                        | NE |
| 24 | 03067  | AGRICULTURAL RESOURCE SPECIALIST 1                               | NL |
| 21 | 03066  | AGRICULTURAL RESOURCE SPECIALIST 2                               | NE |
| 18 | 03065  | AGRICULTURAL RESOURCE SPECIALIST 3                               | NE |
| 21 | 07874  | AIRPORT MANAGER  | NL |
| 26 | 00243  | ANALYST 2 HEALTH CARE FACILITIES                                 | NL |
| 26 | 00243C | ANALYST 2 HEALTH CARE FACILITIES MENTAL HEALTH SERVICES          | NL |
| 25 | 00173  | ANALYST 2 RESEARCH AND EVALUATION HEALTH & SENIOR SERVICES       | NL |
| 95 | 55300  | ANALYST TRAINEE  | 35 |
| 25 | 64684  | APPEALS EXAMINER 1   | NL |
| 25 | 64684C | APPEALS EXAMINER 1 BILINGUAL IN SPANISH AND ENGLISH              | NL |
| 21 | 64683  | APPEALS EXAMINER 2   | NE |
| 29 | 31410  | APPELLATE SPECIALIST LABOR                                       | NL |
| 22 | 03073  | AQUACULTURAL DEVELOPMENT SPECIALIST                              | NL |
| 20 | 17692  | ARCHITECTURAL ASSISTANT  | 40 |

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| 95 | 17690  | ARCHITECTURAL TRAINEE  | 40 |
| 21 | 74223  | ARCHIVIST 2  | 35 |
| 20 | 01742A | ASSISTANT BIOLOGIST  | 40 |
| 19 | 01752A | ASSISTANT BIOLOGIST  | NE |
| 19 | 01752N | ASSISTANT BIOLOGIST EDUCATION  | NE |
| 19 | 01752C | ASSISTANT BIOLOGIST FISHERIES  | NE |
| 19 | 01752L | ASSISTANT BIOLOGIST MOSQUITO CONTROL                                   | NE |
| 19 | 01752H | ASSISTANT BIOLOGIST WILDLIFE MANAGEMENT                                | NE |
| 18 | 52662  | ASSISTANT BUYER  | 35 |
| 25 | 74564A | ASSISTANT CURATOR  | NE |
| 25 | 74564M | ASSISTANT CURATOR ARCHAEOLOGY/ETHNOLOGY INTERPRETATION                 | NE |
| 25 | 74564D | ASSISTANT CURATOR FINE ARTS COLLECTION AND EXHIBITS                    | NE |
| 25 | 74564O | ASSISTANT CURATOR NATURAL HISTORY COLLECTIONS & EXHIBITS               | NE |
| 25 | 74564N | ASSISTANT CURATOR NATURAL HISTORY-INTERPRETATION                       | NE |
| 25 | 74564L | ASSISTANT CURATOR PLANETARIUM SERVICES                                 | NE |
| 33 | 30726  | ASSISTANT DEPUTY PUBLIC ADVOCATE 1                                     | NL |
| 30 | 30725  | ASSISTANT DEPUTY PUBLIC ADVOCATE 2                                     | NL |
| 25 | 30723  | ASSISTANT DEPUTY PUBLIC ADVOCATE 3                                     | NL |
| 33 | 30777  | ASSISTANT DEPUTY PUBLIC DEFENDER 1                                     | NL |
| 30 | 30776  | ASSISTANT DEPUTY PUBLIC DEFENDER 2                                     | NL |
| 25 | 30775  | ASSISTANT DEPUTY PUBLIC DEFENDER 3                                     | NL |
| 24 | 02662  | ASSISTANT DIVISION FOREST FIREWARDEN                                   | N4 |
| 25 | 31624  | ASSISTANT ELECTION FINANCE ANALYST                                     | NL |
| 20 | 14092  | ASSISTANT ENGINEER CIVIL   | 40 |
| 18 | 59922  | ASSISTANT ENGINEER CIVIL   | 35 |
| 20 | 16692  | ASSISTANT ENGINEER ELECTRICAL  | 40 |
| 20 | 13092  | ASSISTANT ENGINEER MATERIALS   | 40 |
| 20 | 13092C | ASSISTANT ENGINEER MATERIALS NON-DESTRUCTIVE TESTING                   | 40 |
| 20 | 16892  | ASSISTANT ENGINEER MECHANICAL  | 40 |
| 20 | 12692  | ASSISTANT ENGINEER PLANNING  | 40 |
| 20 | 12692C | ASSISTANT ENGINEER PLANNING AERONAUTICS                                | 40 |
| 20 | 11282  | ASSISTANT ENGINEER TRAFFIC   | 40 |
| 20 | 10272  | ASSISTANT ENGINEER TRANSPORTATION                                      | 40 |
| 21 | 62163A | ASSISTANT FIELD SERVICE SUPERVISOR                                     | NE |
| 21 | 62163F | ASSISTANT FIELD SERVICE SUPERVISOR FAMILY DEVELOPMENT                  | NE |
| 20 | 03042  | ASSISTANT GEOLOGIST  | 40 |
| 19 | 03052  | ASSISTANT GEOLOGIST  | NE |
| 25 | 31615  | ASSISTANT LEGAL COUNSEL NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION | NL |
| 30 | 60294  | ASSISTANT OMBUDSMAN SECURED FACILITIES                                 | NL |
| 19 | 16472  | ASSISTANT PLANNER  | NE |

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| 20 | 16489  | ASSISTANT PLANNER   | 40 |
| 24 | 55623  | ASSISTANT PROMOTIONAL MATERIAL SPECIALIST                               | NE |
| 22 | 02653  | ASSISTANT REGIONAL FORESTER   | NE |
| 24 | 56684  | ASSISTANT SECRETARY 2 UTILITIES   | NL |
| 22 | 82655  | ASSISTANT SUPERVISOR 3 ADMINISTRATIVE SERVICES                          | NE |
| 22 | 82657  | ASSISTANT SUPERVISOR 3 FACILITIES                                       | NE |
| 20 | 82652  | ASSISTANT SUPERVISOR 4 ADMINISTRATIVE SERVICES                          | NE |
| 20 | 82653  | ASSISTANT SUPERVISOR 4 COMPUTER SERVICES                                | NE |
| 20 | 82654  | ASSISTANT SUPERVISOR 4 FACILITIES                                       | NE |
| 20 | 82404  | ASSISTANT SUPERVISOR ACADEMIC LABORATORY SERVICES                       | NE |
| 20 | 82404C | ASSISTANT SUPERVISOR ACADEMIC LABORATORY SERVICES COMPUTER OPERATIONS   | NE |
| 19 | 45617  | ASSISTANT ZOOLOGIST NON-GAME  | NE |
| 18 | 61562  | ASSOCIATE CHAPLAIN  | NL |
| 98 | 93150  | ASSOCIATE DIRECTOR MOTION PICTURE AND TELEVISION DEVELOPMENT COMMISSION | NL |
| 20 | 30360  | ATTORNEY ASSISTANT  | 35 |
| 22 | 50963  | AUDITOR 2   | 35 |
| 23 | 51073  | AUDITOR 2   | NE |
| 24 | 51076  | AUDITOR 2   | 40 |
| 24 | 50815  | AUDITOR 2 TAXATION  | 35 |
| 25 | 50816  | AUDITOR 2 TAXATION  | NE |
| 19 | 50962  | AUDITOR 3   | 35 |
| 20 | 51072  | AUDITOR 3   | NE |
| 20 | 51072C | AUDITOR 3 BILINGUAL IN SPANISH AND ENGLISH                              | NE |
| 22 | 50814  | AUDITOR 3 TAXATION  | NE |
| 21 | 50813  | AUDITOR 3 TAXATION  | 35 |
| 95 | 10247  | AUDITOR ACCOUNTANT TRAINEE  | NE |
| 95 | 50961  | AUDITOR ACCOUNTANT TRAINEE  | 35 |
| 95 | 50969  | AUDITOR TAXATION TRAINEE  | NE |
| 95 | 50959  | AUDITOR TAXATION TRAINEE  | 35 |
| 22 | 54893  | BEHAVIOR ANALYST 1  | 40 |
| 19 | 03646  | BEHAVIOR SUPPORT TECHNICIAN   | 40 |
| 95 | 54892  | BEHAVIOR SUPPORT TECHNICIAN TRAINEE                                     | 40 |
| 95 | 01750  | BIOLOGIST TRAINEE   | NE |
| 22 | 64404  | BOARDING HOME EVALUATOR SOCIAL  | NL |
| 22 | 50093  | BUDGET ANALYST 2  | NE |
| 18 | 50092  | BUDGET ANALYST 3  | 35 |
| 95 | 50090  | BUDGET ANALYST TRAINEE  | 35 |
| 21 | 52574  | BUILDING MANAGEMENT SERVICES SPECIALIST 3                               | NE |
| 18 | 52572  | BUILDING MANAGEMENT SERVICES SPECIALIST 4                               | NE |

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| 23 | 40156  | BUILDING MANAGEMENT TECHNICIAN LABOR  | NE |
| 27 | 55616  | BUSINESS DEVELOPMENT REPRESENTATIVE 1   | NL |
| 24 | 55614  | BUSINESS DEVELOPMENT REPRESENTATIVE 2   | NE |
| 25 | 55399  | BUSINESS REPRESENTATIVE 1   | NE |
| 24 | 55400  | BUSINESS REPRESENTATIVE 1   | 35 |
| 22 | 55397  | BUSINESS REPRESENTATIVE 2   | NE |
| 21 | 55398  | BUSINESS REPRESENTATIVE 2   | 35 |
| 19 | 55396  | BUSINESS REPRESENTATIVE 3   | NE |
| 18 | 55395  | BUSINESS REPRESENTATIVE 3   | 35 |
| 23 | 52667  | BUYER   | 40 |
| 21 | 52663  | BUYER   | 35 |
| 95 | 52660  | BUYER TRAINEE   | 35 |
| 27 | 53804  | CAREER INFORMATION DEVELOPMENT SPECIALIST STATE OCCUPATIONAL INFORMATION COORDINATING COMMITTEE | NL |
| 98 | 80310  | CERTIFIED FINANCIAL EXAMINER  | NL |
| 24 | 52320  | CHAIN STORE RELATIONS SPECIALIST  | NL |
| 23 | 61563  | CHAPLAIN  | NL |
| 95 | 16270  | CHEMICAL ENGINEER TRAINEE   | 40 |
| 29 | 59939  | CHEMICAL SAFETY ENGINEER  | NL |
| 19 | 01552  | CHEMIST 1   | 35 |
| 21 | 01567  | CHEMIST 1   | 40 |
| 22 | 01553  | CHEMIST 2   | 35 |
| 95 | 01550  | CHEMIST TRAINEE   | 35 |
| 25 | 62227  | CHILD CARE QUALITY ASSURANCE INSPECTOR 2  | NE |
| 22 | 62226  | CHILD CARE QUALITY ASSURANCE INSPECTOR I  | NE |
| 20 | 61971  | CHILD SUPPORT AND PATERNITY SPECIALIST 3  | NE |
| 95 | 14090  | CIVIL ENGINEER TRAINEE  | 40 |
| 95 | 15843  | CIVIL ENGINEER TRAINEE  | 35 |
| 20 | 64952  | CLAIMS ADJUDICATOR DISABILITY DETERMINATIONS  | 35 |
| 20 | 64952C | CLAIMS ADJUDICATOR DISABILITY DETERMINATIONS BILINGUAL IN SPANISH AND ENGLISH                   | 35 |
| 95 | 64951  | CLAIMS ADJUDICATOR TRAINEE DISABILITY DETERMINATIONS  | 35 |
| 95 | 64951C | CLAIMS ADJUDICATOR TRAINEE DISABILITY DETERMINATIONS BILINGUAL IN SPANISH AND ENGLISH           | 35 |
| 17 | 56092  | CLAIMS EXAMINER UNEMPLOYMENT & DISABILITY INSURANCE   | 35 |
| 17 | 56092D | CLAIMS EXAMINER UNEMPLOYMENT & DISABILITY INSURANCE BILINGUAL IN PORTUGUESE & ENGLISH           | 35 |
| 17 | 56092C | CLAIMS EXAMINER UNEMPLOYMENT & DISABILITY INSURANCE BILINGUAL IN SPANISH AND ENGLISH            | 35 |
| 16 | 56372  | CLAIMS INVESTIGATOR   | NE |
| 15 | 56122  | CLAIMS REVIEWER   | 35 |
| 15 | 56122E | CLAIMS REVIEWER HEALTH SERVICES   | 35 |

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| 20 | 61392  | CLASSIFICATIONOFFICER 1  | NE |
| 23 | 61393  | CLASSIFICATIONOFFICER 2  | NL |
| 26 | 61394  | CLASSIFICATIONOFFICER 3  | NL |
| 19 | 61395  | CLASSIFICATIONOFFICER APPRENTICE   | NE |
| 21 | 00632  | CLIENT SERVICES REPRESENTATIVE   | NE |
| 19 | 07750  | CLINIC NURSE   | 40 |
| 17 | 03952  | CLINIC NURSE   | 3E |
| 22 | 01783  | CLINICAL LABORATORY EVALUATOR 1  | NE |
| 25 | 01784  | CLINICAL LABORATORY EVALUATOR 2  | NL |
| 99 | 00468  | CLINICAL PSYCHIATRIST BOARD ELIGIBLE   | NL |
| 99 | 10074  | CLINICAL PSYCHIATRIST POST CERTIFIED   | NL |
| 99 | 10075  | CLINICAL PSYCHIATRIST BOARD CERTIFIED  | NL |
| 27 | 60320  | CLINICAL PSYCHOLOGIST 1  | NL |
| 27 | 60320C | CLINICAL PSYCHOLOGIST 1 DIVISION OF MENTAL HEALTH SERVICES                         | NL |
| 26 | 00473  | CLINICAL SPECIALIST IN PSYCHIATRIC NURSING   | NL |
| 27 | 17283  | CODE WRITER 1 CODE SECTION   | NL |
| 24 | 17282  | CODE WRITER 2 CODE SECTION   | NL |
| 19 | 60948  | COMMUNITY PROGRAM SPECIALIST   | NE |
| 19 | 60948C | COMMUNITY PROGRAM SPECIALIST JUVENILE JUSTICE COMMISSION                           | NE |
| 21 | 64173  | COMMUNITY SERVICE OFFICER 2  | NE |
| 21 | 64173F | COMMUNITY SERVICE OFFICER 2 HOUSING  | NE |
| 18 | 64172  | COMMUNITY SERVICE OFFICER 3  | NE |
| 18 | 63003  | COMMUNITY SERVICE OFFICER 3 ADDICTIONS   | NE |
| 21 | 31618  | COMPLIANCE ANDSYSTEMS ADMINISTRATOR NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION | 35 |
| 26 | 51318  | CONFeree 1 TAXATION  | NL |
| 25 | 30801  | CONSTRUCTION MANAGEMENT SPECIALIST 3   | 40 |
| 22 | 30800  | CONSTRUCTION MANAGEMENT SPECIALIST 4   | 40 |
| 26 | 70375  | CONSULTANT CURRICULUM AND INSTRUCTION 2  | NL |
| 22 | 51254  | CONTRACT ADMINISTRATOR 1   | NE |
| 23 | 51255  | CONTRACT ADMINISTRATOR 1   | 40 |
| 27 | 51253  | CONTRACT ADMINISTRATOR 2   | 4E |
| 26 | 51252  | CONTRACT ADMINISTRATOR 2   | NL |
| 22 | 51254D | CONTRACT ADMINISTRATOR 2 CORRECTIONS   | NE |
| 19 | 04883  | CONTRACT COMPLIANCE REPRESENTATIVE   | NE |
| 30 | 52654  | CONTRACT PROCUREMENT & CONTROL SPECIALIST HAZARDOUS WASTE                          | NL |
| 29 | 62931  | COORDINATOR CONSULTATION & DEVELOPMENT LOCAL HEALTH SERVICES                       | NL |
| 28 | 07900  | COORDINATOR EMERGENCY TELECOMMUNICATIONS SYSTEMS                                   | NL |
| 26 | 64855  | COORDINATOR EMPLOYMENT AND TRAINING PROGRAMS                                       | NL |
| 22 | 60674  | COUNSELOR 1 VOCATIONAL PROGRAM DEVELOPMENTAL DISABILITIES                          | NL |

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| 20 | 60673  | COUNSELOR 2 VOCATIONAL PROGRAM DEVELOPMENTAL DISABILITIES                         | NL |
| 29 | 60248  | COUNTY REPRESENTATIVE HUMAN SERVICES  | NL |
| 21 | 56779  | CUSTOMER REPRESENTATIVE 2 PUBLIC UTILITIES  | 35 |
| 21 | 56779C | CUSTOMER REPRESENTATIVE 2 PUBLIC UTILITIES BILINGUAL IN SPANISH AND ENGLISH       | 35 |
| 18 | 56777  | CUSTOMER REPRESENTATIVE 3 PUBLIC UTILITIES  | 35 |
| 18 | 56777C | CUSTOMER REPRESENTATIVE 3 PUBLIC UTILITIES BILINGUAL IN SPANISH AND ENGLISH       | 35 |
| 95 | 56781  | CUSTOMER REPRESENTATIVE TRAINEE PUBLIC UTILITIES                                  | 35 |
| 95 | 56781C | CUSTOMER REPRESENTATIVE TRAINEE PUBLIC UTILITIES BILINGUAL IN SPANISH AND ENGLISH | 35 |
| 29 | 53005  | DATA BASE ANALYST 1   | NL |
| 29 | 53005C | DATA BASE ANALYST 1 OIT   | NL |
| 27 | 53003  | DATA BASE ANALYST 2   | NL |
| 27 | 53003C | DATA BASE ANALYST 2 OIT   | NL |
| 26 | 53244  | DATA PROCESSING ANALYST 2   | NL |
| 26 | 53244I | DATA PROCESSING ANALYST 2 HIGHER EDUCATION  | NL |
| 27 | 53257  | DATA PROCESSING PROGRAMMER 2  | 40 |
| 25 | 53263  | DATA PROCESSING PROGRAMMER 2  | 35 |
| 25 | 53263I | DATA PROCESSING PROGRAMMER 2 HIGHER EDUCATION                                     | 35 |
| 29 | 53275  | DATA PROCESSING SYSTEMS PROGRAMMER 1  | NL |
| 29 | 53275C | DATA PROCESSING SYSTEMS PROGRAMMER 1 OIT  | NL |
| 26 | 53274  | DATA PROCESSING SYSTEMS PROGRAMMER 2  | NL |
| 22 | 64890  | DEAF AND HARD OF HEARING SPECIALIST   | NE |
| 27 | 21816  | DISPUTE RESOLUTION SPECIALIST 1   | NL |
| 29 | 21815  | DISPUTE RESOLUTION SPECIALIST 2   | NL |
| 31 | 21814  | DISPUTE RESOLUTION SPECIALIST 3   | NL |
| 21 | 31972  | DRIVER IMPROVEMENT ANALYST 2  | 35 |
| 23 | 56479  | DRIVER IMPROVEMENT ANALYST 2  | 40 |
| 18 | 31971  | DRIVER IMPROVEMENT ANALYST 3  | 35 |
| 20 | 56478  | DRIVER IMPROVEMENT ANALYST 3  | 40 |
| 95 | 31970  | DRIVER IMPROVEMENT ANALYST TRAINEE  | 35 |
| 27 | 55503  | ECONOMIC DEVELOPMENT REPRESENTATIVE 2   | NL |
| 27 | 55503D | ECONOMIC DEVELOPMENT REPRESENTATIVE 2 TOURISM MARKETING                           | NL |
| 24 | 55502  | ECONOMIC DEVELOPMENT REPRESENTATIVE 3   | NL |
| 24 | 55502F | ECONOMIC DEVELOPMENT REPRESENTATIVE 3 TOURISM MARKETING                           | NL |
| 20 | 55513  | ECONOMIC DEVELOPMENT REPRESENTATIVE 4   | NE |
| 20 | 55513D | ECONOMIC DEVELOPMENT REPRESENTATIVE 4 TOURISM MARKETING                           | NE |
| 22 | 72622  | EDUCATION PLANNER   | NL |
| 26 | 70339  | EDUCATION PROGRAM DEVELOPMENT SPECIALIST 1  | NL |
| 26 | 70339C | EDUCATION PROGRAM DEVELOPMENT SPECIALIST 1 AGRICULTURE                            | NL |

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| 26 | 703390 | EDUCATION PROGRAM DEVELOPMENT SPECIALIST 1 NUTRITION                             | NL |
| 26 | 70339S | EDUCATION PROGRAM DEVELOPMENT SPECIALIST 1 SCHOOL FACILITIES DESIGN&CONSTRUCTION | NL |
| 26 | 70339V | EDUCATION PROGRAM DEVELOPMENT SPECIALIST 1 SPECIAL EDUCATION                     | NL |
| 28 | 70341  | EDUCATION PROGRAM DEVELOPMENT SPECIALIST 2                                       | NL |
| 28 | 70341C | EDUCATION PROGRAM DEVELOPMENT SPECIALIST 2 AGRICULTURE                           | NL |
| 28 | 70341O | EDUCATION PROGRAM DEVELOPMENT SPECIALIST 2 NUTRITION                             | NL |
| 28 | 70341S | EDUCATION PROGRAM DEVELOPMENT SPECIALIST 2 SCHOOL FACILITIES DESIGN&CONSTRUCTION | NL |
| 28 | 70341V | EDUCATION PROGRAM DEVELOPMENT SPECIALIST 2 SPECIAL EDUCATION                     | NL |
| 25 | 10223  | EDUCATION PROGRAM DEVELOPMENT SPECIALIST 2 10 MONTHS                             | NL |
| 25 | 10223C | EDUCATION PROGRAM DEVELOPMENT SPECIALIST 2 10 MONTHS DEAF LANGUAGE SPECIALIST    | NL |
| 30 | 70333  | EDUCATION PROGRAM SPECIALIST 1   | NL |
| 30 | 70333D | EDUCATION PROGRAM SPECIALIST 1 COUNCIL ON THE ARTS                               | NL |
| 28 | 70331  | EDUCATION PROGRAM SPECIALIST 2   | NL |
| 28 | 70331D | EDUCATION PROGRAM SPECIALIST 2 COUNCIL ON THE ARTS                               | NL |
| 26 | 70329  | EDUCATION PROGRAM SPECIALIST 3   | NL |
| 26 | 70329D | EDUCATION PROGRAM SPECIALIST 3 COUNCIL ON THE ARTS                               | NL |
| 22 | 60941  | EDUCATION SPECIALIST 1 DEVELOPMENTAL DISABILITIES                                | NL |
| 95 | 16690  | ELECTRICAL ENGINEER TRAINEE  | 40 |
| 25 | 15863  | EMERGENCY RESPONSE SPECIALIST 3  | 4E |
| 22 | 15862  | EMERGENCY RESPONSE SPECIALIST 4  | 4E |
| 24 | 64854  | EMPLOYMENT AND TRAINING SPECIALIST 1   | 35 |
| 21 | 64853  | EMPLOYMENT AND TRAINING SPECIALIST 2   | 35 |
| 19 | 64762  | EMPLOYMENT COUNSELOR   | 35 |
| 19 | 64762C | EMPLOYMENT COUNSELOR BILINGUAL IN SPANISH AND ENGLISH                            | 35 |
| 95 | 64760  | EMPLOYMENT COUNSELOR TRAINEE   | 35 |
| 95 | 64760C | EMPLOYMENT COUNSELOR TRAINEE BILINGUAL IN SPANISH AND ENGLISH                    | 35 |
| 95 | 10248  | EMPLOYMENT SERVICES TRAINEE  | NE |
| 95 | 64790  | EMPLOYMENT SERVICES TRAINEE  | 35 |
| 95 | 64790D | EMPLOYMENT SERVICES TRAINEE VETERANS SERVICES                                    | 35 |
| 27 | 10253  | ENGINEER SPECIFICATIONS TRANSPORTATION   | 4E |
| 27 | 10494  | ENGINEER STRUCTURES PLANS AND SPECIFICATIONS                                     | 4E |
| 19 | 02473  | ENTOMOLOGIST 2   | NE |
| 95 | 02470  | ENTOMOLOGIST TRAINEE   | NE |
| 19 | 16302  | ENVIRONMENTAL ENGINEER 1   | NE |
| 20 | 16312  | ENVIRONMENTAL ENGINEER 1   | 40 |
| 23 | 16313  | ENVIRONMENTAL ENGINEER 2   | 40 |



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| 22 | 16303  | ENVIRONMENTAL ENGINEER 2  | NE |
| 95 | 54247  | ENVIRONMENTAL ENGINEER TRAINEE                                    | NE |
| 28 | 15873  | ENVIRONMENTAL SCIENTIST 2   | NL |
| 28 | 15873H | ENVIRONMENTAL SCIENTIST 2 HEALTH & SENIOR SERVICES                | NL |
| 28 | 15873D | ENVIRONMENTAL SCIENTIST 2 WATER RESOURCES                         | NL |
| 25 | 15872  | ENVIRONMENTAL SCIENTIST 3   | NL |
| 25 | 15872C | ENVIRONMENTAL SCIENTIST 3 HEALTH & SENIOR SERVICES                | NL |
| 25 | 15872D | ENVIRONMENTAL SCIENTIST 3 WATER RESOURCES                         | NL |
| 22 | 15871  | ENVIRONMENTAL SCIENTIST 4   | NL |
| 95 | 15870  | ENVIRONMENTAL SCIENTIST TRAINEE                                   | NL |
| 95 | 16001  | ENVIRONMENTAL SERVICES TRAINEE                                    | NE |
| 95 | 12516  | ENVIRONMENTAL SERVICES TRAINEE                                    | 40 |
| 20 | 12522  | ENVIRONMENTAL SPECIALIST 1  | 40 |
| 19 | 15852  | ENVIRONMENTAL SPECIALIST 1  | NE |
| 19 | 15852K | ENVIRONMENTAL SPECIALIST 1 ARCHEOLOGY                             | NE |
| 19 | 15852N | ENVIRONMENTAL SPECIALIST 1 SITE REMEDIATION                       | NE |
| 23 | 12523  | ENVIRONMENTAL SPECIALIST 2  | 40 |
| 22 | 15853  | ENVIRONMENTAL SPECIALIST 2  | NE |
| 22 | 15853J | ENVIRONMENTAL SPECIALIST 2 ARCHEOLOGY                             | NE |
| 22 | 15853D | ENVIRONMENTAL SPECIALIST 2 PESTICIDE CONTROL BI SPANISH & ENGLISH | NE |
| 28 | 03093  | EROSION CONTROL ENGINEER  | NL |
| 19 | 70131  | EXAMINER 1 CREDENTIALS  | 35 |
| 22 | 70132  | EXAMINER 2 CREDENTIALS  | 35 |
| 17 | 56192  | EXAMINER UNEMPLOYMENT TAX   | 35 |
| 22 | 03963  | EYE HEALTH NURSE  | NL |
| 28 | 62156  | FAMILY DEVELOPMENT CONSULTANT                                     | NL |
| 24 | 62153  | FAMILY SERVICESPECIALIST 1  | NE |
| 24 | 62153C | FAMILY SERVICESPECIALIST 1 BILINGUAL IN SPANISH AND ENGLISH       | NE |
| 22 | 62152  | FAMILY SERVICESPECIALIST 2  | NE |
| 22 | 62152C | FAMILY SERVICESPECIALIST 2 BILINGUAL IN SPANISH AND ENGLISH       | NE |
| 95 | 62150  | FAMILY SERVICESPECIALIST TRAINEE                                  | NE |
| 95 | 62150S | FAMILY SERVICESPECIALIST TRAINEE BILINGUAL IN SPANISH AND ENGLISH | NE |
| 22 | 60276  | FIELD INVESTIGATOR INSTITUTIONALIZED ELDERLY                      | NE |
| 24 | 60280  | FIELD INVESTIGATOR NURSING CARE INSTITUTIONALIZED ELDERLY         | NE |
| 26 | 03994  | FIELD REPRESENTATIVE BOARD OF NURSING                             | NL |
| 18 | 33372  | FIELD REPRESENTATIVE CONSTRUCTION CONTRACT COMPLIANCE             | NE |
| 18 | 62752  | FIELD REPRESENTATIVE EYE HEALTH                                   | NE |
| 18 | 64392  | FIELD REPRESENTATIVE HOUSING                                      | NE |
| 18 | 64392D | FIELD REPRESENTATIVE HOUSING CODE ENFORCEMENT                     | NL |

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| 18 | 64392C | FIELD REPRESENTATIVE HOUSING HOUSING ASSISTANCE PROGRAM                      | NE |
| 19 | 51682  | FIELD REPRESENTATIVE LOCAL PROPERTY TAX                                      | NE |
| 21 | 01282  | FIELD REPRESENTATIVE PHARMACEUTICALS   | NE |
| 21 | 01282C | FIELD REPRESENTATIVE PHARMACEUTICALS HEALTH FACILITIES                       | NE |
| 19 | 62572  | FIELD REPRESENTATIVE VENDING FACILITY OPERATIONS CBVI                        | NE |
| 19 | 55982  | FIELD REPRESENTATIVE WAGE & HOUR COMPLIANCE                                  | NE |
| 19 | 55982D | FIELD REPRESENTATIVE WAGE & HOUR COMPLIANCE BILINGUAL IN ENGLISH AND CHINESE | NE |
| 19 | 55982C | FIELD REPRESENTATIVE WAGE & HOUR COMPLIANCE BILINGUAL IN SPANISH AND ENGLISH | NE |
| 23 | 54863  | FINANCIAL EXAMINER 3   | NE |
| 20 | 54882  | FINANCIAL EXAMINER 4   | NE |
| 95 | 54860  | FINANCIAL EXAMINER TRAINEE   | NE |
| 27 | 55357  | FIRE CODE SPECIALIST   | NL |
| 25 | 32187  | FIRE INVESTIGATOR  | NE |
| 18 | 50532  | FISCAL ANALYST   | 35 |
| 24 | 03078  | FISH AND SEAFOOD MARKETING SPECIALIST  | NL |
| 25 | 01592  | FORENSIC SCIENTIST 1 DEPARTMENT OF LAW AND PUBLIC SAFETY                     | NE |
| 21 | 43029  | FOREST FIRE PILOT  | NL |
| 19 | 02652  | FORESTER   | NE |
| 18 | 74227  | FORMS ANALYST 1  | NE |
| 21 | 74228  | FORMS ANALYST 2  | NE |
| 25 | 03163  | GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST 2                                  | NL |
| 26 | 03209  | GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST 2                                  | 4E |
| 22 | 03208  | GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST 3                                  | 4E |
| 21 | 03176  | GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST 3                                  | NL |
| 95 | 03207  | GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST TRAINEE                            | 4E |
| 95 | 03174  | GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST TRAINEE                            | NL |
| 95 | 03050  | GEOLOGIST TRAINEE  | NE |
| 95 | 12515  | GEOLOGIST TRAINEE  | 40 |
| 22 | 54442  | GOVERNMENTAL RELATIONS SPECIALIST 2  | NE |
| 18 | 54440  | GOVERNMENTAL RELATIONS SPECIALIST 3  | NE |
| 27 | 50730  | GRANTS SPECIALIST  | NL |
| 22 | 60601  | GUARDIANSHIP SERVICES SPECIALIST 2   | NL |
| 19 | 60600  | GUARDIANSHIP SERVICES SPECIALIST 3   | NL |
| 22 | 60669  | HABILITATION PLAN COORDINATOR  | NE |
| 98 | 00156  | HEALTH CARE CONSULTANT   | NL |
| 25 | 60451  | HEALTH CARE SERVICES EVALUATOR/NURSE   | NL |
| 25 | 00373  | HEALTH DATA SPECIALIST 2   | NL |
| 22 | 00372  | HEALTH DATA SPECIALIST 3   | NE |
| 26 | 00382  | HEALTH ECONOMICS RESEARCH SPECIALIST 2                                       | NL |

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| 22 | 00381  | HEALTH ECONOMICS RESEARCH SPECIALIST 3  | NE |
| 27 | 00282  | HEALTH SYSTEMS SPECIALIST 2   | NL |
| 25 | 00281  | HEALTH SYSTEMS SPECIALIST 3   | NL |
| 27 | 63310  | HEARING OFFICER 1 JUVENILE JUSTICE COMMISSION   | NL |
| 27 | 61753  | HEARING OFFICER 1 STATE PAROLE BOARD  | NL |
| 30 | 63312  | HEARING OFFICER 2 JUVENILE JUSTICE COMMISSION   | NL |
| 29 | 63311  | HEARING OFFICER 2 JUVENILE JUSTICE COMMISSION   | NL |
| 30 | 61758  | HEARING OFFICER 2 STATE PAROLE BOARD  | NL |
| 29 | 61754  | HEARING OFFICER 2 STATE PAROLE BOARD  | NL |
| 27 | 61414  | HEARING OFFICER INMATE DISCIPLINARY PROGRAM   | NL |
| 29 | 31446  | HEARINGS AND REVIEW OFFICER LABOR   | NL |
| 19 | 17492  | HIGHWAY SAFETY SPECIALIST   | NE |
| 18 | 15679  | HISTORIC PRESERVATION SPECIALIST  | NE |
| 18 | 62662  | HOME INSTRUCTOR COMMISSION FOR THE BLIND AND VISUALLY IMPAIRED                                | NE |
| 18 | 62662C | HOME INSTRUCTOR COMMISSION FOR THE BLIND AND VISUALLY IMPAIRED BILINGUAL IN SPANISH & ENGLISH | NE |
| 21 | 53262  | INFORMATION TECHNOLOGY SPECIALIST   | 35 |
| 23 | 53261  | INFORMATION TECHNOLOGY SPECIALIST   | 40 |
| 18 | 60702  | INSTITUTIONAL COORDINATOR FOSTER GRANDPARENT PROGRAM  | NE |
| 23 | 75475  | INSTRUCTOR 1 12 MONTHS  | NL |
| 22 | 73093  | INSTRUCTOR 1 EDUCATION - 10 MONTHS  | NL |
| 25 | 73193  | INSTRUCTOR 1 EDUCATION - 12 MOS   | NL |
| 19 | 73092  | INSTRUCTOR 2 EDUCATION - 10 MONTHS  | NL |
| 24 | 62663  | INSTRUCTOR COMMISSION FOR THE BLIND AND VISUALLY IMPAIRED-12 MONTHS                           | NE |
| 19 | 61387  | INSTRUCTOR COUNSELOR  | 4E |
| 18 | 61382  | INSTRUCTOR COUNSELOR  | NE |
| 18 | 61382C | INSTRUCTOR COUNSELOR DEAF LANGUAGE SPECIALIST   | NE |
| 23 | 03874  | INSTRUCTOR OF NURSING   | NL |
| 95 | 61380  | INSTRUCTOR-COUNSELOR TRAINEE  | NE |
| 26 | 55274A | INSURANCE ANALYST 2   | NL |
| 26 | 55274D | INSURANCE ANALYST 2 LIFE AND HEALTH   | NL |
| 26 | 55274C | INSURANCE ANALYST 2 RATING  | NL |
| 22 | 55273A | INSURANCE ANALYST 3   | NE |
| 22 | 55273F | INSURANCE ANALYST 3 LIFE AND HEALTH   | NE |
| 22 | 55273D | INSURANCE ANALYST 3 RATING  | NE |
| 19 | 55272A | INSURANCE ANALYST 4   | NE |
| 19 | 55272F | INSURANCE ANALYST 4 LIFE AND HEALTH   | NE |
| 19 | 55272D | INSURANCE ANALYST 4 RATING  | NE |
| 95 | 55270  | INSURANCE ANALYST TRAINEE   | NE |

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| 23 | 55083  | INSURANCE EXAMINER 2  | NE |
| 20 | 55082  | INSURANCE EXAMINER 3  | NE |
| 95 | 55081  | INSURANCE EXAMINER TRAINEE                                    | NE |
| 17 | 56089  | INTERMITTENT LABOR SERVICES WORKER                            | 35 |
| 29 | 10228  | INTERMITTENT SENIOR VETERINARIAN                              | NL |
| 26 | 10227  | INTERMITTENT VETERINARIAN                                     | NL |
| 21 | 34814  | INTERNAL COMMUNICATIONS SPECIALIST                            | NL |
| 27 | 65085  | INTERSTATE CLAIMS COORDINATOR                                 | NL |
| 17 | 64751  | INTERVIEWER   | 35 |
| 17 | 64751F | INTERVIEWER BILINGUAL IN CAMBODIAN AND ENGLISH                | 35 |
| 17 | 64751C | INTERVIEWER BILINGUAL IN SPANISH AND ENGLISH                  | 35 |
| 17 | 64751D | INTERVIEWER VETERANS SERVICES                                 | 35 |
| 26 | 33858  | INVESTIGATOR 1 LAW AND PUBLIC SAFETY                          | NE |
| 26 | 33858G | INVESTIGATOR 1 LAW AND PUBLIC SAFETY SPECIALIZED CREDENTIALS  | NE |
| 22 | 56083  | INVESTIGATOR 1 UNEMPLOYMENT INSURANCE                         | NE |
| 22 | 65047  | INVESTIGATOR 2 LABOR  | NE |
| 23 | 33857  | INVESTIGATOR 2 LAW AND PUBLIC SAFETY                          | NE |
| 23 | 33857G | INVESTIGATOR 2 LAW AND PUBLIC SAFETY SPECIALIZED CREDENTIALS  | NE |
| 26 | 40002  | INVESTIGATOR 2 NJ MOTOR VEHICLE COMMISSION                    | NL |
| 23 | 54974  | INVESTIGATOR 2 REAL ESTATE COMMISSION                         | NL |
| 22 | 51593  | INVESTIGATOR 2 TAXATION                                       | NE |
| 22 | 51593C | INVESTIGATOR 2 TAXATION BILINGUAL IN SPANISH AND ENGLISH      | NE |
| 19 | 56082  | INVESTIGATOR 2 UNEMPLOYMENT INSURANCE                         | NE |
| 16 | 30565  | INVESTIGATOR 3 CITIZEN INFORMATION AND COMPLAINTS             | 35 |
| 19 | 65046  | INVESTIGATOR 3 LABOR  | NE |
| 20 | 33856  | INVESTIGATOR 3 LAW AND PUBLIC SAFETY                          | NE |
| 20 | 33856G | INVESTIGATOR 3 LAW AND PUBLIC SAFETY SPECIALIZED CREDENTIALS  | NE |
| 20 | 54993  | INVESTIGATOR 3 REAL ESTATE COMMISSION                         | NE |
| 19 | 51592  | INVESTIGATOR 3 TAXATION                                       | NE |
| 19 | 51592C | INVESTIGATOR 3 TAXATION BILINGUAL IN SPANISH AND ENGLISH      | NE |
| 18 | 33855  | INVESTIGATOR 4 LAW AND PUBLIC SAFETY                          | NE |
| 18 | 33855G | INVESTIGATOR 4 LAW AND PUBLIC SAFETY SPECIALIZED CREDENTIALS  | NE |
| 16 | 10250  | INVESTIGATOR AIDE LABOR                                       | 35 |
| 19 | 65052  | INVESTIGATOR DISABILITY INSURANCE                             | NE |
| 19 | 55152A | INVESTIGATOR INSURANCE  | NE |
| 19 | 33452  | INVESTIGATOR PUBLIC DEFENDER                                  | NE |
| 19 | 33452C | INVESTIGATOR PUBLIC DEFENDER BILINGUAL IN SPANISH AND ENGLISH | NE |
| 95 | 56788  | INVESTIGATOR TRAINEE  | NE |
| 95 | 65851  | INVESTIGATOR TRAINEE DIVISION ON CIVIL RIGHTS                 | NE |
| 95 | 65045  | INVESTIGATOR TRAINEE LABOR                                    | NE |

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| 95 | 33854  | INVESTIGATOR TRAINEE LAW AND PUBLIC SAFETY                            | NE |
| 95 | 33350  | INVESTIGATOR TRAINEE PUBLIC DEFENDER                                  | NE |
| 95 | 33350C | INVESTIGATOR TRAINEE PUBLIC DEFENDER BILINGUAL IN SPANISH AND ENGLISH | NE |
| 95 | 54992  | INVESTIGATOR TRAINEE REAL ESTATE COMMISSION                           | NE |
| 95 | 51590  | INVESTIGATOR TRAINEE TAXATION   | NE |
| 95 | 51590C | INVESTIGATOR TRAINEE TAXATION BILINGUAL IN SPANISH & ENGLISH          | NE |
| 26 | 52483  | INVESTMENT ANALYST 2  | NE |
| 22 | 52482  | INVESTMENT ANALYST 3  | NE |
| 95 | 52480  | INVESTMENT ANALYST TRAINEE  | NE |
| 22 | 54143  | LABOR MARKET ANALYST 3  | 35 |
| 19 | 54142  | LABOR MARKET ANALYST 4  | 35 |
| 95 | 54140  | LABOR MARKET ANALYST TRAINEE  | 35 |
| 23 | 10693  | LANDSCAPE DESIGNER 2  | 40 |
| 20 | 10692  | LANDSCAPE DESIGNER 3  | 40 |
| 95 | 10690  | LANDSCAPE DESIGNER TRAINEE  | 40 |
| 20 | 30464  | LAW CLERK   | NL |
| 25 | 01403  | LEARNING DISABILITIES SPECIALIST                                      | NL |
| 25 | 36305  | LEGAL ASSISTANT 3 OFFICE OF ADMINISTRATIVE LAW                        | NL |
| 24 | 60402  | LEGAL SERVICES COORDINATOR  | NL |
| 21 | 74083  | LIBRARIAN 2   | 35 |
| 18 | 74082  | LIBRARIAN 3   | 35 |
| 15 | 02288  | LIBRARY ASSOCIATE   | 35 |
| 18 | 74112  | LIBRARY TECHNICIAN  | 35 |
| 22 | 15109  | LICENSE EXAMINER 2  | NE |
| 19 | 15108  | LICENSE EXAMINER 3  | NE |
| 20 | 56491  | MANAGEMENT ASSISTANT  | 40 |
| 18 | 56492  | MANAGEMENT ASSISTANT  | 35 |
| 31 | 53103  | MANAGEMENT INFORMATION SYSTEMS SPECIALIST 2                           | NL |
| 95 | 56490  | MANAGEMENT TRAINEE  | 35 |
| 25 | 55243  | MARKET CONDUCTEXAMINER 2  | NL |
| 22 | 55240  | MARKET CONDUCTEXAMINER 3  | NE |
| 19 | 55238  | MARKET CONDUCTEXAMINER 4  | NE |
| 95 | 16890  | MECHANICAL ENGINEER TRAINEE   | 40 |
| 98 | 00056  | MEDICAL CONSULTANT  | NL |
| 98 | 00056C | MEDICAL CONSULTANT PSYCHOLOGIST                                       | NL |
| 32 | 00067  | MEDICAL EXAMINER DISABILITY DETERMINATIONS                            | NL |
| 26 | 53934  | MEDICAL REVIEWANALYST   | NE |
| 21 | 60055  | MEDICAL SOCIALCARE SPECIALIST 1 MEDICAL ASSISTANCE & HEALTH SERVICES  | NL |

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| 21 | 60055C | MEDICAL SOCIALCARE SPECIALIST 1 MEDICAL ASSISTANCE- HEALTH SERVICES SENIOR INITIATIVES | NL |
| 19 | 60054  | MEDICAL SOCIALCARE SPECIALIST 2 MEDICAL ASSISTANCE & HEALTH SERVICES                   | NE |
| 28 | 60176  | MEDICAL SOCIALWORK CONSULTANT 1  | NL |
| 25 | 60174  | MEDICAL SOCIALWORK CONSULTANT 2  | NL |
| 18 | 01954  | MEDICAL TECHNOLOGIST   | 35 |
| 22 | 02003  | MICROBIOLOGIST4  | NE |
| 19 | 02002  | MICROBIOLOGIST5  | NE |
| 95 | 02001  | MICROBIOLOGISTTRAINEE  | NE |
| 22 | 55393  | MUNICIPAL FINANCE AUDITOR 2  | NE |
| 19 | 55392  | MUNICIPAL FINANCE AUDITOR 3  | NE |
| 21 | 74593A | MUSEUM REGISTRAR   | NE |
| 21 | 74593F | MUSEUM REGISTRAR ARCHEOLOGY/ETHNOLOGY  | NE |
| 21 | 74593H | MUSEUM REGISTRAR CULTURAL HISTORY  | NE |
| 21 | 74593D | MUSEUM REGISTRAR NATURAL HISTORY   | NE |
| 27 | 10137  | NETWORK ADMINISTRATOR 1  | N4 |
| 26 | 10107  | NETWORK ADMINISTRATOR 1  | NL |
| 30 | 10136  | NETWORK ADMINISTRATOR 2  | N4 |
| 29 | 10108  | NETWORK ADMINISTRATOR 2  | NL |
| 28 | 18097  | NUCLEAR ENGINEER   | NL |
| 28 | 00183  | NURSING CONSULTANT   | NL |
| 21 | 44795  | NUTRITION PROGRAM SPECIALIST 1   | NE |
| 27 | 03914  | OCCUPATIONAL HEALTH CONSULTANT 1   | NL |
| 25 | 03913  | OCCUPATIONAL HEALTH CONSULTANT 2   | NE |
| 22 | 03912  | OCCUPATIONAL HEALTH CONSULTANT 3   | NE |
| 18 | 03114  | OCCUPATIONAL HEALTH CONSULTANT 4   | NE |
| 95 | 03112  | OCCUPATIONAL HEALTH CONSULTANT TRAINEE   | NE |
| 25 | 03945  | OCCUPATIONAL SAFETY CONSULTANT 1   | NL |
| 22 | 03944  | OCCUPATIONAL SAFETY CONSULTANT 2   | NE |
| 20 | 03671  | OCCUPATIONAL THERAPIST   | 40 |
| 95 | 03670  | OCCUPATIONAL THERAPIST TRAINEE   | 40 |
| 22 | 53153  | OFFICE AUTOMATION SPECIALIST 2   | NE |
| 18 | 55302  | OPERATIONS ANALYST   | 35 |
| 19 | 61851  | PAROLE COUNSELOR APPRENTICE STATE PAROLE BOARD   | NE |
| 21 | 53653  | PENSIONS BENEFITS SPECIALIST 2   | 35 |
| 18 | 53652  | PENSIONS BENEFITS SPECIALIST 3   | 35 |
| 95 | 53650  | PENSIONS BENEFITS SPECIALIST TRAINEE   | 35 |
| 23 | 65363  | PERMIT COORDINATION OFFICER 2  | NE |
| 23 | 65363C | PERMIT COORDINATION OFFICER 2 ENVIRONMENTAL PROTECTION                                 | NE |
| 21 | 03691  | PHYSICAL THERAPIST   | 40 |

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| 40 | 00098  | PHYSICIAN 1  | NL |
| 35 | 00097  | PHYSICIAN 2  | NL |
| 22 | 07752  | PHYSICIAN ASSISTANT  | NL |
| 41 | 00088  | PHYSICIAN SPECIALIST 1   | NL |
| 22 | 15072  | PLANNED REAL ESTATE DEVELOPMENT ANALYST 2                              | 4E |
| 95 | 16470  | PLANNER TRAINEE  | NE |
| 20 | 12492  | PLANNER TRANSPORTATION   | 40 |
| 26 | 72630  | PLANNING ASSOCIATE 1 SCHOOL/EDUCATION PROGRAMS                         | NL |
| 28 | 72624  | PLANNING ASSOCIATE 2   | NL |
| 28 | 72624D | PLANNING ASSOCIATE 2 COMPUTER APPLICATIONS & SYSTEMS DESIGN            | NL |
| 28 | 72624F | PLANNING ASSOCIATE 2 POLICY AND PLANNING                               | NL |
| 28 | 72624J | PLANNING ASSOCIATE 2 STATISTICS/DATA ANALYSIS                          | NL |
| 28 | 72631  | PLANNING ASSOCIATE 2 SCHOOL/EDUCATION PROGRAMS                         | NL |
| 26 | 72623  | PLANNING ASSOCIATE 3   | NL |
| 26 | 72623D | PLANNING ASSOCIATE 3 COMPUTER APPLICATIONS & SYSTEMS DESIGN            | NL |
| 26 | 72623J | PLANNING ASSOCIATE 3 STATISTICS/DATA ANALYSIS                          | NL |
| 22 | 02554  | PLANT PATHOLOGIST 1  | NL |
| 19 | 02553  | PLANT PATHOLOGIST 2  | NE |
| 31 | 52554  | PORTFOLIO MANAGER STOCKS AND BONDS                                     | NL |
| 26 | 15095  | PRINCIPAL ENGINEER CODE SERVICE  | 4E |
| 18 | 62053  | PRINCIPAL INCOME MAINTENANCE TECHNICIAN                                | NE |
| 27 | 56698  | PRINCIPAL UTILITY MANAGEMENT ANALYST                                   | NL |
| 18 | 54242  | PROCEDURES ANALYST   | 35 |
| 25 | 52628  | PROCUREMENT SPECIALIST 1   | 3E |
| 22 | 52626  | PROCUREMENT SPECIALIST 2   | 35 |
| 19 | 52624  | PROCUREMENT SPECIALIST 3   | 35 |
| 27 | 81271  | PROFESSIONAL SERVICES SPECIALIST 1 ADMINISTRATIVE SERVICES             | NL |
| 27 | 81272  | PROFESSIONAL SERVICES SPECIALIST 1 COMPUTER SERVICES                   | NL |
| 27 | 81280  | PROFESSIONAL SERVICES SPECIALIST 1 FACILITIES                          | NL |
| 24 | 81264  | PROFESSIONAL SERVICES SPECIALIST 2 ADMINISTRATIVE SERVICES             | NL |
| 24 | 81265  | PROFESSIONAL SERVICES SPECIALIST 2 COMPUTER SERVICES                   | NL |
| 24 | 81270  | PROFESSIONAL SERVICES SPECIALIST 2 FACILITIES                          | NL |
| 21 | 81257  | PROFESSIONAL SERVICES SPECIALIST 3 ADMINISTRATIVE SERVICES             | NE |
| 21 | 81258  | PROFESSIONAL SERVICES SPECIALIST 3 COMPUTER SERVICES                   | NE |
| 21 | 81263  | PROFESSIONAL SERVICES SPECIALIST 3 FACILITIES                          | NE |
| 18 | 81253  | PROFESSIONAL SERVICES SPECIALIST 4 ADMINISTRATIVE SERVICES             | NE |
| 15 | 80180  | PROFESSIONAL SERVICES SPECIALIST 4 ADMINISTRATIVE SERVICES - 10 MONTHS | NE |
| 18 | 81254  | PROFESSIONAL SERVICES SPECIALIST 4 COMPUTER SERVICES                   | NE |
| 18 | 81256  | PROFESSIONAL SERVICES SPECIALIST 4 FACILITIES                          | NE |
| 16 | 80081  | PROGRAM ASSISTANT ADMINISTRATIVE SERVICES                              | NE |

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| 13 | 80080  | PROGRAM ASSISTANT ADMINISTRATIVE SERVICES 10 MONTHS                    | NE |
| 16 | 80083  | PROGRAM ASSISTANT COMPUTER SERVICES                                    | NE |
| 25 | 55745  | PROGRAM ASSISTANT CORRECTIONS  | NL |
| 25 | 62063  | PROGRAM ASSISTANT ECONOMIC ASSISTANCE                                  | NL |
| 21 | 93149  | PROGRAM ASSISTANT MOTION PICTURE AND TELEVISION DEVELOPMENT COMMISSION | NL |
| 22 | 80312  | PROGRAM ASSOCIATE STUDENT ASSISTANCE                                   | NE |
| 26 | 60555  | PROGRAM COORDINATOR MENTAL HEALTH                                      | NL |
| 26 | 60555D | PROGRAM COORDINATOR MENTAL HEALTH DEAF LANGUAGE SPECIALIST             | NL |
| 26 | 76693  | PROGRAM DEVELOPMENT ASSISTANT  | NL |
| 26 | 31544  | PROGRAM DEVELOPMENT SPECIALIST 1 LEGAL SERVICES                        | NL |
| 21 | 64483  | PROGRAM DEVELOPMENT SPECIALIST 2                                       | NE |
| 22 | 64481  | PROGRAM DEVELOPMENT SPECIALIST 2                                       | 40 |
| 21 | 64483C | PROGRAM DEVELOPMENT SPECIALIST 2 AGING                                 | NE |
| 21 | 64483P | PROGRAM DEVELOPMENT SPECIALIST 2 BILINGUAL IN SPANISH & ENGLISH        | NE |
| 21 | 64483K | PROGRAM DEVELOPMENT SPECIALIST 2 CODE ENFORCEMENT                      | NE |
| 21 | 64483V | PROGRAM DEVELOPMENT SPECIALIST 2 CORRECTIONS                           | NE |
| 21 | 644834 | PROGRAM DEVELOPMENT SPECIALIST 2 CORRECTIONS BIL SPANISH AND ENGLISH   | NE |
| 21 | 64483X | PROGRAM DEVELOPMENT SPECIALIST 2 ENERGY CONSERVATION                   | NE |
| 21 | 64483F | PROGRAM DEVELOPMENT SPECIALIST 2 ENVIRONMENTAL PROTECTION              | NE |
| 21 | 64483S | PROGRAM DEVELOPMENT SPECIALIST 2 HOUSING                               | NE |
| 21 | 64483N | PROGRAM DEVELOPMENT SPECIALIST 2 MANAGEMENT AND FINANCE                | NE |
| 21 | 64483I | PROGRAM DEVELOPMENT SPECIALIST 2 MENTAL HEALTH SERVICES                | NE |
| 21 | 64483G | PROGRAM DEVELOPMENT SPECIALIST 2 WOMENS SERVICES                       | NE |
| 19 | 64479  | PROGRAM DEVELOPMENT SPECIALIST 3                                       | 40 |
| 18 | 64482  | PROGRAM DEVELOPMENT SPECIALIST 3                                       | NE |
| 18 | 64482C | PROGRAM DEVELOPMENT SPECIALIST 3 AGING                                 | NE |
| 18 | 64482J | PROGRAM DEVELOPMENT SPECIALIST 3 BILINGUAL IN SPANISH & ENGLISH        | NE |
| 18 | 64482R | PROGRAM DEVELOPMENT SPECIALIST 3 CODE ENFORCEMENT                      | NE |
| 18 | 64482O | PROGRAM DEVELOPMENT SPECIALIST 3 CORRECTIONS                           | NE |
| 18 | 64482T | PROGRAM DEVELOPMENT SPECIALIST 3 CORRECTIONS BIL SPANISH AND ENGLISH   | NE |
| 18 | 64482L | PROGRAM DEVELOPMENT SPECIALIST 3 ENERGY CONSERVATION                   | NE |
| 18 | 64482D | PROGRAM DEVELOPMENT SPECIALIST 3 ENVIRONMENTAL PROTECTION              | NE |
| 18 | 64482F | PROGRAM DEVELOPMENT SPECIALIST 3 MENTAL HEALTH SERVICES                | NE |
| 18 | 64482P | PROGRAM DEVELOPMENT SPECIALIST 3 WOMEN'S SERVICES                      | NE |
| 28 | 60301  | PROGRAM MONITOR AMERICANS WITH DISABILITY ACT                          | NL |
| 22 | 00142  | PROGRAM SPECIALIST 3 OCCUPATIONAL ENVIRONMENTAL HEALTH                 | NE |



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| 22 | 00142C | PROGRAM SPECIALIST 3 OCCUPATIONAL ENVIRONMENTAL HEALTH CODE ENFORCEMENT                    | NE |
| 25 | 63055A | PROGRAM SPECIALIST DRUG ABUSE ACTIVITIES   | NL |
| 26 | 00321  | PROGRAM SPECIALIST HEALTH FACILITIES EVALUATION AND LICENSING                              | NL |
| 24 | 62102A | PROGRAM SUPPORT SPECIALIST 2   | NL |
| 24 | 62102D | PROGRAM SUPPORT SPECIALIST 2 ASSISTANCE PROGRAMS   | NL |
| 22 | 62101A | PROGRAM SUPPORT SPECIALIST 3   | NE |
| 22 | 62101D | PROGRAM SUPPORT SPECIALIST 3 ASSISTANCE PROGRAMS   | NE |
| 29 | 80075  | PROJECT COORDINATOR COMPUTER PLANNING AND INFORMATION SYSTEMS OFFICE OF STUDENT ASSISTANCE | NL |
| 27 | 55624  | PROMOTIONAL MATERIAL SPECIALIST  | NL |
| 24 | 55750  | PROMOTIONAL SALES SPECIALIST   | NL |
| 18 | 52602  | PROPERTY MANAGEMENT SERVICES SPECIALIST 1  | NE |
| 21 | 52603  | PROPERTY MANAGEMENT SERVICES SPECIALIST 2  | NE |
| 24 | 52604  | PROPERTY MANAGEMENT SERVICES SPECIALIST 3  | NE |
| 99 | 01383  | PSYCHOLOGICAL INTERN   | NE |
| 24 | 62864A | PUBLIC HEALTH CONSULTANT 2   | NL |
| 24 | 62864D | PUBLIC HEALTH CONSULTANT 2 HEALTH EDUCATION  | NL |
| 24 | 62864F | PUBLIC HEALTH CONSULTANT 2 NUTRITION   | NL |
| 24 | 62864G | PUBLIC HEALTH CONSULTANT 2 SOCIAL WORK   | NL |
| 26 | 60610  | PUBLIC HEALTH CONSULTANT 2 NURSING   | NL |
| 25 | 03974  | PUBLIC HEALTH EPIDEMIOLOGIST   | NL |
| 21 | 62924  | PUBLIC HEALTH REPRESENTATIVE 2   | NE |
| 21 | 62924G | PUBLIC HEALTH REPRESENTATIVE 2 BILINGUAL IN SPANISH AND ENGLISH                            | NE |
| 21 | 62924I | PUBLIC HEALTH REPRESENTATIVE 2 CERTIFIED TUMOR REGISTRAR                                   | NE |
| 21 | 62924C | PUBLIC HEALTH REPRESENTATIVE 2 COMMUNICABLE DISEASE  | NE |
| 21 | 62924H | PUBLIC HEALTH REPRESENTATIVE 2 COMMUNICABLE DISEASE BIL IN SP/ENG                          | NE |
| 21 | 62924D | PUBLIC HEALTH REPRESENTATIVE 2 EMERGENCY MEDICAL SERVICES                                  | NE |
| 18 | 62922  | PUBLIC HEALTH REPRESENTATIVE 3   | NE |
| 18 | 62922H | PUBLIC HEALTH REPRESENTATIVE 3 BILINGUAL IN SPANISH AND ENGLISH                            | NE |
| 18 | 62922K | PUBLIC HEALTH REPRESENTATIVE 3 CERTIFIED TUMOR REGISTRAR                                   | NE |
| 18 | 62922F | PUBLIC HEALTH REPRESENTATIVE 3 COMMUNICABLE DISEASE  | NE |
| 95 | 62920  | PUBLIC HEALTH REPRESENTATIVE TRAINEE   | NE |
| 95 | 62920C | PUBLIC HEALTH REPRESENTATIVE TRAINEE BILINGUAL IN SPANISH & ENGLISH                        | NE |
| 18 | 54452  | PUBLIC INFORMATION ASSISTANT   | NE |
| 95 | 54450  | PUBLIC INFORMATION TRAINEE   | NE |
| 26 | 55954  | QUALITY ASSURANCE SPECIALIST HEALTH SERVICES   | NL |
| 27 | 62356  | QUALITY ASSURANCE SPECIALIST HEALTH SERVICES   | 40 |
| 26 | 55954C | QUALITY ASSURANCE SPECIALIST HEALTH SERVICES BILINGUAL IN SPANISH AND ENGLISH              | NL |

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| 26 | 55970  | QUALITY ASSURANCE SPECIALIST HEALTH SERVICES DCF                  | NL |
| 28 | 62358  | QUALITY ASSURANCE SPECIALIST HEALTH SERVICES NURSING              | NL |
| 21 | 65003  | QUALITY ASSURANCE TECHNICIAN                                      | 35 |
| 18 | 62191  | QUALITY CONTROL ANALYST MEDICAL ASSISTANCE AND HEALTH SERVICES    | NE |
| 25 | 59981  | RADIATION PHYSICIST 2   | NL |
| 25 | 59981C | RADIATION PHYSICIST 2 MAMMOGRAPHY UNIT                            | NL |
| 22 | 59982  | RADIATION PHYSICIST 3   | NL |
| 24 | 56724  | RATE ANALYST 1UTILITIES   | 3E |
| 21 | 56723  | RATE ANALYST 2UTILITIES   | 35 |
| 18 | 56722  | RATE ANALYST 3UTILITIES   | 35 |
| 95 | 56720  | RATE ANALYST UTILITIES TRAINEE                                    | 35 |
| 22 | 57083  | REAL ESTATE APPRAISER 1   | NE |
| 18 | 57062  | REALTY SPECIALIST 1 TRANSPORTATION                                | NE |
| 22 | 57063  | REALTY SPECIALIST 2 TRANSPORTATION                                | NE |
| 95 | 57061  | REALTY SPECIALIST TRAINEE TRANSPORTATION                          | NE |
| 21 | 74202  | RECORDS ANALYST 2   | 35 |
| 18 | 74201  | RECORDS ANALYST 3   | 35 |
| 20 | 60950  | REGIONAL COORDINATOR OF TRANSPORTATION DAY CARE AND TRAINING      | 40 |
| 34 | 01072  | REGIONAL DENTAL CONSULTANT MEDICAL ASSISTANCE AND HEALTH SERVICES | NL |
| 25 | 03894  | REGIONAL STAFFNURSE MEDICAL ASSISTANCE                            | NE |
| 26 | 03897  | REGIONAL STAFFNURSE MEDICAL ASSISTANCE                            | 4E |
| 19 | 03152  | REGISTERED ENVIRONMENTAL HEALTH INSPECTOR 1                       | NE |
| 22 | 03153  | REGISTERED ENVIRONMENTAL HEALTH INSPECTOR 2                       | NE |
| 95 | 03150  | REGISTERED ENVIRONMENTAL HEALTH INSPECTOR TRAINEE                 | NE |
| 26 | 55030  | REGULATORY OFFICER 2 BANKING AND INSURANCE                        | NL |
| 29 | 56751  | REGULATORY OFFICER 3  | NL |
| 22 | 55028  | REGULATORY OFFICER 3 BANKING AND INSURANCE                        | NL |
| 26 | 56749  | REGULATORY OFFICER 4  | NL |
| 20 | 62552  | REHABILITATIONCOUNSELOR MENTAL HEALTH                             | NE |
| 95 | 65270  | REHABILITATIONCOUNSELOR TRAINEE MENTAL HEALTH                     | NE |
| 18 | 35361  | REPORT EXAMINER   | 35 |
| 95 | 35360  | REPORT EXAMINER TRAINEE   | 35 |
| 18 | 03171  | RESEARCH ANALYST 1  | NE |
| 21 | 03172  | RESEARCH ANALYST 2  | NE |
| 24 | 03173  | RESEARCH ANALYST 3  | NL |
| 25 | 03183  | RESEARCH ANALYST 3  | 4E |
| 20 | 12282  | RESEARCH ASSISTANT TRANSPORTATION                                 | 40 |
| 22 | 54001  | RESEARCH ECONOMIST 1  | NL |

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| 25 | 54104  | RESEARCH ECONOMIST 2                                  | NL |
| 28 | 54005  | RESEARCH ECONOMIST 3                                  | NL |
| 28 | 03165  | RESEARCH SCIENTIST 2                                  | NL |
| 28 | 03165C | RESEARCH SCIENTIST 2 CHEMISTRY                        | NL |
| 28 | 03165D | RESEARCH SCIENTIST 2 MICROBIOLOGY                     | NL |
| 25 | 03164  | RESEARCH SCIENTIST 3                                  | NL |
| 25 | 03164C | RESEARCH SCIENTIST 3 CHEMISTRY                        | NL |
| 25 | 03164D | RESEARCH SCIENTIST 3 MICROBIOLOGY                     | NL |
| 22 | 04183  | RESIDENTIAL SERVICES SPECIALIST 2                     | NE |
| 22 | 04183C | RESIDENTIAL SERVICES SPECIALIST 2 TEACHING PARENT     | NE |
| 19 | 04182  | RESIDENTIAL SERVICES SPECIALIST 3                     | NE |
| 20 | 54406  | RESOURCE INTERPRETIVE SPECIALIST 1                    | NE |
| 20 | 54406D | RESOURCE INTERPRETIVE SPECIALIST 1 HISTORIC RESOURCES | NE |
| 20 | 54406C | RESOURCE INTERPRETIVE SPECIALIST 1 NATURAL RESOURCES  | NE |
| 22 | 54405  | RESOURCE INTERPRETIVE SPECIALIST 2                    | NE |
| 22 | 54405D | RESOURCE INTERPRETIVE SPECIALIST 2 HISTORIC RESOURCES | NE |
| 22 | 54405C | RESOURCE INTERPRETIVE SPECIALIST 2 NATURAL RESOURCES  | NE |
| 25 | 54398  | RESOURCE INTERPRETIVE SPECIALIST 3                    | NL |
| 26 | 57145  | RIGHT OF WAY RESEARCH ANALYST                         | NL |
| 23 | 64406  | ROOMING AND BOARDING HOME COMPLIANCE OFFICER          | NE |
| 24 | 56904  | RULES ANALYST ADMINISTRATIVE PROCEDURE                | NL |
| 22 | 61485  | SAFETY OFFICERDEVELOPMENTAL DISABILITIES              | NE |
| 22 | 61484  | SAFETY OFFICERMENTAL HEALTH                           | NE |
| 18 | 40452  | SALES REPRESENTATIVE 2 STATE LOTTERY                  | 35 |
| 19 | 52393  | SALES REPRESENTATIVE 2 STATE LOTTERY                  | NE |
| 21 | 03120  | SCHOOL NURSE  | NL |
| 23 | 73105  | SCHOOL PSYCHOLOGIST - 10 MONTHS                       | NL |
| 28 | 73104  | SCHOOL PSYCHOLOGIST 12 MONTHS                         | NL |
| 21 | 73103  | SCHOOL SOCIAL WORKER                                  | NL |
| 20 | 02661  | SECTION FORESTFIREWARDEN                              | NE |
| 27 | 52503  | SECURITIES MARKET TRADER 2                            | NL |
| 22 | 52502  | SECURITIES MARKET TRADER 3                            | NL |
| 95 | 52501  | SECURITIES MARKET TRADER TRAINEE                      | NL |
| 18 | 02462  | SEED ANALYST  | 35 |
| 95 | 02460  | SEED ANALYST TRAINEE                                  | 35 |
| 17 | 52340  | SENIOR ACCOUNTADJUSTER STATE LOTTERY                  | NE |
| 21 | 10298  | SENIOR ANIMAL HEALTH TECHNICIAN                       | NE |
| 23 | 17693  | SENIOR ARCHITECTURAL ASSISTANT                        | 40 |
| 22 | 54345  | SENIOR AREA COORDINATOR COMMUNITY INVOLVEMENT         | 40 |
| 22 | 01753A | SENIOR BIOLOGIST                                      | NE |

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| 23 | 01743A | SENIOR BIOLOGIST  | 40 |
| 22 | 01753P | SENIOR BIOLOGIST EDUCATION  | NE |
| 22 | 01753C | SENIOR BIOLOGIST FISHERIES  | NE |
| 22 | 01753K | SENIOR BIOLOGIST WATER RESOURCES  | NE |
| 22 | 01753G | SENIOR BIOLOGIST WILDLIFE MANAGEMENT  | NE |
| 23 | 64947  | SENIOR CLAIMS ADJUDICATOR DISABILITY DETERMINATIONS   | 35 |
| 23 | 64947C | SENIOR CLAIMS ADJUDICATOR DISABILITY DETERMINATIONS BILINGUAL SPANISH & ENGLISH             | 35 |
| 25 | 64964C | SENIOR CLAIMS ADJUDICATOR SPECIALIST DISABILITY HEARINGS OFFICER                            | 35 |
| 25 | 64964  | SENIOR CLAIMS ADJUDICATOR SPECIALIST DISABILITY DETERMINATIONS                              | 35 |
| 21 | 56093  | SENIOR CLAIMS EXAMINER UNEMPLOYMENT & DISABILITY INSURANCE                                  | 35 |
| 21 | 56093C | SENIOR CLAIMS EXAMINER UNEMPLOYMENT & DISABILITY INSURANCE BILINGUAL IN SPANISH AND ENGLISH | 35 |
| 20 | 56373  | SENIOR CLAIMS INVESTIGATOR  | NE |
| 19 | 56123  | SENIOR CLAIMS REVIEWER  | 35 |
| 19 | 56123D | SENIOR CLAIMS REVIEWER HEALTH SERVICES  | 35 |
| 21 | 07751  | SENIOR CLINIC NURSE   | 40 |
| 19 | 03953  | SENIOR CLINIC NURSE   | 35 |
| 22 | 60949  | SENIOR COMMUNITY PROGRAM SPECIALIST   | NE |
| 22 | 60949C | SENIOR COMMUNITY PROGRAM SPECIALIST JUVENILE JUSTICE COMMISSION                             | NE |
| 22 | 64763  | SENIOR EMPLOYMENT COUNSELOR   | 35 |
| 23 | 14093  | SENIOR ENGINEER CIVIL   | 40 |
| 21 | 59987  | SENIOR ENGINEER CIVIL   | 35 |
| 23 | 16693  | SENIOR ENGINEER ELECTRICAL  | 40 |
| 23 | 10463  | SENIOR ENGINEER GEOLOGY   | 40 |
| 23 | 10453  | SENIOR ENGINEER GEOTECHNICAL  | 40 |
| 23 | 13093  | SENIOR ENGINEER MATERIALS   | 40 |
| 23 | 13093C | SENIOR ENGINEER MATERIALS NON-DESTRUCTIVE TESTING   | 40 |
| 23 | 16893  | SENIOR ENGINEER MECHANICAL  | 40 |
| 23 | 12693  | SENIOR ENGINEER PLANNING  | 40 |
| 23 | 12693C | SENIOR ENGINEER PLANNING AERONAUTICS  | 40 |
| 23 | 10473  | SENIOR ENGINEER STRUCTURAL BRIDGE DESIGN  | 40 |
| 23 | 10468  | SENIOR ENGINEER STRUCTURAL EVALUATION   | 40 |
| 23 | 11283  | SENIOR ENGINEER TRAFFIC   | 40 |
| 23 | 10273  | SENIOR ENGINEER TRANSPORTATION  | 40 |
| 23 | 12293  | SENIOR ENGINEER TRANSPORTATION RESEARCH   | 40 |
| 23 | 14893  | SENIOR ENGINEER UTILITIES   | 40 |
| 22 | 15853C | SENIOR ENVIRONMENTAL SPECIALIST AIR POLLUTION CONTROL                                       | NE |
| 22 | 15853I | SENIOR ENVIRONMENTAL SPECIALIST TIDELANDS DELINEATION                                       | NE |
| 21 | 56193  | SENIOR EXAMINER UNEMPLOYMENT TAX  | 35 |

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| 21 | 64393  | SENIOR FIELD REPRESENTATIVE HOUSING   | NE |
| 21 | 64393D | SENIOR FIELD REPRESENTATIVE HOUSING CODE ENFORCEMENT                                  | NE |
| 21 | 64393C | SENIOR FIELD REPRESENTATIVE HOUSING HOUSING ASSISTANCE PROGRAM                        | NE |
| 22 | 51683  | SENIOR FIELD REPRESENTATIVE LOCAL PROPERTY TAX  | NE |
| 25 | 01283  | SENIOR FIELD REPRESENTATIVE PHARMACEUTICALS   | NL |
| 25 | 01283C | SENIOR FIELD REPRESENTATIVE PHARMACEUTICALS HEALTH FACILITIES                         | NL |
| 22 | 55983  | SENIOR FIELD REPRESENTATIVE WAGE AND HOUR COMPLIANCE                                  | NE |
| 22 | 55983C | SENIOR FIELD REPRESENTATIVE WAGE AND HOUR COMPLIANCE BILINGUAL IN CHINESE AND ENGLISH | NE |
| 22 | 55983D | SENIOR FIELD REPRESENTATIVE WAGE AND HOUR COMPLIANCE BILINGUAL IN SPANISH AND ENGLISH | NE |
| 21 | 50533  | SENIOR FISCAL ANALYST   | 35 |
| 22 | 03053  | SENIOR GEOLOGIST  | NE |
| 22 | 03053C | SENIOR GEOLOGIST ENVIRONMENTAL PROTECTION   | NE |
| 22 | 17493  | SENIOR HIGHWAYS SAFETY SPECIALIST   | NE |
| 21 | 15680  | SENIOR HISTORIC PRESERVATION SPECIALIST   | NE |
| 21 | 02452  | SENIOR HORTICULTURIST   | NL |
| 16 | 62052  | SENIOR INCOME MAINTENANCE TECHNICIAN  | NE |
| 16 | 62052C | SENIOR INCOME MAINTENANCE TECHNICIAN BILINGUAL IN SPANISH AND ENGLISH                 | NE |
| 21 | 45022  | SENIOR INTELLIGENCE RESEARCH ANALYST  | NE |
| 21 | 64752  | SENIOR INTERVIEWER  | 35 |
| 21 | 64752C | SENIOR INTERVIEWER VETERANS SERVICES  | 35 |
| 22 | 55153A | SENIOR INVESTIGATOR INSURANCE   | NE |
| 22 | 33453  | SENIOR INVESTIGATOR PUBLIC DEFENDER   | NE |
| 22 | 33453C | SENIOR INVESTIGATOR PUBLIC DEFENDER BILINGUAL IN SPANISH AND ENGLISH                  | NE |
| 21 | 56493  | SENIOR MANAGEMENT ASSISTANT   | 35 |
| 23 | 56494  | SENIOR MANAGEMENT ASSISTANT   | 40 |
| 21 | 01953  | SENIOR MEDICAL TECHNOLOGIST   | 35 |
| 19 | 74577  | SENIOR MUSEUM TECHNICIAN  | 35 |
| 21 | 55303  | SENIOR OPERATIONS ANALYST   | 35 |
| 21 | 61847  | SENIOR PAROLE COUNSELOR STATE PAROLE BOARD  | NE |
| 23 | 03692  | SENIOR PHYSICAL THERAPIST   | 40 |
| 22 | 16473  | SENIOR PLANNER  | NE |
| 23 | 16490  | SENIOR PLANNER  | 40 |
| 22 | 16473I | SENIOR PLANNER EMERGENCY MANAGEMENT   | NE |
| 22 | 16473J | SENIOR PLANNER EMERGENCY MANAGEMENT FIRE  | NE |
| 23 | 12493  | SENIOR PLANNER TRANSPORTATION   | 40 |
| 30 | 59992  | SENIOR PROJECT MANAGER SITE REMEDIATION   | NL |
| 21 | 54453  | SENIOR PUBLIC INFORMATION ASSISTANT   | NE |

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| 18 | 62032  | SENIOR QUALITYCONTROL REVIEWER                                  | NE |
| 23 | 62553  | SENIOR REHABILITATION COUNSELOR MENTAL HEALTH                   | NE |
| 21 | 03172E | SENIOR RESEARCH ANALYST CODE DEVELOPMENT                        | NE |
| 23 | 12283  | SENIOR RESEARCH ASSISTANT TRANSPORTATION                        | 40 |
| 26 | 74254  | SENIOR RESEARCH ASSOCIATE NEW JERSEY HISTORICAL COMMISSION      | NL |
| 21 | 02463  | SENIOR SEED ANALYST   | 35 |
| 21 | 54083  | SENIOR STATISTICIAN   | 35 |
| 19 | 53100  | SENIOR TECHNICIAN MANAGEMENT INFORMATION SYSTEMS                | 40 |
| 18 | 62042  | SENIOR TECHNICIAN MANAGEMENT INFORMATION SYSTEMS                | NE |
| 20 | 57143  | SENIOR TITLE EXAMINER   | NE |
| 22 | 63578  | SENIOR TRAINING TECHNICIAN                                      | NE |
| 21 | 63563  | SENIOR TRAINING TECHNICIAN                                      | 35 |
| 21 | 63563G | SENIOR TRAINING TECHNICIAN COMPUTER TECHNOLOGY                  | 35 |
| 23 | 13283C | SENIOR TRANSPORTATION ANALYST EMERGENCY MANAGEMENT COORDINATION | 40 |
| 24 | 56696  | SENIOR UTILITYMANAGEMENT ANALYST                                | NL |
| 29 | 10100  | SENIOR VETERINARIAN   | NL |
| 29 | 00876  | SENIOR VETERINARIAN DISEASE CONTROL                             | NL |
| 29 | 00876C | SENIOR VETERINARIAN DISEASE CONTROL LABORATORY                  | NL |
| 21 | 61867  | SENIOR VOCATIONAL COUNSELOR CORRECTIONS                         | NE |
| 22 | 03360  | SENIOR ZOOLOGIST NON-GAME                                       | NE |
| 28 | 15857  | SITE REMEDIATION TECHNICAL SPECIALIST                           | NL |
| 20 | 60053  | SOCIAL WORKER 1   | NL |
| 20 | 60053G | SOCIAL WORKER 1 BILINGUAL IN SPANISH AND ENGLISH                | NL |
| 20 | 60053K | SOCIAL WORKER 1 CORRECTIONS                                     | NL |
| 20 | 60053L | SOCIAL WORKER 1 CORRECTIONS-BILING IN SPA & ENGLISH             | NL |
| 20 | 60053H | SOCIAL WORKER 1 DEVELOPMENTAL DISABILITIES                      | NL |
| 20 | 60053I | SOCIAL WORKER 1 PSYCHIATRIC                                     | NL |
| 18 | 60052  | SOCIAL WORKER 2   | NE |
| 18 | 60052K | SOCIAL WORKER 2 BILINGUAL IN SPANISH AND ENGLISH                | NE |
| 18 | 60052D | SOCIAL WORKER 2 CORRECTIONS                                     | NE |
| 18 | 60052L | SOCIAL WORKER 2 CORRECTIONS-BILINGUAL IN SPAN & ENGL            | NE |
| 18 | 60052H | SOCIAL WORKER 2 PSYCHIATRIC/DEAF LANGUAGE SPECIALIST            | NE |
| 95 | 60050  | SOCIAL WORKER TRAINEE   | NE |
| 95 | 60050C | SOCIAL WORKER TRAINEE BILINGUAL IN SPANISH AND ENGLISH          | NE |
| 21 | 10237  | SOFTWARE DEVELOPMENT SPECIALIST 1                               | 3E |
| 26 | 10236  | SOFTWARE DEVELOPMENT SPECIALIST 2                               | NL |
| 26 | 03092  | SOIL EROSION AND SEDIMENT CONTROL SPECIALIST                    | NL |
| 19 | 52344  | SPECIAL INVESTIGATOR STATE LOTTERY                              | NE |
| 22 | 72740  | SPEECH CORRECTIONIST  | NL |
| 25 | 03653  | SPEECH/HEARINGSPECIALIST  | NL |

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| 16 | 34363  | STAFF ASSISTANT 1  | NE |
| 17 | 34364  | STAFF ASSISTANT 1  | 40 |
| 14 | 34362  | STAFF ASSISTANT 2  | NE |
| 15 | 34361  | STAFF ASSISTANT 2  | 40 |
| 18 | 60308C | STAFF CLINICALPSYCHOLOGIST 1 DIVISION OF MENTAL HEALTH SERVICES        | NL |
| 21 | 60309  | STAFF CLINICALPSYCHOLOGIST 2   | NL |
| 21 | 60309C | STAFF CLINICALPSYCHOLOGIST 2 DIVISION OF MENTAL HEALTH SERVICES        | NL |
| 24 | 60310  | STAFF CLINICALPSYCHOLOGIST 3   | NL |
| 24 | 60310C | STAFF CLINICALPSYCHOLOGIST 3 DIVISION OF MENTAL HEALTH SERVICES        | NL |
| 17 | 03841  | STAFF NURSE 10MONTHS   | 4E |
| 20 | 03852  | STAFF NURSE 12MONTHS   | 4E |
| 21 | 62193  | STANDARDS AND PROCEDURES TECHNICIAN 1                                  | 35 |
| 21 | 62193F | STANDARDS AND PROCEDURES TECHNICIAN 1 BILINGUAL IN SPANISH AND ENGLISH | 35 |
| 24 | 62194  | STANDARDS AND PROCEDURES TECHNICIAN 2                                  | NE |
| 29 | 55720  | STATE CRITICALINFRASTRUCTURE COORDINATOR                               | NL |
| 19 | 53801  | STATISTICAL AND RESEARCH ASSISTANT FAMILY DEVELOPMENT                  | 35 |
| 20 | 82634  | STUDENT FINANCIAL AID ADMINISTRATOR 1                                  | NE |
| 18 | 80176  | STUDENT FINANCIAL AID ADMINISTRATOR 2                                  | NE |
| 18 | 63114  | SUBSTANCE ABUSE COUNSELOR 2  | NE |
| 18 | 63114D | SUBSTANCE ABUSE COUNSELOR 2 BILINGUAL IN SPANISH & ENGLISH             | NE |
| 18 | 63114C | SUBSTANCE ABUSE COUNSELOR 2 MENTAL HEALTH/ALCOHOLISM SERVICES          | NE |
| 15 | 63117  | SUBSTANCE ABUSE COUNSELOR INTERN                                       | NE |
| 21 | 41946  | SUPERVISOR OF BRIDGES AND STRUCTURES HIGHWAY                           | 40 |
| 24 | 42506  | SUPERVISOR OF FACILITIES REPAIRS AND OPERATIONS                        | 4E |
| 25 | 53724  | SUPERVISOR OF OPERATIONS RACING COMMISSION                             | NL |
| 21 | 52984  | SURVEYOR PHYSICAL PLANT/LIFE SAFETY                                    | NL |
| 95 | 51400  | TAX REPRESENTATIVE TRAINEE   | NE |
| 26 | 51332  | TAX SERVICES SPECIALIST 2  | NL |
| 23 | 51331  | TAX SERVICES SPECIALIST 3  | NL |
| 21 | 51323  | TAXPAYER SERVICE REPRESENTATIVE 2                                      | NE |
| 18 | 51322  | TAXPAYER SERVICE REPRESENTATIVE 3                                      | NE |
| 24 | 75293  | TEACHER 1 12 MONTHS  | NL |
| 21 | 75292  | TEACHER 2 12 MONTHS  | NL |
| 22 | 75294  | TEACHER 2 CHALLENGE YOUTH PROGRAM                                      | 4E |
| 18 | 75282  | TEACHER 2-10 MONTHS  | NL |
| 17 | 75291  | TEACHER 3 12 MONTHS  | NL |
| 20 | 64183  | TECHNICAL ASSISTANT 1 COMMUNITY AFFAIRS                                | NE |
| 17 | 64182  | TECHNICAL ASSISTANT 2 COMMUNITY AFFAIRS                                | NE |
| 17 | 61391  | TECHNICAL ASSISTANT CLASSIFICATION                                     | NE |

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| 19 | 15301  | TECHNICAL OPERATIONS ANALYST CATV  | NE |
| 24 | 53063  | TECHNICAL SUPPORT SPECIALIST 1   | 35 |
| 26 | 53079  | TECHNICAL SUPPORT SPECIALIST 1   | 40 |
| 20 | 53061  | TECHNICAL SUPPORT SPECIALIST 2   | 35 |
| 22 | 53080  | TECHNICAL SUPPORT SPECIALIST 2   | 40 |
| 24 | 62658  | TECHNOLOGICAL SERVICES SPECIALIST COMMISSION FOR THE BLIND AND VISUALLY IMPAIRED | NL |
| 28 | 53044  | TELECOMMUNICATIONS SYSTEMS ANALYST 2   | NL |
| 25 | 53043  | TELECOMMUNICATIONS SYSTEMS ANALYST 3   | NL |
| 98 | 10064  | TENTATIVE TITLE COMMERCE   | NL |
| 19 | 03720  | THERAPIST ART  | 40 |
| 19 | 03715  | THERAPIST MOVEMENT   | 40 |
| 19 | 03662  | THERAPIST MUSIC  | 40 |
| 17 | 57142  | TITLE EXAMINER   | NE |
| 26 | 55594  | TOURISM REPRESENTATIVE 1   | NL |
| 26 | 55594C | TOURISM REPRESENTATIVE 1 CULTURAL ARTS   | NL |
| 23 | 55593  | TOURISM REPRESENTATIVE 2   | NL |
| 23 | 55593C | TOURISM REPRESENTATIVE 2 CULTURAL ARTS   | NL |
| 19 | 55592  | TOURISM REPRESENTATIVE 3   | NE |
| 19 | 55592C | TOURISM REPRESENTATIVE 3 CULTURAL ARTS   | NE |
| 19 | 63577  | TRAINING TECHNICIAN  | NE |
| 18 | 63562  | TRAINING TECHNICIAN  | 35 |
| 18 | 63562F | TRAINING TECHNICIAN COMPUTER TECHNOLOGY  | 35 |
| 95 | 63560  | TRAINING TECHNICIAN TRAINEE  | 35 |
| 21 | 51102  | TRANSPORTATIONSERVICES SPECIALIST 3  | 35 |
| 18 | 51101  | TRANSPORTATIONSERVICES SPECIALIST 4  | 35 |
| 25 | 56104  | UNEMPLOYMENT INSURANCE TECHNICIAN 1  | NE |
| 22 | 56103  | UNEMPLOYMENT INSURANCE TECHNICIAN 2  | 35 |
| 19 | 56102  | UNEMPLOYMENT INSURANCE TECHNICIAN 3  | 35 |
| 21 | 56694  | UTILITY MANAGEMENT ANALYST   | NL |
| 95 | 56693  | UTILITY MANAGEMENT ANALYST TRAINEE   | NL |
| 22 | 62344  | VETERANS SERVICE OFFICER 2   | NE |
| 19 | 62353  | VETERANS SERVICE OFFICER 3   | NE |
| 26 | 00866  | VETERINARIAN   | NL |
| 18 | 61862  | VOCATIONAL COUNSELOR CORRECTIONS   | NE |
| 20 | 65272  | VOCATIONAL REHABILITATION COUNSELOR 1  | NE |
| 20 | 65272C | VOCATIONAL REHABILITATION COUNSELOR 1 BILINGUAL IN SPANISH & ENGLISH             | NE |
| 20 | 65272D | VOCATIONAL REHABILITATION COUNSELOR 1 DEAF LANGUAGE SPECIALIST                   | NE |
| 23 | 65263  | VOCATIONAL REHABILITATION COUNSELOR 2  | NL |



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| 23 | 65263C | VOCATIONAL REHABILITATION COUNSELOR 2 BILINGUAL IN SPANISH AND ENGLISH | NL |
| 23 | 65263D | VOCATIONAL REHABILITATION COUNSELOR 2 DEAF LANGUAGE SPECIALIST         | NL |
| 18 | 60152  | VOLUNTEER SERVICES ASSISTANT   | NE |
| 25 | 55993  | WAGE COLLECTION REFEREE  | NL |
| 19 | 60199  | WORK PROGRAM SPECIALIST 2  | NL |

### Primary Level Supervisors Unit Titles

| RANGE | CODE   | TITLE NAME   | HOURS |
|-------|--------|--|-------|
| 26    | 50443  | ACCOUNTANT 1   | 4E    |
| 24    | 50454  | ACCOUNTANT 1   | 3E    |
| 29    | 50076  | ADMINISTRATIVEANALYST 1                                    | NL    |
| 30    | 50106  | ADMINISTRATIVEANALYST 1                                    | 4E    |
| 29    | 50076D | ADMINISTRATIVEANALYST 1 ACCOUNTING                         | NL    |
| 29    | 50076G | ADMINISTRATIVEANALYST 1 DATA PROCESSING                    | NL    |
| 30    | 50106D | ADMINISTRATIVEANALYST 1 DATA PROCESSING                    | 4E    |
| 30    | 50106C | ADMINISTRATIVEANALYST 1 FISCAL MANAGEMENT                  | 4E    |
| 29    | 50076H | ADMINISTRATIVEANALYST 1 FISCAL MANAGEMENT                  | NL    |
| 29    | 50076I | ADMINISTRATIVEANALYST 1 MANAGEMENT AUDITOR                 | NL    |
| 29    | 50076C | ADMINISTRATIVEANALYST 1 PROCUREMENT                        | NL    |
| 18    | 04173  | ADMINISTRATIVESUPERVISOR RESIDENTIAL SERVICES-10 MONTHS    | N4    |
| 25    | 30694  | ADVOCATE REPRESENTATIVE 1                                  | NL    |
| 25    | 30694C | ADVOCATE REPRESENTATIVE 1 BILINGUAL IN SPANISH & ENGLISH   | NL    |
| 27    | 54726  | AGRICULTURAL MARKETING SPECIALIST 1                        | NL    |
| 29    | 00244  | ANALYST 1 HEALTH CARE FACILITIES                           | NL    |
| 29    | 00244C | ANALYST 1 HEALTH CARE FACILITIES MENTAL HEALTH SERVICES    | NL    |
| 28    | 00174  | ANALYST 1 RESEARCH AND EVALUATION HEALTH & SENIOR SERVICES | NL    |
| 22    | 33005  | ANALYST 1 TRADE PRACTICES ABC                              | NE    |
| 23    | 02414  | APIARIST   | NL    |
| 26    | 17694  | ARCHITECT  | 4E    |
| 25    | 74224  | ARCHIVIST 1  | NL    |
| 25    | 62255  | AREA SUPERVISOR INSTITUTIONAL ASSISTANCE                   | NL    |
| 18    | 34124  | ARMORER 1  | 40    |
| 15    | 34123  | ARMORER 2  | 40    |
| 26    | 50695  | ASSISTANT BUSINESS MANAGER INSTITUTIONS                    | NL    |
| 29    | 55925  | ASSISTANT CHIEF OCCUPATIONAL SAFETY                        | NL    |
| 27    | 53957  | ASSISTANT CHIEF OF VITAL STATISTICS AND REGISTRATION       | NL    |
| 18    | 32263  | ASSISTANT CHIEF SECURITY OFFICER                           | 40    |

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| 17 | 41939  | ASSISTANT CREWSUPERVISOR HIGHWAY CONSTRUCTION & BRIDGES                  | 40 |
| 17 | 42244  | ASSISTANT CREWSUPERVISOR HIGHWAY DRILLING OPERATIONS                     | 40 |
| 17 | 42124  | ASSISTANT CREWSUPERVISOR HIGHWAY MAINTENANCE                             | 40 |
| 17 | 42034  | ASSISTANT CREWSUPERVISOR HIGHWAY MARKING                                 | 40 |
| 17 | 43144  | ASSISTANT CREWSUPERVISOR MAINTENANCE PIP                                 | 40 |
| 18 | 43734  | ASSISTANT CREWSUPERVISOR MECHANICS                                       | 40 |
| 17 | 41844  | ASSISTANT CREWSUPERVISOR SIGN SHOP                                       | 40 |
| 24 | 65074  | ASSISTANT DISABILITY INSURANCE SUPERVISOR                                | 3E |
| 13 | 42746  | ASSISTANT HEADGROUNDS WORKER   | 40 |
| 15 | 44235  | ASSISTANT HOUSEKEEPING SUPERVISOR 1                                      | 40 |
| 13 | 44234  | ASSISTANT HOUSEKEEPING SUPERVISOR 2                                      | 40 |
| 22 | 43745  | ASSISTANT MASTER MECHANIC  | 40 |
| 21 | 60072A | ASSISTANT SOCIAL WORK SUPERVISOR   | NL |
| 21 | 60072I | ASSISTANT SOCIAL WORK SUPERVISOR DEVELOPMENTAL DISABILITIES              | NL |
| 21 | 60072N | ASSISTANT SOCIAL WORK SUPERVISOR GERIATRICS                              | NL |
| 21 | 60072J | ASSISTANT SOCIAL WORK SUPERVISOR PSYCHIATRIC                             | NL |
| 21 | 60072L | ASSISTANT SOCIAL WORK SUPERVISOR SECURED FACILITIES                      | NL |
| 21 | 60072M | ASSISTANT SOCIAL WORK SUPERVISOR SECURED FACILITIES BI SPANISH & ENGLISH | NL |
| 20 | 32682  | ASSISTANT SUPERVISING MEDICAL SECURITY OFFICER                           | 40 |
| 26 | 82661  | ASSISTANT SUPERVISOR 1 ADMINISTRATIVE SERVICES                           | NL |
| 26 | 82662  | ASSISTANT SUPERVISOR 1 COMPUTER SERVICES                                 | NL |
| 26 | 82663  | ASSISTANT SUPERVISOR 1 FACILITIES  | NL |
| 24 | 82658  | ASSISTANT SUPERVISOR 2 ADMINISTRATIVE SERVICES                           | NL |
| 24 | 82659  | ASSISTANT SUPERVISOR 2 COMPUTER SERVICES                                 | NL |
| 24 | 82660  | ASSISTANT SUPERVISOR 2 FACILITIES  | NL |
| 17 | 45054  | ASSISTANT SUPERVISOR CRIMINAL INFORMATION UNIT                           | 35 |
| 17 | 26704  | ASSISTANT SUPERVISOR DATA REDUCTION UNIT                                 | 35 |
| 18 | 45014  | ASSISTANT SUPERVISOR FINGERPRINT TECHNICAL UNIT                          | 35 |
| 20 | 02648  | ASSISTANT SUPERVISOR FOREST FIRE EQUIPMENT MAINTENANCE                   | 40 |
| 17 | 45046  | ASSISTANT SUPERVISOR IDENTIFICATION RECORDS UNIT                         | 35 |
| 21 | 74231  | ASSISTANT SUPERVISOR MICROFILM SERVICES STATE                            | NE |
| 23 | 44624  | ASSISTANT SUPERVISOR OF BAKERY OPERATIONS                                | N4 |
| 26 | 72744  | ASSISTANT SUPERVISOR OF EDUCATIONAL PROGRAMS 1                           | NL |
| 27 | 72756  | ASSISTANT SUPERVISOR OF EDUCATIONAL PROGRAMS 1                           | N4 |
| 26 | 72751  | ASSISTANT SUPERVISOR OF EDUCATIONAL PROGRAMS 2                           | N4 |
| 25 | 72752  | ASSISTANT SUPERVISOR OF EDUCATIONAL PROGRAMS 2                           | NL |
| 18 | 03552  | ASSISTANT SUPERVISOR OF RECREATION                                       | 40 |
| 24 | 64410  | ASSISTANT SUPERVISOR ROOMING AND BOARDING HOME EVALUATIONS               | NL |
| 23 | 56894  | ASSOCIATE EDITOR OAL PUBLICATIONS  | NE |
| 25 | 50964  | AUDITOR 1  | 3E |

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| 26 | 51074  | AUDITOR 1  | NL |
| 27 | 50817  | AUDITOR 1 TAXATION   | 3E |
| 28 | 50818  | AUDITOR 1 TAXATION   | NL |
| 98 | 50812  | AUDITOR TAXATION OUT OF STATE                                | NL |
| 25 | 54894  | BEHAVIOR ANALYST 2   | 40 |
| 26 | 50094  | BUDGET ANALYST1  | NL |
| 24 | 52576  | BUILDING MANAGEMENT SERVICES SPECIALIST 2                    | NL |
| 17 | 40204  | BUILDING SERVICES COORDINATOR 2                              | 35 |
| 19 | 40207  | BUILDING SERVICES COORDINATOR 2                              | 40 |
| 20 | 62563  | CAMP DIRECTOR COMMISSION FOR THE BLIND AND VISUALLY IMPAIRED | NL |
| 17 | 43304  | CAPTAIN STATE BOAT   | 40 |
| 19 | 03862  | CHARGE NURSE 10 MONTHS                                       | 4E |
| 22 | 03853  | CHARGE NURSE 12 MONTHS                                       | 4E |
| 20 | 59966  | CHARGE NURSE 12 MONTHS                                       | 3E |
| 22 | 03853D | CHARGE NURSE 12 MONTHS DEAF LANGUAGE SPECIALIST              | 4E |
| 27 | 01569  | CHEMIST 3  | 4E |
| 25 | 01554  | CHEMIST 3  | 3E |
| 18 | 40351  | CHIEF BRIDGE OPERATOR  | 40 |
| 23 | 40444  | CHIEF OPERATING ENGINEER 1                                   | 40 |
| 21 | 40443  | CHIEF OPERATING ENGINEER 2                                   | 40 |
| 19 | 40442  | CHIEF OPERATING ENGINEER 3                                   | 40 |
| 23 | 81083  | CHIEF TECHNICIAN ENVIRONMENTAL SYSTEMS                       | 40 |
| 23 | 61972  | CHILD SUPPORT AND PATERNITY SPECIALIST 2                     | NL |
| 27 | 64949  | CLAIMS ADJUDICATOR SUPERVISOR DISABILITY DETERMINATIONS      | NL |
| 21 | 44782  | CLINICAL DIETITIAN   | NE |
| 27 | 01785  | CLINICAL LABORATORY EVALUATOR 3                              | NL |
| 30 | 60321  | CLINICAL PSYCHOLOGIST 2                                      | NL |
| 30 | 60321C | CLINICAL PSYCHOLOGIST 2 DIVISION OF MENTAL HEALTH SERVICES   | NL |
| 20 | 43648  | COMMUNICATIONSSYSTEMS TECHNICIAN 3                           | 35 |
| 22 | 43649  | COMMUNICATIONSSYSTEMS TECHNICIAN 3                           | 40 |
| 26 | 64175  | COMMUNITY SERVICE OFFICER 1                                  | NL |
| 26 | 64175H | COMMUNITY SERVICE OFFICER 1 HOUSING                          | NL |
| 26 | 64175I | COMMUNITY SERVICE OFFICER 1 TAX COLLECTION                   | NL |
| 26 | 63154  | COMMUNITY SERVICE OFFICER 1 ADDICTIONS                       | NL |
| 21 | 63153  | COMMUNITY SERVICE OFFICER 2 ADDICTIONS                       | NE |
| 25 | 15114  | COMPLIANCE OFFICER 1 CODE ENFORCEMENT                        | NL |
| 29 | 51319  | CONFeree 2 TAXATION  | NL |
| 19 | 10131  | CONSTRUCTION AND MAINTENANCE TECHNICIAN 2                    | 40 |
| 29 | 30802  | CONSTRUCTION MANAGEMENT SPECIALIST 2                         | N4 |
| 28 | 30805  | CONSTRUCTION MANAGEMENT SPECIALIST 2                         | NL |

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| 28 | 70376  | CONSULTANT CURRICULUM AND INSTRUCTION 1                        | NL |
| 27 | 02545  | COORDINATOR OF AGRICULTURAL DEVELOPMENT                        | NL |
| 19 | 24835  | COORDINATOR SECRETARIAL SUPPORT SERVICES LAW AND PUBLIC SAFETY | NE |
| 14 | 04144  | COTTAGE TRAINING SUPERVISOR                                    | 40 |
| 15 | 36203  | COURT ADMINISTRATOR P I P                                      | 35 |
| 17 | 59947  | CREW SUPERVISOR BUILDING MAINTENANCE PROGRAMS                  | 35 |
| 19 | 42405  | CREW SUPERVISOR BUILDING MAINTENANCE PROGRAMS                  | 40 |
| 10 | 44135  | CREW SUPERVISOR BUILDING MAINTENANCE WORKERS                   | 40 |
| 19 | 41124  | CREW SUPERVISOR CARPENTERS                                     | 40 |
| 19 | 32406  | CREW SUPERVISOR CHANNEL MARKING                                | 40 |
| 19 | 43645  | CREW SUPERVISOR ELECTRICAL OPERATIONS                          | 40 |
| 19 | 41345  | CREW SUPERVISOR ELECTRICIANS                                   | 40 |
| 20 | 43755  | CREW SUPERVISOR EQUIPMENT INSPECTORS                           | 40 |
| 19 | 42025  | CREW SUPERVISOR EQUIPMENT OPERATORS                            | 40 |
| 20 | 43805  | CREW SUPERVISOR GARAGE OPERATIONS                              | 40 |
| 20 | 43805C | CREW SUPERVISOR GARAGE OPERATIONS MARINE                       | 40 |
| 19 | 41936  | CREW SUPERVISOR HIGHWAY CONSTRUCTION & BRIDGES                 | 40 |
| 19 | 42245  | CREW SUPERVISOR HIGHWAY DRILLING OPERATIONS                    | 40 |
| 19 | 42125  | CREW SUPERVISOR HIGHWAY MAINTENANCE                            | 40 |
| 19 | 42035  | CREW SUPERVISOR HIGHWAY MARKING                                | 40 |
| 10 | 42434  | CREW SUPERVISOR LABORERS                                       | 40 |
| 19 | 42135  | CREW SUPERVISOR LANDSCAPE HIGHWAY MAINTENANCE                  | 40 |
| 19 | 41636  | CREW SUPERVISOR LOCKSMITHS                                     | 40 |
| 19 | 43945  | CREW SUPERVISOR MACHINE SHOP                                   | 40 |
| 19 | 43145  | CREW SUPERVISOR MAINTENANCE PIP                                | 40 |
| 19 | 41545  | CREW SUPERVISOR MASONS AND PLASTERERS                          | 40 |
| 20 | 43735  | CREW SUPERVISOR MECHANICS                                      | 40 |
| 20 | 43735F | CREW SUPERVISOR MECHANICS SNOW EQUIPMENT                       | 40 |
| 19 | 41515  | CREW SUPERVISOR PAINTERS                                       | 40 |
| 19 | 41315  | CREW SUPERVISOR PLUMBERS AND STEAMFITTERS                      | 40 |
| 19 | 43535  | CREW SUPERVISOR RADIO TECHNICIANS                              | 40 |
| 16 | 41244  | CREW SUPERVISOR REPAIRERS                                      | 40 |
| 19 | 41645  | CREW SUPERVISOR SHEET METAL WORKERS                            | 40 |
| 19 | 41845  | CREW SUPERVISOR SIGN SHOP                                      | 40 |
| 18 | 42024  | CREW SUPERVISOR WILDLIFE MANAGEMENT AREA OPERATIONS            | 40 |
| 16 | 45615  | CREW SUPERVISOR WILDLIFE WORKER                                | 40 |
| 30 | 74527A | CURATOR  | NL |
| 30 | 74527D | CURATOR ARTS   | NL |
| 30 | 74527F | CURATOR CULTURAL HISTORY                                       | NL |
| 30 | 74527G | CURATOR EDUCATION  | NL |

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| 30 | 74527I | CURATOR SCIENCE  | NL |
| 30 | 74527C | CURATOR STATE ARCHEOLOGIST   | NL |
| 24 | 56785  | CUSTOMER REPRESENTATIVE 1 PUBLIC UTILITIES                                       | 3E |
| 24 | 56785C | CUSTOMER REPRESENTATIVE 1 PUBLIC UTILITIES BILINGUAL IN SPANISH AND ENGLISH      | 3E |
| 29 | 53245  | DATA PROCESSING ANALYST 1  | NL |
| 30 | 53246  | DATA PROCESSING ANALYST 1  | N4 |
| 29 | 53245I | DATA PROCESSING ANALYST 1 HIGHER EDUCATION                                       | NL |
| 14 | 53363  | DATA PROCESSING LIBRARIAN 1  | 35 |
| 29 | 53264  | DATA PROCESSING PROGRAMMER 1   | NL |
| 30 | 53265  | DATA PROCESSING PROGRAMMER 1   | 4E |
| 29 | 53264I | DATA PROCESSING PROGRAMMER 1 HIGHER EDUCATION                                    | NL |
| 29 | 53385  | DATA PROCESSING SUPERVISOR SCHEDULING AND CONTROL                                | NL |
| 16 | 60945  | DAY CARE CENTER SUPERVISOR   | 40 |
| 37 | 01058  | DENTIST 1  | NL |
| 25 | 55984  | DISTRICT SUPERVISOR WAGE AND HOUR COMPLIANCE                                     | NL |
| 26 | 02663  | DIVISION FOREST FIREWARDEN   | NL |
| 24 | 31973  | DRIVER IMPROVEMENT ANALYST 1   | NL |
| 25 | 56480  | DRIVER IMPROVEMENT ANALYST 1   | N4 |
| 30 | 55565  | ECONOMIC DEVELOPMENT REPRESENTATIVE 1  | NL |
| 30 | 55565D | ECONOMIC DEVELOPMENT REPRESENTATIVE 1 TOURISM MARKETING                          | NL |
| 27 | 10222  | EDUCATION PROGRAM DEVELOPMENT SPECIALIST 1 10 MONTHS                             | NL |
| 27 | 10222C | EDUCATION PROGRAM DEVELOPMENT SPECIALIST 1 10 MONTHS DEAF LANGUAGE SPECIALIST    | NL |
| 30 | 70343  | EDUCATION PROGRAM DEVELOPMENT SPECIALIST 3                                       | NL |
| 30 | 70343C | EDUCATION PROGRAM DEVELOPMENT SPECIALIST 3 AGRICULTURE                           | NL |
| 30 | 70343S | EDUCATION PROGRAM DEVELOPMENT SPECIALIST 3 SCHOOL FACILITIES DESIGN&CONSTRUCTION | NL |
| 30 | 70343V | EDUCATION PROGRAM DEVELOPMENT SPECIALIST 3 SPECIAL EDUCATION                     | NL |
| 28 | 15864  | EMERGENCY RESPONSE SPECIALIST 2  | 4E |
| 27 | 64754  | EMPLOYMENT SUPERVISOR 1  | NL |
| 25 | 64753  | EMPLOYMENT SUPERVISOR 2  | NL |
| 17 | 59955  | ENGINEERING TECHNICIAN 2   | 35 |
| 19 | 10120  | ENGINEERING TECHNICIAN 2   | 40 |
| 22 | 02474  | ENTOMOLOGIST 1   | NL |
| 22 | 16290  | ENVIRONMENTAL COMPLIANCE INSPECTOR 1   | 40 |
| 25 | 16304  | ENVIRONMENTAL ENGINEER 3   | NL |
| 26 | 16314  | ENVIRONMENTAL ENGINEER 3   | 4E |
| 30 | 15874  | ENVIRONMENTAL SCIENTIST 1  | NL |
| 30 | 15874F | ENVIRONMENTAL SCIENTIST 1 CONSUMER AND ENVIRONMENTAL HEALTH SVC                  | NL |

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| 30 | 15874D | ENVIRONMENTAL SCIENTIST 1 HEALTH & SENIOR SERVICES       | NL |
| 30 | 15874C | ENVIRONMENTAL SCIENTIST 1 WATER RESOURCES                | NL |
| 26 | 12524  | ENVIRONMENTAL SPECIALIST 3                               | 4E |
| 25 | 15854  | ENVIRONMENTAL SPECIALIST 3                               | NL |
| 26 | 12524G | ENVIRONMENTAL SPECIALIST 3 ARCHEOLOGY                    | 4E |
| 25 | 15854F | ENVIRONMENTAL SPECIALIST 3 ARCHEOLOGY                    | NL |
| 26 | 12524D | ENVIRONMENTAL SPECIALIST 3 ARCHITECTURAL HISTORY         | 4E |
| 25 | 70134  | EXAMINER 3 CREDENTIALS                                   | NL |
| 23 | 62164A | FIELD SERVICE SUPERVISOR 3                               | NL |
| 23 | 62164C | FIELD SERVICE SUPERVISOR 3 CHILDREN & FAMILIES           | NL |
| 23 | 62164D | FIELD SERVICE SUPERVISOR 3 FAMILY DEVELOPMENT            | NL |
| 23 | 62164G | FIELD SERVICE SUPERVISOR 3 QUALITY CONTROL               | NL |
| 26 | 54864  | FINANCIAL EXAMINER 2                                     | NL |
| 28 | 01593  | FORENSIC SCIENTIST 2 DEPARTMENT OF LAW AND PUBLIC SAFETY | NE |
| 24 | 74229  | FORMS ANALYST 3  | NL |
| 15 | 41354  | FORMS DESIGN TECHNICIAN 3                                | 35 |
| 29 | 03210  | GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST 1              | N4 |
| 28 | 03177  | GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST 1              | NL |
| 26 | 54444  | GOVERNMENTAL RELATIONS SPECIALIST 1                      | NL |
| 19 | 02671  | GREENSKEEPER   | 40 |
| 26 | 60602  | GUARDIANSHIP SERVICES SPECIALIST 1                       | NL |
| 15 | 21635  | HEAD AUDIT ACCOUNT CLERK                                 | 35 |
| 15 | 40944  | HEAD BARBER  | 40 |
| 12 | 20147  | HEAD BUS DRIVER  | 40 |
| 15 | 20045  | HEAD CLERK   | 35 |
| 15 | 20045C | HEAD CLERK DEAF LANGUAGE SPECIALIST                      | 35 |
| 15 | 21535  | HEAD CLERK BOOKKEEPER                                    | 35 |
| 16 | 20048  | HEAD CLERK EVIDENCE HANDLING                             | 35 |
| 16 | 44646  | HEAD COOK 1  | 40 |
| 13 | 44654  | HEAD COOK 1 - 10 MONTHS                                  | 40 |
| 14 | 44645  | HEAD COOK 2  | 40 |
| 11 | 44647  | HEAD COOK 2 - 10 MONTHS                                  | 40 |
| 12 | 44644  | HEAD COOK 3  | 40 |
| 09 | 44648  | HEAD COOK 3 - 10 MONTHS                                  | 40 |
| 17 | 44656  | HEAD COOK REGIONAL FOOD SERVICE                          | 40 |
| 16 | 04145  | HEAD COTTAGE TRAINING SUPERVISOR                         | 40 |
| 17 | 45745  | HEAD DAIRY WORKER  | 40 |
| 18 | 53295  | HEAD DATA ENTRY MACHINE OPERATOR                         | 35 |
| 21 | 14029  | HEAD DRAFTING TECHNICIAN                                 | 40 |
| 19 | 14035  | HEAD DRAFTING TECHNICIAN                                 | 35 |

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| 16 | 45325  | HEAD FARMER   | 40 |
| 15 | 20725  | HEAD FILE CLERK   | 35 |
| 16 | 45535  | HEAD GARDENER   | 40 |
| 16 | 45515  | HEAD GREENHOUSE WORKER  | 40 |
| 16 | 42745  | HEAD GROUNDS WORKER   | 40 |
| 15 | 40922  | HEAD HAIRDRESSER  | 40 |
| 10 | 44104  | HEAD HOUSEKEEPER  | 40 |
| 10 | 44424  | HEAD LAUNDRY WORKER   | 40 |
| 15 | 22025  | HEAD MICROFILMMACHINE OPERATOR                                | 35 |
| 15 | 52645  | HEAD PROCUREMENT CLERK  | 35 |
| 13 | 40844  | HEAD SEWING WORKER  | 40 |
| 27 | 00374  | HEALTH DATA SPECIALIST I                                      | NL |
| 29 | 00383  | HEALTH ECONOMICS RESEARCH SPECIALIST 1                        | NL |
| 29 | 00286  | HEALTH SYSTEMSSPECIALIST 1                                    | NL |
| 32 | 61748  | HEARING OFFICER 3 STATE PAROLE BOARD                          | NL |
| 34 | 61746  | HEARING OFFICER 4 STATE PAROLE BOARD                          | NL |
| 24 | 55783  | INDUSTRIAL MANAGER 2 STATE USE INDUSTRIES                     | N4 |
| 24 | 55783D | INDUSTRIAL MANAGER 2 STATE USE INDUSTRIES DISPENSING OPTICIAN | N4 |
| 27 | 32202  | INSPECTOR 1 MULTIPLE DWELLINGS                                | NL |
| 20 | 53703  | INSPECTOR 1 N J RACING COMMISSION                             | 40 |
| 20 | 32195  | INSTITUTION FIRE CHIEF  | 40 |
| 22 | 43726  | INSTITUTIONAL TRANSPORTATION SUPERVISOR                       | N4 |
| 29 | 55280A | INSURANCE ANALYST 1   | NL |
| 29 | 55280D | INSURANCE ANALYST 1 LIFE AND HEALTH                           | NL |
| 29 | 55280C | INSURANCE ANALYST 1 RATING                                    | NL |
| 26 | 55084  | INSURANCE EXAMINER 1  | NL |
| 11 | 57161  | INTERMITTENT PRINCIPAL CLERK                                  | 35 |
| 25 | 56774  | INVESTIGATOR 1  | NE |
| 22 | 30567  | INVESTIGATOR 1CITIZEN INFORMATION AND COMPLAINTS              | 35 |
| 25 | 65048  | INVESTIGATOR 1LABOR   | NL |
| 26 | 54996  | INVESTIGATOR 1REAL ESTATE COMMISSION                          | NL |
| 25 | 51594  | INVESTIGATOR 1TAXATION  | NL |
| 25 | 51594C | INVESTIGATOR 1TAXATION BILINGUAL IN SPANISH AND ENGLISH       | NL |
| 27 | 10312  | INVESTIGATOR 3CHILD PROTECTION                                | NE |
| 28 | 52485  | INVESTMENT ANALYST 1  | NL |
| 19 | 50050  | INVESTMENT TECHNICIAN   | 35 |
| 20 | 24837  | JUDICIAL ASSISTANT 2 OAL                                      | NE |
| 25 | 54144  | LABOR MARKET ANALYST 2  | NL |
| 11 | 01934  | LABORATORY SERVICE WORKER 2                                   | 35 |
| 26 | 10694  | LANDSCAPE DESIGNER 1  | 4E |

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| 27 | 36306  | LEGAL ASSISTANT 2 OFFICE OF ADMINISTRATIVE LAW              | NL |
| 25 | 74084  | LIBRARIAN 1   | NL |
| 25 | 74084C | LIBRARIAN 1 LAW LIBRARY                                     | NL |
| 25 | 15110  | LICENSE EXAMINER 1  | NL |
| 13 | 52472  | LICENSE PROCESSOR 1   | 35 |
| 26 | 80013  | MANAGEMENT COMPLIANCE OFFICER 1                             | NL |
| 30 | 70242  | MANAGER 2 EDUCATION   | NL |
| 28 | 55244  | MARKET CONDUCT EXAMINER 1                                   | NL |
| 19 | 21055  | MEDICAL RECORDS SUPERVISOR                                  | 35 |
| 25 | 02004  | MICROBIOLOGIST 3  | NL |
| 24 | 41144  | MODEL MAKER 3   | 40 |
| 15 | 21034  | MORTALITY CODING CLERK 1                                    | 35 |
| 25 | 55394  | MUNICIPAL FINANCE AUDITOR 1                                 | NL |
| 26 | 44796  | NUTRITION PROGRAM SPECIALIST 2                              | NL |
| 25 | 53154  | OFFICE AUTOMATION SPECIALIST 1                              | NL |
| 20 | 30462  | PARALEGAL TECHNICIAN 1                                      | 35 |
| 19 | 43044  | PARKS MAINTENANCE SUPERVISOR 2                              | 40 |
| 19 | 43044C | PARKS MAINTENANCE SUPERVISOR 2 BOTANICAL GARDENS            | 40 |
| 24 | 53654  | PENSIONS BENEFITS SPECIALIST 1                              | 3E |
| 26 | 65364C | PERMIT COORDINATION OFFICER 1 ENVIRONMENTAL PROTECTION      | NL |
| 27 | 54942  | PLANNED REAL ESTATE DEVELOPMENT ANALYST 1                   | 4E |
| 30 | 72625  | PLANNING ASSOCIATE 1  | NL |
| 30 | 72625D | PLANNING ASSOCIATE 1 COMPUTER APPLICATIONS & SYSTEMS DESIGN | NL |
| 30 | 72625F | PLANNING ASSOCIATE 1 POLICY AND PLANNING                    | NL |
| 30 | 72625J | PLANNING ASSOCIATE 1 STATISTICS/DATA ANALYSIS               | NL |
| 30 | 72632  | PLANNING ASSOCIATE 3 SCHOOL/EDUCATION PROGRAMS              | NL |
| 13 | 21733  | PRINCIPAL ACCIDENT RECORD REVIEWER                          | 35 |
| 21 | 52339  | PRINCIPAL ACCOUNT ADJUSTER STATE LOTTERY                    | NE |
| 24 | 55700  | PRINCIPAL ANIMAL HEALTH TECHNICIAN                          | NE |
| 25 | 54349  | PRINCIPAL AREA COORDINATOR COMMUNITY INVOLVEMENT            | 4E |
| 14 | 74764  | PRINCIPAL AUDIO VISUAL TECHNICIAN                           | 35 |
| 12 | 21634  | PRINCIPAL AUDIT ACCOUNT CLERK                               | 35 |
| 12 | 21634C | PRINCIPAL AUDIT ACCOUNT CLERK TYPING                        | 35 |
| 24 | 02254  | PRINCIPAL BACTERIOLOGIST                                    | 3E |
| 26 | 01744A | PRINCIPAL BIOLOGIST   | 4E |
| 25 | 01754A | PRINCIPAL BIOLOGIST   | NL |
| 25 | 01754C | PRINCIPAL BIOLOGIST CROP PROTECTION                         | NL |
| 25 | 01754N | PRINCIPAL BIOLOGIST EDUCATION                               | NL |
| 25 | 01754D | PRINCIPAL BIOLOGIST FISHERIES                               | NL |
| 25 | 01754L | PRINCIPAL BIOLOGIST MOSQUITO CONTROL                        | NL |



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| 25 | 01754J | PRINCIPAL BIOLOGIST TIDELANDS DELINEATION                          | NL |
| 26 | 01744C | PRINCIPAL BIOLOGIST TRANSPORTATION                                 | 4E |
| 25 | 01754P | PRINCIPAL BIOLOGIST WATER RESOURCES                                | NL |
| 25 | 01754H | PRINCIPAL BIOLOGIST WILDLIFE MANAGEMENT                            | NL |
| 23 | 56374  | PRINCIPAL CLAIMS INVESTIGATOR                                      | NL |
| 22 | 56124  | PRINCIPAL CLAIMS REVIEWER  | 3E |
| 11 | 20044  | PRINCIPAL CLERK  | 35 |
| 11 | 20044D | PRINCIPAL CLERK BILINGUAL IN SPANISH & ENGLISH                     | 35 |
| 12 | 21534  | PRINCIPAL CLERK BOOKKEEPER   | 35 |
| 13 | 23824  | PRINCIPAL CLERK STENOGRAPHER                                       | 35 |
| 13 | 23824C | PRINCIPAL CLERK STENOGRAPHER BILINGUAL IN SPANISH & ENGLISH        | 35 |
| 10 | 23825  | PRINCIPAL CLERK STENOGRAPHER 10 MONTHS                             | 35 |
| 12 | 23334  | PRINCIPAL CLERK TRANSCRIBER  | 35 |
| 12 | 23334C | PRINCIPAL CLERK TRANSCRIBER BILINGUAL IN SPANISH & ENGLISH         | 35 |
| 12 | 23334D | PRINCIPAL CLERK TRANSCRIBER DEAF LANGUAGE SPECIALIST               | 35 |
| 12 | 23234  | PRINCIPAL CLERK TYPIST   | 35 |
| 12 | 23234D | PRINCIPAL CLERK TYPIST BILINGUAL IN SPANISH & ENGLISH              | 35 |
| 09 | 23236  | PRINCIPAL CLERK TYPIST 10 MONTHS                                   | 35 |
| 25 | 60623  | PRINCIPAL COMMUNITY PROGRAM SPECIALIST                             | NL |
| 25 | 60623C | PRINCIPAL COMMUNITY PROGRAM SPECIALIST JUVENILE JUSTICE COMMISSION | NL |
| 14 | 53294  | PRINCIPAL DATAENTRY MACHINE OPERATOR                               | 35 |
| 14 | 53294D | PRINCIPAL DATAENTRY MACHINE OPERATOR SCANNING                      | 35 |
| 14 | 53294C | PRINCIPAL DATAENTRY MACHINE OPERATOR TERMINAL                      | 35 |
| 16 | 14034  | PRINCIPAL DRAFTING TECHNICIAN                                      | 35 |
| 18 | 14028  | PRINCIPAL DRAFTING TECHNICIAN                                      | 40 |
| 25 | 14091  | PRINCIPAL ENGINEER CIVIL   | NL |
| 26 | 14094  | PRINCIPAL ENGINEER CIVIL   | 4E |
| 24 | 15010  | PRINCIPAL ENGINEER CIVIL   | 3E |
| 26 | 16694  | PRINCIPAL ENGINEER ELECTRICAL                                      | 4E |
| 24 | 15008  | PRINCIPAL ENGINEER ELECTRICAL                                      | 3E |
| 26 | 15003  | PRINCIPAL ENGINEER ENERGY  | 4E |
| 24 | 15009  | PRINCIPAL ENGINEER ENERGY  | 3E |
| 26 | 10464  | PRINCIPAL ENGINEER GEOLOGY   | 4E |
| 26 | 10454  | PRINCIPAL ENGINEER GEOTECHNICAL                                    | 4E |
| 26 | 13094  | PRINCIPAL ENGINEER MATERIALS                                       | 4E |
| 26 | 13094C | PRINCIPAL ENGINEER MATERIALS NON-DESTRUCTIVE TESTING               | 4E |
| 26 | 16894  | PRINCIPAL ENGINEER MECHANICAL                                      | 4E |
| 26 | 12694  | PRINCIPAL ENGINEER PLANNING  | 4E |
| 26 | 12694C | PRINCIPAL ENGINEER PLANNING AERONAUTICS                            | 4E |
| 26 | 10474  | PRINCIPAL ENGINEER STRUCTURAL BRIDGE DESIGN                        | 4E |

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| 26 | 10471  | PRINCIPAL ENGINEER STRUCTURAL EVALUATION                                | 4E |
| 26 | 11284  | PRINCIPAL ENGINEER TRAFFIC  | 4E |
| 26 | 10274  | PRINCIPAL ENGINEER TRANSPORTATION                                       | 4E |
| 26 | 12294  | PRINCIPAL ENGINEER TRANSPORTATION RESEARCH                              | 4E |
| 26 | 14894  | PRINCIPAL ENGINEER UTILITIES  | 4E |
| 24 | 15007  | PRINCIPAL ENGINEER UTILITIES  | 3E |
| 20 | 15834  | PRINCIPAL ENVIRONMENTAL TECHNICIAN                                      | 40 |
| 18 | 59976  | PRINCIPAL ENVIRONMENTAL TECHNICIAN                                      | 35 |
| 18 | 59976D | PRINCIPAL ENVIRONMENTAL TECHNICIAN WATER RESOURCES                      | 35 |
| 26 | 60654  | PRINCIPAL FIELD OPERATIONS ANALYST DEVELOPMENTAL DISABILITIES           | NL |
| 24 | 64394  | PRINCIPAL FIELD REPRESENTATIVE HOUSING                                  | NL |
| 24 | 64394C | PRINCIPAL FIELD REPRESENTATIVE HOUSING CODE COMPLIANCE                  | NL |
| 24 | 64394G | PRINCIPAL FIELD REPRESENTATIVE HOUSING CODE ENFORCEMENT                 | NL |
| 24 | 64394F | PRINCIPAL FIELD REPRESENTATIVE HOUSING HOUSING ASSISTANCE PROGRAM       | NL |
| 25 | 51685  | PRINCIPAL FIELD REPRESENTATIVE LOCAL PROPERTY TAX                       | NL |
| 27 | 01284  | PRINCIPAL FIELD REPRESENTATIVE PHARMACEUTICALS                          | NL |
| 27 | 01284C | PRINCIPAL FIELD REPRESENTATIVE PHARMACEUTICALS HEALTH FACILITIES        | NL |
| 11 | 20724  | PRINCIPAL FILECLERK   | 35 |
| 24 | 50534  | PRINCIPAL FISCAL ANALYST  | 3E |
| 16 | 44924  | PRINCIPAL FORENSIC PHOTOGRAPHER   | 35 |
| 12 | 40014  | PRINCIPAL GARAGE ATTENDANT  | 40 |
| 26 | 03045  | PRINCIPAL GEOLOGIST   | 4E |
| 25 | 03054  | PRINCIPAL GEOLOGIST   | NL |
| 25 | 03054C | PRINCIPAL GEOLOGIST ENVIRONMENTAL PROTECTION                            | NL |
| 25 | 17494  | PRINCIPAL HIGHWAY SAFETY SPECIALIST                                     | NE |
| 24 | 15681  | PRINCIPAL HISTORIC PRESERVATION SPECIALIST                              | NL |
| 13 | 55824  | PRINCIPAL INDUSTRIAL ASSISTANT  | 40 |
| 21 | 32412  | PRINCIPAL INSPECTOR BULKHEADS AND DREDGING                              | NE |
| 24 | 32201  | PRINCIPAL INSPECTOR FIRE SAFETY   | N4 |
| 24 | 45023  | PRINCIPAL INTELLIGENCE RESEARCH ANALYST                                 | NL |
| 25 | 55154A | PRINCIPAL INVESTIGATOR INSURANCE  | NL |
| 25 | 55154G | PRINCIPAL INVESTIGATOR INSURANCE ENFORCEMENT                            | NL |
| 25 | 33454  | PRINCIPAL INVESTIGATOR PUBLIC DEFENDER                                  | NL |
| 25 | 33454C | PRINCIPAL INVESTIGATOR PUBLIC DEFENDER BILINGUAL IN SPANISH AND ENGLISH | NL |
| 18 | 01924  | PRINCIPAL LABORATORY TECHNICIAN   | 35 |
| 18 | 01924I | PRINCIPAL LABORATORY TECHNICIAN ANIMAL HEALTH                           | 35 |
| 18 | 01924D | PRINCIPAL LABORATORY TECHNICIAN CHEMISTRY                               | 35 |
| 18 | 01924G | PRINCIPAL LABORATORY TECHNICIAN FORENSIC                                | 35 |

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| 18 | 01924K | PRINCIPAL LABORATORY TECHNICIAN MICROBIOLOGY                       | 35 |
| 18 | 01924J | PRINCIPAL LABORATORY TECHNICIAN PLANT INDUSTRY                     | 35 |
| 14 | 74134  | PRINCIPAL LIBRARY ASSISTANT  | 35 |
| 10 | 20434  | PRINCIPAL MAILCLERK  | 35 |
| 24 | 01952  | PRINCIPAL MEDICAL TECHNOLOGIST                                     | 3E |
| 11 | 22024  | PRINCIPAL MICROFILM MACHINE OPERATOR                               | 35 |
| 11 | 22234  | PRINCIPAL OFFICE APPLIANCE OPERATOR                                | 35 |
| 24 | 55304  | PRINCIPAL OPERATIONS ANALYST                                       | 3E |
| 13 | 23215  | PRINCIPAL OPERATOR AUTOMATED TYPEWRITER                            | 35 |
| 10 | 23216  | PRINCIPAL OPERATOR AUTOMATED TYPEWRITER 10 MONTHS                  | 35 |
| 24 | 61751  | PRINCIPAL PAROLE COUNSELOR STATE PAROLE BOARD                      | NL |
| 14 | 44943  | PRINCIPAL PHOTOGRAPHER   | 35 |
| 26 | 03696  | PRINCIPAL PHYSICAL THERAPIST                                       | 40 |
| 26 | 16491  | PRINCIPAL PLANNER  | 4E |
| 25 | 16474  | PRINCIPAL PLANNER  | NL |
| 25 | 16474I | PRINCIPAL PLANNER EMERGENCY MANAGEMENT                             | NL |
| 25 | 16474J | PRINCIPAL PLANNER EMERGENCY MANAGEMENT FIRE                        | NL |
| 26 | 12494  | PRINCIPAL PLANNER TRANSPORTATION                                   | 4E |
| 14 | 20424  | PRINCIPAL POSTAL CLERK   | 40 |
| 24 | 54244  | PRINCIPAL PROCEDURES ANALYST                                       | 3E |
| 18 | 00824  | PRINCIPAL RABIES CONTROL TECHNICIAN                                | NL |
| 18 | 59978  | PRINCIPAL RADIOLOGICAL TECHNICIAN                                  | 35 |
| 20 | 14844  | PRINCIPAL RAILROAD INSPECTOR                                       | 40 |
| 26 | 12284  | PRINCIPAL RESEARCH ASSISTANT TRANSPORTATION                        | 4E |
| 20 | 17204  | PRINCIPAL SAFETY INSPECTOR TRANSPORTATION                          | 40 |
| 24 | 02464  | PRINCIPAL SEEDANALYST  | 3E |
| 25 | 34382  | PRINCIPAL STAFF OFFICER 3  | NL |
| 13 | 40034  | PRINCIPAL STOCK CLERK  | 35 |
| 22 | 53101  | PRINCIPAL TECHNICIAN MANAGEMENT INFORMATION SYSTEMS                | 40 |
| 21 | 62043  | PRINCIPAL TECHNICIAN MANAGEMENT INFORMATION SYSTEMS                | NE |
| 23 | 57144  | PRINCIPAL TITLE EXAMINER   | NL |
| 20 | 11234  | PRINCIPAL TRAFFIC INVESTIGATOR                                     | 40 |
| 24 | 63564  | PRINCIPAL TRAINING TECHNICIAN                                      | 3E |
| 25 | 63571  | PRINCIPAL TRAINING TECHNICIAN                                      | NL |
| 24 | 63564F | PRINCIPAL TRAINING TECHNICIAN COMPUTER TECHNOLOGY                  | 35 |
| 26 | 13284C | PRINCIPAL TRANSPORTATION ANALYST EMERGENCY MANAGEMENT COORDINATION | 4E |
| 11 | 20624  | PRINCIPAL VAULT CLERK  | 35 |
| 31 | 21735  | PRINCIPAL VETERINARIAN DISEASE CONTROL                             | NL |
| 31 | 10114  | PRINCIPAL VETERINARIAN NEW JERSEY RACING COMMISSION                | NL |
| 25 | 03365  | PRINCIPAL ZOOLOGIST NON-GAME                                       | NL |

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| 13 | 22534  | PRINTING MACHINE OPERATOR 3  | 35 |
| 17 | 22535  | PRINTING MACHINE OPERATOR 4  | 35 |
| 20 | 22545  | PRINTING OPERATIONS TECHNICIAN 3   | NE |
| 25 | 60664  | PROGRAM ASSISTANT DIVISION OF DEVELOPMENTAL DISABILITIES                         | NL |
| 27 | 64484  | PROGRAM DEVELOPMENT SPECIALIST 1   | 4E |
| 26 | 64485  | PROGRAM DEVELOPMENT SPECIALIST 1   | NL |
| 26 | 64485C | PROGRAM DEVELOPMENT SPECIALIST 1 AGING   | NL |
| 26 | 64485X | PROGRAM DEVELOPMENT SPECIALIST 1 BILINGUAL IN SPANISH & ENGLISH                  | NL |
| 26 | 64485O | PROGRAM DEVELOPMENT SPECIALIST 1 CHILDREN AND FAMILIES                           | NL |
| 26 | 64485P | PROGRAM DEVELOPMENT SPECIALIST 1 CODE ENFORCEMENT                                | NL |
| 26 | 64485V | PROGRAM DEVELOPMENT SPECIALIST 1 CORRECTIONS                                     | NL |
| 26 | 644850 | PROGRAM DEVELOPMENT SPECIALIST 1 CORRECTIONS BIL SPANISH AND ENGLISH             | NL |
| 26 | 64485M | PROGRAM DEVELOPMENT SPECIALIST 1 DEVELOPMENTAL DISABILITIES                      | NL |
| 26 | 644851 | PROGRAM DEVELOPMENT SPECIALIST 1 ENERGY CONSERVATION                             | NL |
| 26 | 64485H | PROGRAM DEVELOPMENT SPECIALIST 1 ENVIRONMENTAL PROTECTION                        | NL |
| 26 | 64485N | PROGRAM DEVELOPMENT SPECIALIST 1 HOUSING   | NL |
| 26 | 644852 | PROGRAM DEVELOPMENT SPECIALIST 1 HUMAN SERVICES                                  | NL |
| 26 | 64485T | PROGRAM DEVELOPMENT SPECIALIST 1 MEDICAL ASSISTANCE AND HEALTH SERVICES          | NL |
| 26 | 64485J | PROGRAM DEVELOPMENT SPECIALIST 1 MENTAL HEALTH SERVICES                          | NL |
| 26 | 64485I | PROGRAM DEVELOPMENT SPECIALIST 1 WOMENS SERVICES                                 | NL |
| 24 | 80204  | PROGRAM OFFICER STUDENT ASSISTANCE   | NL |
| 27 | 65286A | PROGRAM PLANNING AND DEVELOPMENT SPECIALIST 1                                    | NL |
| 27 | 65286F | PROGRAM PLANNING AND DEVELOPMENT SPECIALIST 1 DEAF LANGUAGE SPECIALIST           | NL |
| 27 | 65286D | PROGRAM PLANNING AND DEVELOPMENT SPECIALIST 1 VOCATIONAL REHABILITATION SERVICES | NL |
| 25 | 00143  | PROGRAM SPECIALIST 2 OCCUPATIONAL ENVIRONMENTAL HEALTH                           | NL |
| 25 | 00143C | PROGRAM SPECIALIST 2 OCCUPATIONAL ENVIRONMENTAL HEALTH CODE ENFORCEMENT          | NL |
| 26 | 64489  | PROGRAM SPECIALIST COMMISSION FOR THE BLIND AND VISUALLY IMPAIRED                | NL |
| 27 | 80135  | PROGRAM SPECIALIST POLICY RESEARCH & PLANNING                                    | NL |
| 26 | 80306  | PROGRAM SPECIALIST STUDENT ASSISTANCE  | NL |
| 27 | 62103A | PROGRAM SUPPORT SPECIALIST 1   | NL |
| 27 | 62103D | PROGRAM SUPPORT SPECIALIST 1 ASSISTANCE PROGRAMS                                 | NL |
| 27 | 62103C | PROGRAM SUPPORT SPECIALIST 1 DEVELOPMENTAL DISABILITIES                          | NL |
| 20 | 10258  | PROGRAM TECHNICIAN   | NE |
| 31 | 10092  | PROJECT MANAGER TRANSPORTATION   | N4 |
| 31 | 10092C | PROJECT MANAGER TRANSPORTATION MARITIME  | N4 |

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| 27 | 52605  | PROPERTY MANAGEMENT SERVICES SPECIALIST 4                          | NL |
| 26 | 62865A | PUBLIC HEALTH CONSULTANT 1   | NL |
| 26 | 62865D | PUBLIC HEALTH CONSULTANT 1 HEALTH EDUCATION                        | NL |
| 26 | 62865F | PUBLIC HEALTH CONSULTANT 1 NUTRITION                               | NL |
| 26 | 62865H | PUBLIC HEALTH CONSULTANT 1 SOCIAL WORK                             | NL |
| 28 | 60611  | PUBLIC HEALTH CONSULTANT 1 NURSING                                 | NL |
| 24 | 62926  | PUBLIC HEALTH REPRESENTATIVE 1                                     | NL |
| 24 | 62926G | PUBLIC HEALTH REPRESENTATIVE 1 BILINGUAL IN SPANISH & ENGLISH      | NL |
| 24 | 62926J | PUBLIC HEALTH REPRESENTATIVE 1 CERTIFIED TUMOR REGISTRAR           | NL |
| 24 | 62926C | PUBLIC HEALTH REPRESENTATIVE 1 COMMUNICABLE DISEASE                | NL |
| 24 | 62926D | PUBLIC HEALTH REPRESENTATIVE 1 EMERGENCY MEDICAL SERVICES          | NL |
| 24 | 62926I | PUBLIC HEALTH REPRESENTATIVE 1 LACTATION                           | NL |
| 29 | 55955  | QUALITY ASSURANCE COORDINATOR                                      | NL |
| 29 | 55971  | QUALITY ASSURANCE COORDINATOR DCF                                  | NL |
| 28 | 59980  | RADIATION PHYSICIST 1  | NL |
| 28 | 59980C | RADIATION PHYSICIST 1 MAMMOGRAPHY UNIT                             | NL |
| 25 | 57084  | REAL ESTATE APPRAISER 2  | NL |
| 25 | 57064  | REALTY SPECIALIST 3 TRANSPORTATION                                 | NL |
| 24 | 74203  | RECORDS ANALYST 1  | 3E |
| 25 | 02654  | REGIONAL FORESTER  | NL |
| 26 | 62172  | REGIONAL MANAGEMENT SERVICES COORDINATOR YOUTH AND FAMILY SERVICES | NL |
| 23 | 60706  | REGIONAL SUPERVISOR FOSTER GRANDPARENT PROGRAM                     | NL |
| 26 | 03154  | REGISTERED ENVIRONMENTAL HEALTH INSPECTOR 3                        | NL |
| 31 | 55032  | REGULATORY OFFICER 1 BANKING AND INSURANCE                         | NL |
| 28 | 10243  | RESEARCH ANALYST 4   | NL |
| 30 | 54006C | RESEARCH ECONOMIST 1 DEMOGRAPHY                                    | NL |
| 30 | 54006F | RESEARCH ECONOMIST 1 PUBLIC UTILITIES                              | NL |
| 30 | 54006D | RESEARCH ECONOMIST 1 STATISTICS                                    | NL |
| 30 | 54006  | RESEARCH ECONOMIST 4   | NL |
| 30 | 03166  | RESEARCH SCIENTIST 1   | NL |
| 30 | 03166C | RESEARCH SCIENTIST 1 CHEMISTRY                                     | NL |
| 30 | 03166D | RESEARCH SCIENTIST 1 MICROBIOLOGY                                  | NL |
| 25 | 04184  | RESIDENTIAL SERVICES SPECIALIST 1                                  | NL |
| 25 | 04184C | RESIDENTIAL SERVICES SPECIALIST 1 TEACHING PARENT                  | NL |
| 28 | 54399  | RESOURCE INTERPRETIVE SPECIALIST 4                                 | NL |
| 21 | 52396  | SALES REPRESENTATIVE 3 STATE LOTTERY                               | NE |
| 20 | 40453  | SALES REPRESENTATIVE 3 STATE LOTTERY                               | 35 |
| 29 | 52504  | SECURITIES MARKET TRADER 1   | NL |
| 24 | 52664  | SENIOR BUYER   | 3E |
| 15 | 03238  | SENIOR CEMETERY CARETAKER  | 40 |

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| 16 | 21803  | SENIOR COMMUNICATIONS OPERATOR   | 40 |
| 16 | 21803C | SENIOR COMMUNICATIONS OPERATOR ENVIRONMENTAL PROTECTION                  | 40 |
| 29 | 61416  | SENIOR HEARING OFFICER INMATE DISCIPLINARY PROGRAM                       | NL |
| 21 | 61381  | SENIOR INSTRUCTOR COUNSELOR RE-ADJUSTMENT UNIT                           | 4E |
| 22 | 65053  | SENIOR INVESTIGATOR DISABILITY INSURANCE                                 | NE |
| 18 | 80215  | SENIOR INVESTIGATOR STUDENT LOANS  | NE |
| 23 | 03672  | SENIOR OCCUPATIONAL THERAPIST  | 40 |
| 19 | 40303  | SENIOR OPERATOR REFRIGERATION SERVICES                                   | 40 |
| 29 | 00857  | SENIOR PUBLIC HEALTH VETERINARIAN  | NL |
| 25 | 70265  | SENIOR PUPIL TRANSPORTATION SPECIALIST                                   | NL |
| 14 | 56072  | SENIOR UNEMPLOYMENT INSURANCE CLERK                                      | 35 |
| 14 | 56072C | SENIOR UNEMPLOYMENT INSURANCE CLERK BILINGUAL IN SPANISH AND ENGLISH     | 35 |
| 18 | 10319  | SHIFT SUPERVISOR EMERGENCY SERVICE PATROL                                | 40 |
| 29 | 60366  | SOCIAL SCIENTIST 1   | NL |
| 23 | 60063A | SOCIAL WORK SUPERVISOR 3   | NL |
| 23 | 60063O | SOCIAL WORK SUPERVISOR 3 GERIATRICS                                      | NL |
| 23 | 60063I | SOCIAL WORK SUPERVISOR 3 PSYCHIATRIC                                     | NL |
| 23 | 60063N | SOCIAL WORK SUPERVISOR 3 SECURED FACILITIES                              | NL |
| 29 | 10235  | SOFTWARE DEVELOPMENT SPECIALIST 3  | NL |
| 19 | 34371  | SPECIAL STAFF OFFICER 3  | 4E |
| 18 | 34372  | SPECIAL STAFF OFFICER 3  | NL |
| 27 | 62195  | STANDARDS AND PROCEDURES TECHNICIAN 3                                    | NL |
| 19 | 40144  | STOREKEEPER 1  | 40 |
| 18 | 40145  | STOREKEEPER 1  | NE |
| 26 | 15092  | SUB-CODE OFFICIAL  | 40 |
| 22 | 63115  | SUBSTANCE ABUSE COUNSELOR 1  | NL |
| 22 | 63115C | SUBSTANCE ABUSE COUNSELOR 1 MENTAL HEALTH/ALCOHOLISM SERVICES            | NL |
| 28 | 65514  | SUPERVISING AFFIRMATIVE ACTION ASSISTANT PUBLIC CONTRACTS                | NL |
| 28 | 64685  | SUPERVISING APPEALS EXAMINER   | NL |
| 28 | 55401  | SUPERVISING BUSINESS REPRESENTATIVE                                      | NL |
| 29 | 61401  | SUPERVISING CLASSIFICATION OFFICER                                       | NL |
| 24 | 53090  | SUPERVISING COMPUTER OPERATOR  | 3E |
| 26 | 62141  | SUPERVISING FAMILY SERVICE SPECIALIST 2                                  | NL |
| 26 | 62141C | SUPERVISING FAMILY SERVICE SPECIALIST 2 BILINGUAL IN SPANISH AND ENGLISH | NL |
| 26 | 64396  | SUPERVISING FIELD REPRESENTATIVE HOUSING                                 | NL |
| 27 | 54975  | SUPERVISING FIRE INVESTIGATOR  | NL |
| 22 | 54596  | SUPERVISING GRAPHIC ARTIST DIVISION OF STATE POLICE                      | NL |
| 27 | 60454  | SUPERVISING HEALTH CARE EVALUATOR  | NL |

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| 20 | 02493  | SUPERVISING INSPECTOR PLANT INDUSTRY                                      | NL |
| 29 | 33859  | SUPERVISING INVESTIGATOR LAW AND PUBLIC SAFETY                            | NL |
| 29 | 33859G | SUPERVISING INVESTIGATOR LAW AND PUBLIC SAFETY SPECIALIZED CREDENTIALS    | NL |
| 29 | 40001  | SUPERVISING INVESTIGATOR NJ MOTOR VEHICLE COMMISSION                      | NL |
| 25 | 56084  | SUPERVISING INVESTIGATOR UNEMPLOYMENT INSURANCE                           | NL |
| 30 | 59995  | SUPERVISING NUCLEAR ENGINEER  | NL |
| 25 | 02555  | SUPERVISING PLANT PATHOLOGIST   | NL |
| 28 | 52629  | SUPERVISING PROCUREMENT SPECIALIST  | NL |
| 27 | 63004  | SUPERVISING PROGRAM SPECIALIST SUBSTANCE ABUSE/AIDS                       | NL |
| 21 | 03865C | SUPERVISING PUBLIC SAFETY TELECOMMUNICATOR STATE POLICE                   | N4 |
| 26 | 62564  | SUPERVISING REHABILITATION COUNSELOR MENTAL HEALTH                        | NL |
| 28 | 03184I | SUPERVISING RESEARCH ANALYST COMMUNITY AFFAIRS/HEALTH & SENIOR SVCS       | NL |
| 19 | 03726  | SUPERVISING RESPIRATORY THERAPIST   | N4 |
| 28 | 57146  | SUPERVISING RIGHT OF WAY RESEARCH ANALYST                                 | NL |
| 21 | 26513  | SUPERVISING TECHNICIAN COMMERCIAL RECORDING                               | NL |
| 12 | 21825  | SUPERVISING TELEPHONE OPERATOR  | 35 |
| 14 | 21826  | SUPERVISING TELEPHONE OPERATOR  | 40 |
| 30 | 56700  | SUPERVISING UTILITY MANAGEMENT ANALYST                                    | NL |
| 26 | 65274  | SUPERVISING VOCATIONAL REHABILITATION COUNSELOR                           | NL |
| 20 | 56487  | SUPERVISOR 1 MVC  | 35 |
| 22 | 56495  | SUPERVISOR 1 MVC  | 40 |
| 23 | 65245  | SUPERVISOR 2 UNEMPLOYMENT BENEFITS  | NL |
| 17 | 50312  | SUPERVISOR ADMINISTRATIVE UNIT  | 35 |
| 24 | 62676  | SUPERVISOR ALLIED SERVICES COMMISSION FOR THE BLIND AND VISUALLY IMPAIRED | NL |
| 21 | 65974  | SUPERVISOR CASH RECEIPTS AND DEPOSITS                                     | 35 |
| 28 | 62228  | SUPERVISOR CHILD CARE QUALITY ASSURANCE INSPECTIONS                       | NL |
| 29 | 60456  | SUPERVISOR COMPLAINTS & SURVEILLANCE                                      | NL |
| 28 | 25535  | SUPERVISOR ELECTION ADMINISTRATION  | NL |
| 20 | 10318  | SUPERVISOR EMERGENCY SERVICE PATROL                                       | 40 |
| 29 | 64866  | SUPERVISOR EMPLOYMENT AND TRAINING PROGRAMS                               | NL |
| 11 | 44705  | SUPERVISOR FOOD SERVICE AREA OPERATIONS                                   | 40 |
| 19 | 44945  | SUPERVISOR FORENSIC PHOTOGRAPHY UNIT                                      | 35 |
| 19 | 45045  | SUPERVISOR IDENTIFICATION RECORDS UNIT                                    | 35 |
| 31 | 61454  | SUPERVISOR INFORMATION TECHNOLOGY   | NL |
| 30 | 61455  | SUPERVISOR INFORMATION TECHNOLOGY   | 3E |
| 26 | 70348  | SUPERVISOR INFORMATION TECHNOLOGY HELP DESK                               | NL |
| 27 | 70349  | SUPERVISOR INFORMATION TECHNOLOGY HELP DESK                               | N4 |
| 23 | 61002  | SUPERVISOR JUVENILE UNIT CORRECTIONS                                      | NL |

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| 29 | 15903 | SUPERVISOR OF ADMINISTRATIVE SERVICES ENVIRONMENTAL QUALITY       | NL |
| 25 | 44626 | SUPERVISOR OF BAKERY OPERATIONS                                   | N4 |
| 25 | 61564 | SUPERVISOR OF CHAPLAINCY SERVICES                                 | NL |
| 30 | 72760 | SUPERVISOR OF EDUCATIONAL PROGRAMS 1                              | N4 |
| 27 | 72753 | SUPERVISOR OF EDUCATIONAL PROGRAMS 2                              | NL |
| 28 | 72758 | SUPERVISOR OF EDUCATIONAL PROGRAMS 2                              | N4 |
| 25 | 64764 | SUPERVISOR OF EMPLOYMENT COUNSELING AND SELECTIVE PLACEMENT       | NL |
| 26 | 60287 | SUPERVISOR OF FIELD INVESTIGATORS INSTITUTIONALIZED ELDERLY       | NL |
| 22 | 54780 | SUPERVISOR OF HORSERACE ACTIVITIES                                | NL |
| 20 | 45036 | SUPERVISOR OF IDENTIFICATION                                      | NL |
| 21 | 42146 | SUPERVISOR OF LANDSCAPE MAINTENANCE                               | 40 |
| 17 | 23835 | SUPERVISOR OF LEGAL SECRETARIAL SERVICES                          | 35 |
| 24 | 55915 | SUPERVISOR OF LICENSES AND PERMITS WORKPLACE STANDARDS            | NL |
| 27 | 64470 | SUPERVISOR OF LOCAL ASSISTANCE FIRE SAFETY                        | NL |
| 22 | 81114 | SUPERVISOR OF MAINTENANCE SCHOOL OF CONSERVATION                  | NE |
| 21 | 03663 | SUPERVISOR OF MUSIC THERAPY                                       | 40 |
| 27 | 55857 | SUPERVISOR OF PATIENTS ACCOUNTS 1                                 | NL |
| 21 | 55863 | SUPERVISOR OF PATIENTS ACCOUNTS 2                                 | NL |
| 21 | 62514 | SUPERVISOR OF VOLUNTEERS  | NL |
| 16 | 18044 | SUPERVISOR OF X RAY TECHNICIANS                                   | 35 |
| 26 | 10824 | SUPERVISOR ORGANIC CERTIFICATION PROGRAM                          | N4 |
| 27 | 16876 | SUPERVISOR PREVENTIVE MAINTENANCE AND CONSTRUCTION HUMAN SERVICES | NL |
| 25 | 43545 | SUPERVISOR RADIO MAINTENANCE                                      | 40 |
| 23 | 34793 | SUPERVISOR RADIOLOGICAL MAINTENANCE                               | N4 |
| 19 | 45043 | SUPERVISOR RECORDS ASSEMBLY UNIT                                  | 35 |
| 25 | 02453 | SUPERVISOR SEED CERTIFICATION AND CONTROL                         | NL |
| 25 | 74523 | SUPERVISOR STATE MUSEUM EXHIBITS                                  | N4 |
| 25 | 60675 | SUPERVISOR VOCATIONAL PROGRAM                                     | NL |
| 17 | 43874 | SUPPLY SUPPORTTECHNICIAN 1  | 40 |
| 16 | 43869 | SUPPLY SUPPORTTECHNICIAN 1  | NE |
| 24 | 51324 | TAXPAYER SERVICE REPRESENTATIVE 1                                 | NL |
| 17 | 52352 | TECHNICAL ASSISTANT 1 INSURANCE                                   | 35 |
| 13 | 65353 | TECHNICAL ASSISTANT 1 LABOR                                       | 35 |
| 17 | 50043 | TECHNICAL ASSISTANT 1 PURCHASING                                  | 35 |
| 17 | 51634 | TECHNICAL ASSISTANT 1 TREASURY                                    | 35 |
| 12 | 82313 | TECHNICAL ASSISTANT 2 HIGHER EDUCATION                            | 35 |
| 09 | 08000 | TECHNICAL ASSISTANT 2 HIGHER EDUCATION 10 MONTHS                  | 35 |
| 17 | 65355 | TECHNICAL ASSISTANT BOARD OF MEDIATION                            | 35 |
| 31 | 53045 | TELECOMMUNICATIONS SYSTEMS ANALYST 1                              | NL |
| 98 | 60020 | TENTATIVE TITLE 40 HOURS  | 40 |



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| 98 | 10065 | TENTATIVE TITLE COMMERCE            | NL |
| 24 | 51103 | TRANSPORTATIONSERVICES SPECIALIST 2 | 3E |
| 25 | 62345 | VETERANS SERVICE OFFICER 1          | NL |
| 15 | 22646 | WORD PROCESSING SPECIALIST 1        | 35 |
| 23 | 60200 | WORK PROGRAM SPECIALIST 1           | NL |
| 16 | 66003 | YOUTH WORK SUPERVISOR               | 40 |

### Higher Level Supervisors Unit Titles

| RANGE | CODE   | TITLE NAME   | HOURS |
|-------|--------|--|-------|
| 28    | 53345  | ACCOUNTANT/AUDITOR 1 DATA PROCESSING   | NL    |
| 27    | 56505  | ADJUSTER 3 UNSATISFIED CLAIMS AND JUDGMENT FUND                                      | NL    |
| 20    | 40355  | AREA SUPERVISOR BRIDGE OPERATIONS  | 40    |
| 21    | 42345  | AREA SUPERVISOR HIGHWAY MAINTENANCE  | 40    |
| 29    | 50665  | ASSISTANT BUSINESS MANAGER 1   | NL    |
| 28    | 33455  | ASSISTANT CHIEF INVESTIGATOR PUBLIC DEFENDER   | NL    |
| 27    | 22550  | ASSISTANT CHIEF OF OFFICE SERVICES   | NL    |
| 28    | 55985  | ASSISTANT CHIEF WAGE AND HOUR COMPLIANCE   | NL    |
| 27    | 03855A | ASSISTANT DIRECTOR OF NURSING SERVICES 1   | N4    |
| 27    | 03855F | ASSISTANT DIRECTOR OF NURSING SERVICES 1 DEVELOPMENTAL DISABILITIES                  | N4    |
| 27    | 03855G | ASSISTANT DIRECTOR OF NURSING SERVICES 1 PSYCHIATRIC                                 | N4    |
| 25    | 42425  | ASSISTANT ENGINEER IN CHARGE MAINTENANCE 1   | N4    |
| 23    | 42424  | ASSISTANT ENGINEER IN CHARGE MAINTENANCE 2   | N4    |
| 21    | 44726  | ASSISTANT FOODSERVICE SUPERVISOR 1   | N4    |
| 20    | 44725  | ASSISTANT FOODSERVICE SUPERVISOR 2   | N4    |
| 19    | 44724  | ASSISTANT FOODSERVICE SUPERVISOR 3   | N4    |
| 21    | 43646  | ASSISTANT REGIONAL ELECTRICAL SUPERVISOR   | 40    |
| 29    | 17695  | ASSISTANT SUPERVISING ARCHITECT  | N4    |
| 21    | 44151  | ASSISTANT SUPERVISOR OF BUILDING REPAIRS   | 40    |
| 24    | 60634  | ASSISTANT SUPERVISOR OF PROFESSIONAL RESIDENTIAL SERVICES DEVELOPMENTAL DISABILITIES | N4    |
| 22    | 04213A | ASSISTANT SUPERVISOR OF RESIDENT LIVING  | 4E    |
| 22    | 04213D | ASSISTANT SUPERVISOR OF RESIDENT LIVING DEVELOPMENTAL DISABILITIES                   | 4E    |
| 22    | 04213C | ASSISTANT SUPERVISOR OF RESIDENT LIVING MENTAL HEALTH                                | 4E    |
| 24    | 44728  | ASSISTANT SUPERVISOR REGIONAL FOOD SERVICE OPERATION                                 | N4    |
| 27    | 82673  | ASSOCIATE SUPERVISOR 2 ADMINISTRATIVE SERVICES                                       | NL    |
| 27    | 82675  | ASSOCIATE SUPERVISOR 2 FACILITIES  | NL    |
| 25    | 82670  | ASSOCIATE SUPERVISOR 3 ADMINISTRATIVE SERVICES                                       | NL    |
| 25    | 82672  | ASSOCIATE SUPERVISOR 3 FACILITIES  | NL    |

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| 27 | 52578  | BUILDING MANAGEMENT SERVICES SPECIALIST 1                  | NL |
| 30 | 52559  | BUILDING MANAGER   | NL |
| 21 | 40208  | BUILDING SERVICES COORDINATOR 1                            | 40 |
| 19 | 40203  | BUILDING SERVICES COORDINATOR 1                            | 35 |
| 28 | 01555  | CHEMIST 4  | NL |
| 23 | 53704  | CHIEF INSPECTOR N J RACING COMMISSION                      | N4 |
| 30 | 53810  | CHIEF LABOR MARKET INFORMATION                             | NL |
| 38 | 01074  | CHIEF OF DENTAL SERVICES                                   | NL |
| 31 | 16858  | CHIEF OFFICE OF BOILER AND PRESSURE VESSEL COMPLIANCE      | NL |
| 20 | 32264  | CHIEF SECURITY OFFICER                                     | N4 |
| 26 | 61973  | CHILD SUPPORT AND PATERNITY SPECIALIST 1                   | NL |
| 29 | 20000  | CLINICAL LABORATORY EVALUATOR 4                            | NL |
| 22 | 10133  | CONSTRUCTION AND MAINTENANCE TECHNICIAN 1                  | 40 |
| 27 | 17248  | CONSTRUCTION OFFICIAL                                      | 40 |
| 27 | 44785A | CONSULTING DIETITIAN                                       | NL |
| 27 | 44785C | CONSULTING DIETITIAN MANAGEMENT SPECIALIST                 | NL |
| 29 | 51250  | CONTRACT ADMINISTRATOR 3                                   | NL |
| 31 | 00837  | COORDINATOR HEALTH CARE FACILITIES ANALYSIS                | NL |
| 27 | 00348  | COORDINATOR HEALTH PROJECTS 3                              | NL |
| 27 | 00348N | COORDINATOR HEALTH PROJECTS 3 EMERGENCY MEDICAL SERVICES   | NL |
| 28 | 56501  | COORDINATOR MVC  | N4 |
| 27 | 56466  | COORDINATOR MVC  | NL |
| 27 | 60455  | COORDINATOR OF INSPECTIONS HEALTH FACILITIES EVAL & LICNG  | NL |
| 28 | 42447  | COORDINATOR OF PLANT SERVICES AND PREVENTATIVE MAINTENANCE | N4 |
| 19 | 40147  | COORDINATOR OF SUPPLY SUPPORT OPERATIONS                   | NE |
| 29 | 62896  | COORDINATOR PRIMARY AND PREVENTIVE HEALTH SERVICES         | NL |
| 27 | 62161  | COUNTY SERVICES SPECIALIST                                 | NL |
| 29 | 03685  | DIRECTOR OF OCCUPATIONAL THERAPY                           | N4 |
| 28 | 35666  | DIRECTOR OF SPEECH LANGUAGE PATHOLOGY AND AUDIOLOGY        | NL |
| 28 | 65075  | DISABILITY INSURANCE SUPERVISOR                            | NL |
| 29 | 56896  | EDITOR OAL PUBLICATIONS                                    | NL |
| 31 | 15875  | EMERGENCY RESPONSE SPECIALIST 1                            | N4 |
| 27 | 42445  | ENGINEER IN CHARGE MAINTENANCE 2                           | N4 |
| 25 | 42436  | ENGINEER IN CHARGE MAINTENANCE 3                           | N4 |
| 23 | 42435  | ENGINEER IN CHARGE MAINTENANCE 4                           | N4 |
| 22 | 10122  | ENGINEERING TECHNICIAN 1                                   | 40 |
| 20 | 59954  | ENGINEERING TECHNICIAN 1                                   | 35 |
| 28 | 16297  | ENVIRONMENTAL ENGINEER 4                                   | NL |
| 29 | 16305  | ENVIRONMENTAL ENGINEER 4                                   | N4 |
| 28 | 15855  | ENVIRONMENTAL SPECIALIST 4                                 | NL |

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| 29 | 15856  | ENVIRONMENTAL SPECIALIST 4                                      | N4 |
| 23 | 45336  | FARM SUPERVISOR 1   | N4 |
| 21 | 45335  | FARM SUPERVISOR 2   | N4 |
| 27 | 62166A | FIELD SERVICE SUPERVISOR 1                                      | NL |
| 27 | 62166C | FIELD SERVICE SUPERVISOR 1 CHILDREN AND FAMILIES                | NL |
| 27 | 62166F | FIELD SERVICE SUPERVISOR 1 FAMILY DEVELOPMENT                   | NL |
| 27 | 62166H | FIELD SERVICE SUPERVISOR 1 MEDICAL ASSISTANCE & HEALTH SERVICES | NL |
| 27 | 62166D | FIELD SERVICE SUPERVISOR 1 QUALITY CONTROL                      | NL |
| 25 | 62165A | FIELD SERVICE SUPERVISOR 2                                      | NL |
| 25 | 62165G | FIELD SERVICE SUPERVISOR 2 CHILDREN AND FAMILIES                | NL |
| 25 | 62165I | FIELD SERVICE SUPERVISOR 2 FAMILY DEVELOPMENT                   | NL |
| 25 | 62165K | FIELD SERVICE SUPERVISOR 2 MEDICAL ASSISTANCE & HEALTH SERVICES | NL |
| 25 | 62165J | FIELD SERVICE SUPERVISOR 2 QUALITY CONTROL                      | NL |
| 30 | 54865  | FINANCIAL EXAMINER 1  | NL |
| 26 | 44745  | FOOD SERVICE SUPERVISOR 1                                       | N4 |
| 24 | 44744  | FOOD SERVICE SUPERVISOR 2                                       | N4 |
| 21 | 44743  | FOOD SERVICE SUPERVISOR 2 - 10 MONTHS                           | N4 |
| 22 | 44735  | FOOD SERVICE SUPERVISOR 3                                       | N4 |
| 20 | 44734  | FOOD SERVICE SUPERVISOR 4                                       | N4 |
| 30 | 01594  | FORENSIC SCIENTIST 3 DEPARTMENT OF LAW AND PUBLIC SAFETY        | NL |
| 25 | 43827  | GARAGE SUPERVISOR 1   | 40 |
| 22 | 43826  | GARAGE SUPERVISOR 2   | 40 |
| 15 | 21734  | HEAD ACCIDENT RECORD REVIEWER                                   | 35 |
| 15 | 20625  | HEAD VAULT CLERK  | 35 |
| 98 | 55608  | HEALTH SCIENCESPECIALIST  | NL |
| 22 | 44256  | HOUSEKEEPING SUPERVISOR 1                                       | 40 |
| 19 | 44255  | HOUSEKEEPING SUPERVISOR 2                                       | 40 |
| 17 | 44254  | HOUSEKEEPING SUPERVISOR 3                                       | 40 |
| 26 | 55784  | INDUSTRIAL MANAGER 1 STATE USE INDUSTRIES                       | N4 |
| 28 | 54145  | LABOR MARKET ANALYST 1  | NL |
| 13 | 44435  | LAUNDRY SUPERVISOR  | 40 |
| 30 | 36307  | LEGAL ASSISTANT 1 OFFICE OF ADMINISTRATIVE LAW                  | NL |
| 28 | 31001  | MANAGER 2 WORKFORCE NEW JERSEY                                  | NL |
| 27 | 20445  | MANAGER CAPITOL POST OFFICE                                     | N4 |
| 22 | 52705  | MANAGER WORD PROCESSING SYSTEM 2                                | NL |
| 25 | 43746  | MASTER MECHANIC   | N4 |
| 25 | 43746C | MASTER MECHANIC MARINE  | N4 |
| 26 | 51272  | MEDICAL RECORDS ADMINISTRATOR                                   | NL |
| 27 | 02005  | MICROBIOLOGIST2   | NL |
| 29 | 44797  | NUTRITION PROGRAM SPECIALIST 3                                  | NL |

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| 18 | 21856  | OFFICE SUPERVISOR  | NE |
| 28 | 53092  | OPERATIONS SHIFT SUPERINTENDENT  | NL |
| 21 | 43045  | PARKS MAINTENANCE SUPERVISOR 1   | 40 |
| 24 | 56194  | PRINCIPAL EXAMINER UNEMPLOYMENT TAX  | 35 |
| 21 | 80216  | PRINCIPAL INVESTIGATOR STUDENT LOANS                                       | NL |
| 26 | 03674  | PRINCIPAL OCCUPATIONAL THERAPIST   | N4 |
| 28 | 34383  | PRINCIPAL STAFF OFFICER 2  | NL |
| 22 | 22536  | PRINTING OPERATIONS TECHNICIAN 4   | NE |
| 25 | 80193  | PROGRAM OFFICER OFFICE OF SPECIAL PROJECTS                                 | NL |
| 27 | 00144  | PROGRAM SPECIALIST 1 OCCUPATIONAL ENVIRONMENTAL HEALTH                     | NL |
| 27 | 00144C | PROGRAM SPECIALIST 1 OCCUPATIONAL ENVIRONMENTAL HEALTH<br>CODE ENFORCEMENT | NL |
| 29 | 15096  | PROJECT ENGINEER CODE SERVICE  | N4 |
| 28 | 15091  | PROJECT ENGINEER CODE SERVICE  | NL |
| 29 | 10895  | PROJECT ENGINEER CONSTRUCTION  | N4 |
| 29 | 10256  | PROJECT ENGINEER ELECTRICAL  | N4 |
| 29 | 11683  | PROJECT ENGINEER EQUIPMENT   | N4 |
| 29 | 10465  | PROJECT ENGINEER GEOLOGY   | N4 |
| 29 | 10455  | PROJECT ENGINEER GEOTECHNICAL  | N4 |
| 29 | 10684  | PROJECT ENGINEER LANDSCAPE   | N4 |
| 29 | 13695  | PROJECT ENGINEER LOCAL AID   | N4 |
| 29 | 11684  | PROJECT ENGINEER MAINTENANCE   | N4 |
| 29 | 13095  | PROJECT ENGINEER MATERIALS   | N4 |
| 29 | 12695  | PROJECT ENGINEER PLANNING  | N4 |
| 29 | 11895  | PROJECT ENGINEER PLANT ENGINEERING AND OPERATIONS                          | N4 |
| 29 | 12295  | PROJECT ENGINEER RESEARCH  | N4 |
| 29 | 10478  | PROJECT ENGINEER STRUCTURAL EVALUATION                                     | N4 |
| 29 | 10475  | PROJECT ENGINEER STRUCTURAL TRANSPORTATION                                 | N4 |
| 29 | 10275  | PROJECT ENGINEER SURFACE DESIGN  | N4 |
| 29 | 11296  | PROJECT ENGINEER TRAFFIC   | N4 |
| 29 | 10252  | PROJECT ENGINEER UTILITIES   | N4 |
| 30 | 53023  | PROJECT MANAGER DATA PROCESSING  | NL |
| 30 | 55956  | QUALITY ASSURANCE AND CONTROL SPECIALIST                                   | NL |
| 29 | 57086  | REAL ESTATE APPRAISER 3  | NL |
| 28 | 57116  | REALTY SPECIALIST 4 TRANSPORTATION   | NL |
| 25 | 43647  | REGIONAL ELECTRICAL SUPERVISOR   | 40 |
| 23 | 43806  | REGIONAL EQUIPMENT SUPERVISOR TRANSPORTATION                               | 40 |
| 27 | 01296  | REGIONAL PHARMACEUTICAL CONSULTANT   | NL |
| 29 | 03199  | REGIONAL SUPERINTENDENT FISH GAME AND WILDLIFE                             | N4 |
| 24 | 10320  | REGIONAL SUPERVISOR EMERGENCY SERVICE PATROL                               | 40 |
| 98 | 01768  | RESEARCH SCIENTIST   | NL |

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|----|--------|--|----|
| 27 | 52695  | SALES SUPERVISOR STATE LOTTERY                                 | NL |
| 31 | 15881  | SECTION CHIEF  | N4 |
| 30 | 15900  | SECTION CHIEF  | NL |
| 30 | 59985  | SECTION CHIEF ENVIRONMENTAL PROTECTION                         | NL |
| 31 | 12697  | SECTION CHIEF SUBURBAN MOBILITY                                | N4 |
| 27 | 60065A | SOCIAL WORK SUPERVISOR 1                                       | NL |
| 27 | 60065I | SOCIAL WORK SUPERVISOR 1 PSYCHIATRIC                           | NL |
| 27 | 60065J | SOCIAL WORK SUPERVISOR 1 SECURED FACILITIES                    | NL |
| 27 | 60065K | SOCIAL WORK SUPERVISOR 1 SECURED FACILITIES BI SPANISH/ENGLISH | NL |
| 25 | 60064A | SOCIAL WORK SUPERVISOR 2                                       | NL |
| 25 | 60064L | SOCIAL WORK SUPERVISOR 2 DEVELOPMENTAL DISABILITIES            | NL |
| 25 | 60064Q | SOCIAL WORK SUPERVISOR 2 MEDICAL                               | NL |
| 25 | 60064M | SOCIAL WORK SUPERVISOR 2 PSYCHIATRIC                           | NL |
| 25 | 60064K | SOCIAL WORK SUPERVISOR 2 SECURED FACILITIES                    | NL |
| 25 | 60064P | SOCIAL WORK SUPERVISOR 2 SECURED FACILITIES BI SPANISH/ENGLISH | NL |
| 23 | 34375  | SPECIAL STAFF OFFICER 1  | N4 |
| 22 | 34374  | SPECIAL STAFF OFFICER 1  | NL |
| 21 | 34379  | SPECIAL STAFF OFFICER 2  | N4 |
| 20 | 34373  | SPECIAL STAFF OFFICER 2  | NL |
| 29 | 62196  | STANDARDS AND PROCEDURES TECHNICIAN 4                          | NL |
| 25 | 03194  | SUPERINTENDENTFISH HATCHERY                                    | N4 |
| 18 | 45545  | SUPERINTENDENTOF INSTITUTIONAL GROUNDS                         | 40 |
| 22 | 45645  | SUPERINTENDENTOF STATE GAME FARM                               | N4 |
| 30 | 02764  | SUPERINTENDENTPARKS AND FORESTRY 1                             | N4 |
| 28 | 02754  | SUPERINTENDENTPARKS AND FORESTRY 2                             | N4 |
| 28 | 02754C | SUPERINTENDENTPARKS AND FORESTRY 2 GOLF COURSE                 | N4 |
| 26 | 02753  | SUPERINTENDENTPARKS AND FORESTRY 3                             | N4 |
| 24 | 02752  | SUPERINTENDENTPARKS AND FORESTRY 4                             | N4 |
| 27 | 62309  | SUPERINTENDENTSTATE CEMETERY                                   | NL |
| 27 | 50455  | SUPERVISING ACCOUNTANT   | NL |
| 28 | 30695  | SUPERVISING ADVOCATE REPRESENTATIVE                            | NL |
| 22 | 33894  | SUPERVISING AGRICULTURAL PRODUCTS AGENT                        | N4 |
| 29 | 10295  | SUPERVISING AGRICULTURAL RESOURCE SPECIALIST                   | NL |
| 27 | 74225  | SUPERVISING ARCHIVIST  | NL |
| 28 | 50965  | SUPERVISING AUDITOR  | NL |
| 30 | 50819  | SUPERVISING AUDITOR TAXATION                                   | NL |
| 27 | 01758A | SUPERVISING BIOLOGIST  | NL |
| 28 | 01759A | SUPERVISING BIOLOGIST  | N4 |
| 27 | 01758F | SUPERVISING BIOLOGIST EDUCATION                                | NL |
| 27 | 01758G | SUPERVISING BIOLOGIST FISHERIES                                | NL |

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| 27 | 01758D | SUPERVISING BIOLOGIST WILDLIFE MANAGEMENT                                       | NL |
| 25 | 44784  | SUPERVISING CLINICAL DIETITIAN  | NL |
| 28 | 60624  | SUPERVISING COMMUNITY PROGRAM SPECIALIST  | NL |
| 28 | 60624C | SUPERVISING COMMUNITY PROGRAM SPECIALIST JUVENILE JUSTICE COMMISSION            | NL |
| 29 | 64176  | SUPERVISING COMMUNITY SERVICE OFFICER   | NL |
| 29 | 64176L | SUPERVISING COMMUNITY SERVICE OFFICER TAX COLLECTION                            | NL |
| 29 | 63155  | SUPERVISING COMMUNITY SERVICE OFFICER ADDICTIONS                                | NL |
| 29 | 63155C | SUPERVISING COMMUNITY SERVICE OFFICER ADDICTIONS BILINGUAL IN SPANISH & ENGLISH | NL |
| 28 | 56778  | SUPERVISING CUSTOMER REPRESENTATIVE PUBLIC UTILITIES                            | NL |
| 27 | 31974  | SUPERVISING DRIVER IMPROVEMENT ANALYST  | NL |
| 28 | 56481  | SUPERVISING DRIVER IMPROVEMENT ANALYST  | N4 |
| 31 | 10486  | SUPERVISING ENGINEER 2 STRUCTURAL ENGINEERING                                   | N4 |
| 31 | 10277  | SUPERVISING ENGINEER 2 SURFACE DESIGN   | N4 |
| 31 | 10900  | SUPERVISING ENGINEER CONSTRUCTION AND MAINTENANCE                               | N4 |
| 31 | 11265  | SUPERVISING ENGINEER ELECTRICAL   | N4 |
| 29 | 15004  | SUPERVISING ENGINEER ENERGY   | N4 |
| 27 | 15006  | SUPERVISING ENGINEER ENERGY   | 3E |
| 31 | 10286  | SUPERVISING ENGINEER FIELD SURVEY TRANSPORTATION                                | N4 |
| 31 | 13704  | SUPERVISING ENGINEER LOCAL AID  | N4 |
| 31 | 10481  | SUPERVISING ENGINEER STRUCTURAL EVALUATION                                      | N4 |
| 29 | 14895  | SUPERVISING ENGINEER UTILITIES  | N4 |
| 27 | 15005  | SUPERVISING ENGINEER UTILITIES  | 3E |
| 25 | 02475  | SUPERVISING ENTOMOLOGIST  | NL |
| 24 | 16291  | SUPERVISING ENVIRONMENTAL COMPLIANCE INSPECTOR                                  | N4 |
| 20 | 59994  | SUPERVISING ENVIRONMENTAL TECHNICIAN  | 35 |
| 22 | 15835  | SUPERVISING ENVIRONMENTAL TECHNICIAN  | 40 |
| 27 | 56195  | SUPERVISING EXAMINER UNEMPLOYMENT TAX   | NL |
| 28 | 62155  | SUPERVISING FAMILY SERVICE SPECIALIST 1   | NL |
| 28 | 51684  | SUPERVISING FIELD REPRESENTATIVE LOCAL PROPERTY TAX                             | NL |
| 29 | 02664  | SUPERVISING FOREST FIREWARDEN   | NL |
| 28 | 02660  | SUPERVISING FORESTER  | NL |
| 28 | 03055  | SUPERVISING GEOLOGIST   | NL |
| 28 | 03055C | SUPERVISING GEOLOGIST ENVIRONMENTAL PROTECTION                                  | NL |
| 31 | 11285  | SUPERVISING HIGHWAY ENGINEER 2 TRAFFIC  | N4 |
| 31 | 10496  | SUPERVISING HIGHWAY ENGINEER BRIDGE DESIGN SPECIFICATION REVIEW                 | N4 |
| 27 | 15682  | SUPERVISING HISTORIC PRESERVATION SPECIALIST                                    | NL |
| 21 | 40644A | SUPERVISING INSTITUTIONAL TRADE INSTRUCTOR                                      | 40 |
| 21 | 40644D | SUPERVISING INSTITUTIONAL TRADE INSTRUCTOR BAKING                               | 40 |

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|----|--------|---|----|
| 21 | 40644H | SUPERVISING INSTITUTIONAL TRADE INSTRUCTOR BRUSH & BROOM MAKING               | 40 |
| 21 | 40644O | SUPERVISING INSTITUTIONAL TRADE INSTRUCTOR DATA ENTRY                         | 40 |
| 21 | 40644R | SUPERVISING INSTITUTIONAL TRADE INSTRUCTOR ELECTRONICS                        | 40 |
| 21 | 40644P | SUPERVISING INSTITUTIONAL TRADE INSTRUCTOR FOOD PROCESSING                    | 40 |
| 21 | 40644F | SUPERVISING INSTITUTIONAL TRADE INSTRUCTOR INDUSTRIAL FINISHER                | 40 |
| 21 | 40644C | SUPERVISING INSTITUTIONAL TRADE INSTRUCTOR LAUNDRY                            | 40 |
| 21 | 40644I | SUPERVISING INSTITUTIONAL TRADE INSTRUCTOR METAL PRODUCTS FABRICATION         | 40 |
| 21 | 40644J | SUPERVISING INSTITUTIONAL TRADE INSTRUCTOR NEEDLE TRADES CLOTHING MANUFACTURE | 40 |
| 21 | 40644K | SUPERVISING INSTITUTIONAL TRADE INSTRUCTOR PRINTING                           | 40 |
| 21 | 40644L | SUPERVISING INSTITUTIONAL TRADE INSTRUCTOR SHEET METAL                        | 40 |
| 21 | 40644Q | SUPERVISING INSTITUTIONAL TRADE INSTRUCTOR SHOE MANUFACTURING                 | 40 |
| 21 | 40644M | SUPERVISING INSTITUTIONAL TRADE INSTRUCTOR WAREHOUSING                        | 40 |
| 21 | 40644N | SUPERVISING INSTITUTIONAL TRADE INSTRUCTOR WOODWORKING                        | 40 |
| 30 | 55085  | SUPERVISING INSURANCE EXAMINER  | NL |
| 28 | 55156A | SUPERVISING INVESTIGATOR INSURANCE  | NL |
| 28 | 55156G | SUPERVISING INVESTIGATOR INSURANCE ENFORCEMENT                                | NL |
| 28 | 51355  | SUPERVISING INVESTIGATOR TAXATION   | NL |
| 28 | 51355C | SUPERVISING INVESTIGATOR TAXATION BILINGUAL IN SPANISH AND ENGLISH            | NL |
| 16 | 01936  | SUPERVISING LABORATORY SERVICE WORKER   | NE |
| 22 | 01925  | SUPERVISING LABORATORY TECHNICIAN   | NE |
| 27 | 74085  | SUPERVISING LIBRARIAN   | NL |
| 27 | 74085C | SUPERVISING LIBRARIAN LAW LIBRARY   | NL |
| 29 | 53935  | SUPERVISING MEDICAL REVIEW ANALYST  | NL |
| 23 | 32683  | SUPERVISING MEDICAL SECURITY OFFICER  | 40 |
| 27 | 01955  | SUPERVISING MEDICAL TECHNOLOGIST  | NL |
| 29 | 55390  | SUPERVISING MUNICIPAL FINANCE AUDITOR   | NL |
| 27 | 53655  | SUPERVISING PENSIONS BENEFITS SPECIALIST                                      | NL |
| 29 | 54945  | SUPERVISING PLANNED REAL ESTATE DEVELOPMENT ANALYST                           | N4 |
| 28 | 16492  | SUPERVISING PLANNER   | N4 |
| 27 | 16475  | SUPERVISING PLANNER   | NL |
| 27 | 16475H | SUPERVISING PLANNER EMERGENCY MANAGEMENT                                      | NL |
| 27 | 16475I | SUPERVISING PLANNER EMERGENCY MANAGEMENT FIRE                                 | NL |
| 29 | 12495  | SUPERVISING PLANNER TRANSPORTATION  | N4 |
| 30 | 64487  | SUPERVISING PROGRAM DEVELOPMENT SPECIALIST                                    | N4 |
| 29 | 64486  | SUPERVISING PROGRAM DEVELOPMENT SPECIALIST                                    | NL |
| 29 | 64486I | SUPERVISING PROGRAM DEVELOPMENT SPECIALIST AGING                              | NL |

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|----|--------|---|----|
| 29 | 64486H | SUPERVISING PROGRAM DEVELOPMENT SPECIALIST BILINGUAL IN SPANISH AND ENGLISH       | NL |
| 29 | 64486I | SUPERVISING PROGRAM DEVELOPMENT SPECIALIST CODE ENFORCEMENT                       | NL |
| 29 | 64486E | SUPERVISING PROGRAM DEVELOPMENT SPECIALIST CONSTRUCTION CODE EDUCATION PROGRAM    | NL |
| 29 | 64486T | SUPERVISING PROGRAM DEVELOPMENT SPECIALIST CORRECTIONS                            | NL |
| 29 | 644864 | SUPERVISING PROGRAM DEVELOPMENT SPECIALIST CORRECTIONS/BILG. IN SPANISH & ENGLISH | NL |
| 29 | 64486X | SUPERVISING PROGRAM DEVELOPMENT SPECIALIST DEVELOPMENTAL DISABILITIES             | NL |
| 29 | 64486F | SUPERVISING PROGRAM DEVELOPMENT SPECIALIST ENERGY CONSERVATION                    | NL |
| 29 | 64486J | SUPERVISING PROGRAM DEVELOPMENT SPECIALIST ENVIRONMENTAL PROTECTION               | NL |
| 30 | 64487C | SUPERVISING PROGRAM DEVELOPMENT SPECIALIST ENVIRONMENTAL PROTECTION               | N4 |
| 29 | 64486V | SUPERVISING PROGRAM DEVELOPMENT SPECIALIST HOUSING                                | NL |
| 29 | 64486Y | SUPERVISING PROGRAM DEVELOPMENT SPECIALIST HUMAN SERVICES                         | NL |
| 29 | 64486U | SUPERVISING PROGRAM DEVELOPMENT SPECIALIST MANAGEMENT AND FINANCE                 | NL |
| 29 | 64486R | SUPERVISING PROGRAM DEVELOPMENT SPECIALIST MEDICAL ASSISTANCE AND HEALTH SERVICES | NL |
| 29 | 64486N | SUPERVISING PROGRAM DEVELOPMENT SPECIALIST MENTAL HEALTH SERVICES                 | NL |
| 29 | 644865 | SUPERVISING PROGRAM DEVELOPMENT SPECIALIST RECREATION                             | NL |
| 29 | 644862 | SUPERVISING PROGRAM DEVELOPMENT SPECIALIST WOMEN'S SERVICES                       | NL |
| 29 | 62104A | SUPERVISING PROGRAM SUPPORT SPECIALIST  | NL |
| 29 | 62104D | SUPERVISING PROGRAM SUPPORT SPECIALIST ASSISTANCE PROGRAMS                        | NL |
| 29 | 62104C | SUPERVISING PROGRAM SUPPORT SPECIALIST DEVELOPMENTAL DISABILITIES                 | NL |
| 29 | 54984  | SUPERVISING PROPERTY MANAGEMENT SERVICE SPECIALIST                                | NL |
| 27 | 62928  | SUPERVISING PUBLIC HEALTH REPRESENTATIVE  | NL |
| 27 | 62928D | SUPERVISING PUBLIC HEALTH REPRESENTATIVE BILINGUAL IN SPANISH & ENGLISH           | NL |
| 27 | 62928C | SUPERVISING PUBLIC HEALTH REPRESENTATIVE CERTIFIED TUMOR REGISTRAR                | NL |
| 30 | 18085  | SUPERVISING RADIATION PHYSICIST   | NL |
| 27 | 56725  | SUPERVISING RATE ANALYST UTILITIES  | NL |
| 29 | 12285  | SUPERVISING RESEARCH ASSISTANT TRANSPORTATION                                     | N4 |
| 28 | 04185  | SUPERVISING RESIDENTIAL SERVICES SPECIALIST                                       | NL |
| 15 | 40035  | SUPERVISING STOCK CLERK   | 35 |
| 26 | 63116  | SUPERVISING SUBSTANCE ABUSE COUNSELOR   | NL |
| 28 | 15315  | SUPERVISING TECHNICAL OPERATIONS ANALYST CATV                                     | NL |



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|----|--------|--|----|
| 27 | 63569  | SUPERVISING TRAINING TECHNICIAN                      | NL |
| 27 | 63569C | SUPERVISING TRAINING TECHNICIAN COMPUTER TECHNOLOGY  | NL |
| 29 | 13285  | SUPERVISING TRANSPORTATION ANALYST                   | N4 |
| 28 | 56105  | SUPERVISING UNEMPLOYMENT INSURANCE TECHNICIAN        | NL |
| 27 | 03200  | SUPERVISING ZOOLOGIST NON-GAME                       | NL |
| 25 | 65249  | SUPERVISOR 1 UNEMPLOYMENT BENEFITS                   | NL |
| 20 | 25026  | SUPERVISOR 1 WORD PROCESSING CENTER                  | NL |
| 23 | 56462  | SUPERVISOR 2 MVC                                     | 35 |
| 25 | 56463  | SUPERVISOR 2 MVC                                     | 40 |
| 18 | 25025  | SUPERVISOR 2 WORD PROCESSING CENTER                  | NL |
| 22 | 32418  | SUPERVISOR AIDS TO NAVIGATION                        | 40 |
| 27 | 70350  | SUPERVISOR AMUSEMENT RIDES AND MECHANICAL INSPECTION | 40 |
| 22 | 40137  | SUPERVISOR CENTRAL WAREHOUSE                         | NE |
| 23 | 40135  | SUPERVISOR CENTRAL WAREHOUSE                         | N4 |
| 30 | 15094  | SUPERVISOR CONSTRUCTION PLANS APPROVAL SECTION       | N4 |
| 23 | 53306  | SUPERVISOR DATA ENTRY UNIT PENSIONS                  | NL |
| 22 | 53082  | SUPERVISOR DATA PREPARATION                          | NL |
| 29 | 53084  | SUPERVISOR DATA PROCESSING TECHNICAL SUPPORT         | NL |
| 30 | 57674  | SUPERVISOR FIELD INVESTIGATIONS TAXATION             | NL |
| 22 | 57694  | SUPERVISOR FILING AND RECORDS SERVICES TREASURY      | NL |
| 20 | 45015  | SUPERVISOR FINGERPRINT TECHNICAL UNIT                | 35 |
| 20 | 50483  | SUPERVISOR FISCAL ACCOUNTS                           | NL |
| 26 | 02658  | SUPERVISOR FOREST FIRE EQUIPMENT                     | N4 |
| 22 | 02649  | SUPERVISOR FOREST FIRE EQUIPMENT MAINTENANCE         | 40 |
| 30 | 50762  | SUPERVISOR GENERAL AND SUPPORT SERVICES              | N4 |
| 27 | 64456  | SUPERVISOR HOUSING ASSISTANCE PROGRAM                | NL |
| 25 | 57656  | SUPERVISOR INFORMATION RECORDING & CONTROL TREASURY  | NL |
| 20 | 27312  | SUPERVISOR LICENSING SECTION                         | NL |
| 17 | 30622  | SUPERVISOR LICENSING UNIT PROFESSIONAL BOARD         | 35 |
| 25 | 74233  | SUPERVISOR MICROFILM SERVICES STATE                  | NL |
| 26 | 61275  | SUPERVISOR MINIMUM SECURITY UNIT CORRECTIONS         | NL |
| 17 | 27114  | SUPERVISOR OF ACCOUNTS                               | 3E |
| 23 | 40347  | SUPERVISOR OF BRIDGE OPERATION                       | N4 |
| 23 | 42505  | SUPERVISOR OF BUILDING REPAIRS 2                     | 40 |
| 27 | 56375  | SUPERVISOR OF CLAIMS                                 | NL |
| 22 | 02374  | SUPERVISOR OF CLINICAL LABORATORIES                  | 40 |
| 29 | 72745  | SUPERVISOR OF EDUCATIONAL PROGRAMS 1                 | NL |
| 30 | 64426  | SUPERVISOR OF ENFORCEMENT                            | NL |
| 27 | 32204  | SUPERVISOR OF FIRE SAFETY CODE INSPECTIONS           | NL |
| 22 | 42046  | SUPERVISOR OF HIGHWAY MARKING                        | 40 |

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| 28 | 15115C | SUPERVISOR OF HOUSING CODE COMPLIANCE CODE COMPLIANCE                      | NL |
| 28 | 15115E | SUPERVISOR OF HOUSING CODE COMPLIANCE STATE LOCAL COOP HOUSING INSPCT PROG | NL |
| 29 | 00304  | SUPERVISOR OF INSPECTIONS HEALTH FACILITIES EVAL & LICNG                   | NL |
| 28 | 56793  | SUPERVISOR OF INVESTIGATIONS   | NL |
| 29 | 10313  | SUPERVISOR OF INVESTIGATIONS CHILD PROTECTION                              | NL |
| 28 | 65116A | SUPERVISOR OF INVESTIGATIONS LABOR   | NL |
| 28 | 65116D | SUPERVISOR OF INVESTIGATIONS LABOR UNEMPLOYMENT INSURANCE                  | NL |
| 25 | 44446  | SUPERVISOR OF LAUNDRY OPERATIONS   | N4 |
| 27 | 54916  | SUPERVISOR OF LICENSING BANKING AND INSURANCE                              | NL |
| 19 | 20425  | SUPERVISOR OF MAILS  | 40 |
| 17 | 20435  | SUPERVISOR OF MAILS  | 35 |
| 24 | 03854  | SUPERVISOR OF NURSING SERVICES   | 4E |
| 21 | 03849C | SUPERVISOR OF NURSING SERVICES 10 MONTHS DEAF LANGUAGE SPECIALIST          | 4E |
| 26 | 57684  | SUPERVISOR OF OPERATIONS   | NL |
| 25 | 40139  | SUPERVISOR OF OPERATIONS DISTRIBUTION CENTER                               | N4 |
| 29 | 03693  | SUPERVISOR OF PHYSICAL THERAPY   | N4 |
| 23 | 20205  | SUPERVISOR OF POSTAL SERVICES  | 40 |
| 27 | 60635  | SUPERVISOR OF PROFESSIONAL RESIDENTIAL SERVICES                            | N4 |
| 27 | 60635C | SUPERVISOR OF PROFESSIONAL RESIDENTIAL SERVICES DEVELOPMENTAL DISABILITIES | N4 |
| 26 | 80073  | SUPERVISOR OF PURCHASING AND SERVICES STATE COLLEGES                       | NL |
| 22 | 03553  | SUPERVISOR OF RECREATION   | N4 |
| 19 | 43875  | SUPERVISOR OF SUPPLY SUPPORT OPERATIONS                                    | 40 |
| 28 | 32170  | SUPERVISOR OF TRAINING AND CERTIFICATION                                   | NL |
| 24 | 52633  | SUPERVISOR OF TRANSPORTATION SERVICES                                      | NL |
| 20 | 40133  | SUPERVISOR OF WAREHOUSES   | 40 |
| 28 | 33385  | SUPERVISOR OFFICE OF CONTRACT COMPLIANCE/CIVIL RIGHTS                      | NL |
| 30 | 52665  | SUPERVISOR PROCUREMENT UNIT  | NL |
| 27 | 52666  | SUPERVISOR PROCUREMENT UNIT  | 35 |
| 26 | 74235  | SUPERVISOR RECORDS AND FORMS ANALYSIS                                      | NL |
| 26 | 74206  | SUPERVISOR RECORDS MANAGEMENT  | NL |
| 23 | 74218  | SUPERVISOR RECORDS STORAGE   | NL |
| 28 | 44729  | SUPERVISOR REGIONAL FOOD SERVICE OPERATION                                 | N4 |
| 29 | 64422  | SUPERVISOR ROOMING AND BOARDING HOME EVALUATIONS AND LICENSING             | NL |
| 27 | 51334  | SUPERVISOR TECHNICAL SERVICES TAXATION                                     | NL |
| 25 | 11235  | SUPERVISOR TRAFFIC INVESTIGATIONS  | N4 |
| 29 | 51333  | TAX SERVICES SPECIALIST 1  | NL |
| 15 | 82314  | TECHNICAL ASSISTANT 1 HIGHER EDUCATION                                     | 35 |

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|----|-------|---|----|
| 15 | 00230 | TECHNICAL ASSISTANT CONSTRUCTION MONITORING | 35 |
| 17 | 74135 | TECHNICAL LIBRARY ASSISTANT                 | 35 |
| 27 | 57135 | TITLE OFFICER 2                             | NL |
| 29 | 62210 | TRAINING AND STAFF DEVELOPMENT OFFICER      | NL |
| 27 | 51104 | TRANSPORTATIONSERVICES SPECIALIST 1         | NL |

**SALARY SCHEDULE**

12 Month Employees Effective: July 11, 2015  
 10 Month Employees Effective: September 5, 2015  
 Covering Employee Relations Groups: A ♦ P ♦ R ♦ S

| <i>Range :</i>     | 03        | 04        | 05        | 06        | 07        | 08        |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| <i>Increment :</i> | 987.14    | 1,036.44  | 1,089.53  | 1,146.56  | 1,203.50  | 1,264.21  |
| <i>Step 1 :</i>    | 23,728.40 | 24,715.54 | 25,751.98 | 26,841.51 | 27,988.07 | 29,191.57 |
| <i>Step 2 :</i>    | 24,715.54 | 25,751.98 | 26,841.51 | 27,988.07 | 29,191.57 | 30,455.78 |
| <i>Step 3 :</i>    | 25,702.68 | 26,788.42 | 27,931.04 | 29,134.63 | 30,395.07 | 31,719.99 |
| <i>Step 4 :</i>    | 26,689.82 | 27,824.86 | 29,020.57 | 30,281.19 | 31,598.57 | 32,984.20 |
| <i>Step 5 :</i>    | 27,676.96 | 28,861.30 | 30,110.10 | 31,427.75 | 32,802.07 | 34,248.41 |
| <i>Step 6 :</i>    | 28,664.10 | 29,897.74 | 31,199.63 | 32,574.31 | 34,005.57 | 35,512.62 |
| <i>Step 7 :</i>    | 29,651.24 | 30,934.18 | 32,289.16 | 33,720.87 | 35,209.07 | 36,776.83 |
| <i>Step 8 :</i>    | 30,638.38 | 31,970.62 | 33,378.69 | 34,867.43 | 36,412.57 | 38,041.04 |
| <i>Step 9 :</i>    | 31,625.52 | 33,007.06 | 34,468.22 | 36,013.99 | 37,616.07 | 39,305.25 |
| <i>Step 10 :</i>   | 32,612.66 | 34,043.50 | 35,557.75 | 37,160.55 | 38,819.57 | 40,569.46 |

| <i>Range :</i>     | 09        | 10        | 11        | 12        | 13        | 14        |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| <i>Increment :</i> | 1,325.00  | 1,389.51  | 1,457.84  | 1,530.00  | 1,609.62  | 1,689.48  |
| <i>Step 1 :</i>    | 30,455.78 | 31,780.78 | 33,170.29 | 34,628.13 | 36,158.13 | 37,767.75 |
| <i>Step 2 :</i>    | 31,780.78 | 33,170.29 | 34,628.13 | 36,158.13 | 37,767.75 | 39,457.23 |
| <i>Step 3 :</i>    | 33,105.78 | 34,559.80 | 36,085.97 | 37,688.13 | 39,377.37 | 41,146.71 |
| <i>Step 4 :</i>    | 34,430.78 | 35,949.31 | 37,543.81 | 39,218.13 | 40,986.99 | 42,836.19 |
| <i>Step 5 :</i>    | 35,755.78 | 37,338.82 | 39,001.65 | 40,748.13 | 42,596.61 | 44,525.67 |
| <i>Step 6 :</i>    | 37,080.78 | 38,728.33 | 40,459.49 | 42,278.13 | 44,206.23 | 46,215.15 |
| <i>Step 7 :</i>    | 38,405.78 | 40,117.84 | 41,917.33 | 43,808.13 | 45,815.85 | 47,904.63 |
| <i>Step 8 :</i>    | 39,730.78 | 41,507.35 | 43,375.17 | 45,338.13 | 47,425.47 | 49,594.11 |
| <i>Step 9 :</i>    | 41,055.78 | 42,896.86 | 44,833.01 | 46,868.13 | 49,035.09 | 51,283.59 |
| <i>Step 10 :</i>   | 42,380.78 | 44,286.37 | 46,290.85 | 48,398.13 | 50,644.71 | 52,973.07 |

| <i>Range :</i>     | 15        | 16        | 17        | 18        | 19        | 20        |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| <i>Increment :</i> | 1,772.92  | 1,864.06  | 1,959.04  | 2,053.82  | 2,156.36  | 2,266.52  |
| <i>Step 1 :</i>    | 39,457.23 | 41,230.15 | 43,094.21 | 45,053.25 | 47,107.07 | 49,263.43 |
| <i>Step 2 :</i>    | 41,230.15 | 43,094.21 | 45,053.25 | 47,107.07 | 49,263.43 | 51,529.95 |
| <i>Step 3 :</i>    | 43,003.07 | 44,958.27 | 47,012.29 | 49,160.89 | 51,419.79 | 53,796.47 |
| <i>Step 4 :</i>    | 44,775.99 | 46,822.33 | 48,971.33 | 51,214.71 | 53,576.15 | 56,062.99 |
| <i>Step 5 :</i>    | 46,548.91 | 48,686.39 | 50,930.37 | 53,268.53 | 55,732.51 | 58,329.51 |
| <i>Step 6 :</i>    | 48,321.83 | 50,550.45 | 52,889.41 | 55,322.35 | 57,888.87 | 60,596.03 |
| <i>Step 7 :</i>    | 50,094.75 | 52,414.51 | 54,848.45 | 57,376.17 | 60,045.23 | 62,862.55 |
| <i>Step 8 :</i>    | 51,867.67 | 54,278.57 | 56,807.49 | 59,429.99 | 62,201.59 | 65,129.07 |
| <i>Step 9 :</i>    | 53,640.59 | 56,142.63 | 58,766.53 | 61,483.81 | 64,357.95 | 67,395.59 |
| <i>Step 10 :</i>   | 55,413.51 | 58,006.69 | 60,725.57 | 63,537.63 | 66,514.31 | 69,662.11 |

**SALARY SCHEDULE**

12 Month Employees Effective: July 11, 2015

10 Month Employees Effective: September 5, 2015

Covering Employee Relations Groups: A ♦ P ♦ R ♦ S

|                    |           |           |           |           |           |           |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| <i>Range :</i>     | 21        | 22        | 23        | 24        | 25        | 26        |
| <i>Increment :</i> | 2,380.39  | 2,498.08  | 2,623.37  | 2,752.42  | 2,892.88  | 3,037.20  |
| <i>Step 1 :</i>    | 51,529.95 | 53,910.34 | 56,408.42 | 59,031.79 | 61,784.21 | 64,677.09 |
| <i>Step 2 :</i>    | 53,910.34 | 56,408.42 | 59,031.79 | 61,784.21 | 64,677.09 | 67,714.29 |
| <i>Step 3 :</i>    | 56,290.73 | 58,906.50 | 61,655.16 | 64,536.63 | 67,569.97 | 70,751.49 |
| <i>Step 4 :</i>    | 58,671.12 | 61,404.58 | 64,278.53 | 67,289.05 | 70,462.85 | 73,788.69 |
| <i>Step 5 :</i>    | 61,051.51 | 63,902.66 | 66,901.90 | 70,041.47 | 73,355.73 | 76,825.89 |
| <i>Step 6 :</i>    | 63,431.90 | 66,400.74 | 69,525.27 | 72,793.89 | 76,248.61 | 79,863.09 |
| <i>Step 7 :</i>    | 65,812.29 | 68,898.82 | 72,148.64 | 75,546.31 | 79,141.49 | 82,900.29 |
| <i>Step 8 :</i>    | 68,192.68 | 71,396.90 | 74,772.01 | 78,298.73 | 82,034.37 | 85,937.49 |
| <i>Step 9 :</i>    | 70,573.07 | 73,894.98 | 77,395.38 | 81,051.15 | 84,927.25 | 88,974.69 |
| <i>Step 10 :</i>   | 72,953.46 | 76,393.06 | 80,018.75 | 83,803.57 | 87,820.13 | 92,011.89 |

|                    |           |            |            |            |            |            |
|--------------------|-----------|------------|------------|------------|------------|------------|
| <i>Range :</i>     | 27        | 28         | 29         | 30         | 31         | 32         |
| <i>Increment :</i> | 3,189.03  | 3,348.47   | 3,515.51   | 3,690.21   | 3,876.15   | 4,069.81   |
| <i>Step 1 :</i>    | 67,714.29 | 70,903.32  | 74,251.79  | 77,767.30  | 81,457.51  | 85,333.66  |
| <i>Step 2 :</i>    | 70,903.32 | 74,251.79  | 77,767.30  | 81,457.51  | 85,333.66  | 89,403.47  |
| <i>Step 3 :</i>    | 74,092.35 | 77,600.26  | 81,282.81  | 85,147.72  | 89,209.81  | 93,473.28  |
| <i>Step 4 :</i>    | 77,281.38 | 80,948.73  | 84,798.32  | 88,837.93  | 93,085.96  | 97,543.09  |
| <i>Step 5 :</i>    | 80,470.41 | 84,297.20  | 88,313.83  | 92,528.14  | 96,962.11  | 101,612.90 |
| <i>Step 6 :</i>    | 83,659.44 | 87,645.67  | 91,829.34  | 96,218.35  | 100,838.26 | 105,682.71 |
| <i>Step 7 :</i>    | 86,848.47 | 90,994.14  | 95,344.85  | 99,908.56  | 104,714.41 | 109,752.52 |
| <i>Step 8 :</i>    | 90,037.50 | 94,342.61  | 98,860.36  | 103,598.77 | 108,590.56 | 113,822.33 |
| <i>Step 9 :</i>    | 93,226.53 | 97,691.08  | 102,375.87 | 107,288.98 | 112,466.71 | 117,892.14 |
| <i>Step 10 :</i>   | 96,415.56 | 101,039.55 | 105,891.38 | 110,979.19 | 116,342.86 | 121,961.95 |

|                    |            |            |            |            |            |            |
|--------------------|------------|------------|------------|------------|------------|------------|
| <i>Range :</i>     | 33         | 34         | 35         | 37         | 38         | 40         |
| <i>Increment :</i> | 4,271.05   | 4,487.42   | 4,707.59   | 5,193.57   | 5,451.69   | 6,009.84   |
| <i>Step 1 :</i>    | 89,403.47  | 93,674.52  | 98,161.94  | 107,812.56 | 113,006.13 | 124,182.89 |
| <i>Step 2 :</i>    | 93,674.52  | 98,161.94  | 102,869.53 | 113,006.13 | 118,457.82 | 130,192.73 |
| <i>Step 3 :</i>    | 97,945.57  | 102,649.36 | 107,577.12 | 118,199.70 | 123,909.51 | 136,202.57 |
| <i>Step 4 :</i>    | 102,216.62 | 107,136.78 | 112,284.71 | 123,393.27 | 129,361.20 | 142,212.41 |
| <i>Step 5 :</i>    | 106,487.67 | 111,624.20 | 116,992.30 | 128,586.84 | 134,812.89 | 148,222.25 |
| <i>Step 6 :</i>    | 110,758.72 | 116,111.62 | 121,699.89 | 133,780.41 | 140,264.58 | 154,232.09 |
| <i>Step 7 :</i>    | 115,029.77 | 120,599.04 | 126,407.48 | 138,973.98 | 145,716.27 | 160,241.93 |
| <i>Step 8 :</i>    | 119,300.82 | 125,086.46 | 131,115.07 | 144,167.55 | 151,167.96 | 166,251.77 |
| <i>Step 9 :</i>    | 123,571.87 | 129,573.88 | 135,822.66 | 149,361.12 | 156,619.65 | 172,261.61 |
| <i>Step 10 :</i>   | 127,842.92 | 134,061.30 | 140,530.25 | 154,554.69 | 162,071.34 | 178,271.45 |

**SALARY SCHEDULE**

**12 Month Employees Effective: July 11, 2015**

**10 Month Employees Effective: September 5, 2015**

**Covering Employee Relations Groups: A ♦ P ♦ R ♦ S**

|                           |                   |
|---------------------------|-------------------|
| <b><i>Range :</i></b>     | <b>41</b>         |
| <b><i>Increment :</i></b> | <b>6,313.46</b>   |
| <b><i>Step 1 :</i></b>    | <b>130,192.73</b> |
| <b><i>Step 2 :</i></b>    | <b>136,506.19</b> |
| <b><i>Step 3 :</i></b>    | <b>142,819.65</b> |
| <b><i>Step 4 :</i></b>    | <b>149,133.11</b> |
| <b><i>Step 5 :</i></b>    | <b>155,446.57</b> |
| <b><i>Step 6 :</i></b>    | <b>161,760.03</b> |
| <b><i>Step 7 :</i></b>    | <b>168,073.49</b> |
| <b><i>Step 8 :</i></b>    | <b>174,386.95</b> |
| <b><i>Step 9 :</i></b>    | <b>180,700.41</b> |
| <b><i>Step 10 :</i></b>   | <b>187,013.87</b> |

**SALARY SCHEDULE**

12 Month Employees Effective: July 9, 2016

10 Month Employees Effective: September 3, 2016

Covering Employee Relations Groups: A ♦ P ♦ R ♦ S

| <i>Range :</i>     | 03        | 04        | 05        | 06        | 07        | 08        |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| <i>Increment :</i> | 987.14    | 1,036.44  | 1,089.53  | 1,146.56  | 1,203.50  | 1,264.21  |
| <i>Step 1 :</i>    | 23,728.40 | 24,715.54 | 25,751.98 | 26,841.51 | 27,988.07 | 29,191.57 |
| <i>Step 2 :</i>    | 24,715.54 | 25,751.98 | 26,841.51 | 27,988.07 | 29,191.57 | 30,455.78 |
| <i>Step 3 :</i>    | 25,702.68 | 26,788.42 | 27,931.04 | 29,134.63 | 30,395.07 | 31,719.99 |
| <i>Step 4 :</i>    | 26,689.82 | 27,824.86 | 29,020.57 | 30,281.19 | 31,598.57 | 32,984.20 |
| <i>Step 5 :</i>    | 27,676.96 | 28,861.30 | 30,110.10 | 31,427.75 | 32,802.07 | 34,248.41 |
| <i>Step 6 :</i>    | 28,664.10 | 29,897.74 | 31,199.63 | 32,574.31 | 34,005.57 | 35,512.62 |
| <i>Step 7 :</i>    | 29,651.24 | 30,934.18 | 32,289.16 | 33,720.87 | 35,209.07 | 36,776.83 |
| <i>Step 8 :</i>    | 30,638.38 | 31,970.62 | 33,378.69 | 34,867.43 | 36,412.57 | 38,041.04 |
| <i>Step 9 :</i>    | 31,625.52 | 33,007.06 | 34,468.22 | 36,013.99 | 37,616.07 | 39,305.25 |
| <i>Step 10 :</i>   | 32,612.66 | 34,043.50 | 35,557.75 | 37,160.55 | 38,819.57 | 40,569.46 |

| <i>Range :</i>     | 09        | 10        | 11        | 12        | 13        | 14        |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| <i>Increment :</i> | 1,325.00  | 1,389.51  | 1,457.84  | 1,530.00  | 1,609.62  | 1,689.48  |
| <i>Step 1 :</i>    | 30,455.78 | 31,780.78 | 33,170.29 | 34,628.13 | 36,158.13 | 37,767.75 |
| <i>Step 2 :</i>    | 31,780.78 | 33,170.29 | 34,628.13 | 36,158.13 | 37,767.75 | 39,457.23 |
| <i>Step 3 :</i>    | 33,105.78 | 34,559.80 | 36,085.97 | 37,688.13 | 39,377.37 | 41,146.71 |
| <i>Step 4 :</i>    | 34,430.78 | 35,949.31 | 37,543.81 | 39,218.13 | 40,986.99 | 42,836.19 |
| <i>Step 5 :</i>    | 35,755.78 | 37,338.82 | 39,001.65 | 40,748.13 | 42,596.61 | 44,525.67 |
| <i>Step 6 :</i>    | 37,080.78 | 38,728.33 | 40,459.49 | 42,278.13 | 44,206.23 | 46,215.15 |
| <i>Step 7 :</i>    | 38,405.78 | 40,117.84 | 41,917.33 | 43,808.13 | 45,815.85 | 47,904.63 |
| <i>Step 8 :</i>    | 39,730.78 | 41,507.35 | 43,375.17 | 45,338.13 | 47,425.47 | 49,594.11 |
| <i>Step 9 :</i>    | 41,055.78 | 42,896.86 | 44,833.01 | 46,868.13 | 49,035.09 | 51,283.59 |
| <i>Step 10 :</i>   | 42,380.78 | 44,286.37 | 46,290.85 | 48,398.13 | 50,644.71 | 52,973.07 |

| <i>Range :</i>     | 15        | 16        | 17        | 18        | 19        | 20        |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| <i>Increment :</i> | 1,772.92  | 1,864.06  | 1,959.04  | 2,053.82  | 2,156.36  | 2,266.52  |
| <i>Step 1 :</i>    | 39,457.23 | 41,230.15 | 43,094.21 | 45,053.25 | 47,107.07 | 49,263.43 |
| <i>Step 2 :</i>    | 41,230.15 | 43,094.21 | 45,053.25 | 47,107.07 | 49,263.43 | 51,529.95 |
| <i>Step 3 :</i>    | 43,003.07 | 44,958.27 | 47,012.29 | 49,160.89 | 51,419.79 | 53,796.47 |
| <i>Step 4 :</i>    | 44,775.99 | 46,822.33 | 48,971.33 | 51,214.71 | 53,576.15 | 56,062.99 |
| <i>Step 5 :</i>    | 46,548.91 | 48,686.39 | 50,930.37 | 53,268.53 | 55,732.51 | 58,329.51 |
| <i>Step 6 :</i>    | 48,321.83 | 50,550.45 | 52,889.41 | 55,322.35 | 57,888.87 | 60,596.03 |
| <i>Step 7 :</i>    | 50,094.75 | 52,414.51 | 54,848.45 | 57,376.17 | 60,045.23 | 62,862.55 |
| <i>Step 8 :</i>    | 51,867.67 | 54,278.57 | 56,807.49 | 59,429.99 | 62,201.59 | 65,129.07 |
| <i>Step 9 :</i>    | 53,640.59 | 56,142.63 | 58,766.53 | 61,483.81 | 64,357.95 | 67,395.59 |
| <i>Step 10 :</i>   | 55,413.51 | 58,006.69 | 60,725.57 | 63,537.63 | 66,514.31 | 69,662.11 |

**SALARY SCHEDULE**

12 Month Employees Effective: July 9, 2016

10 Month Employees Effective: September 3, 2016

Covering Employee Relations Groups: A ♦ P ♦ R ♦ S

|                    |           |           |           |           |           |           |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| <i>Range :</i>     | <b>21</b> | <b>22</b> | <b>23</b> | <b>24</b> | <b>25</b> | <b>26</b> |
| <i>Increment :</i> | 2,380.39  | 2,498.08  | 2,623.37  | 2,752.42  | 2,892.88  | 3,037.20  |
| <i>Step 1 :</i>    | 51,529.95 | 53,910.34 | 56,408.42 | 59,031.79 | 61,784.21 | 64,677.09 |
| <i>Step 2 :</i>    | 53,910.34 | 56,408.42 | 59,031.79 | 61,784.21 | 64,677.09 | 67,714.29 |
| <i>Step 3 :</i>    | 56,290.73 | 58,906.50 | 61,655.16 | 64,536.63 | 67,569.97 | 70,751.49 |
| <i>Step 4 :</i>    | 58,671.12 | 61,404.58 | 64,278.53 | 67,289.05 | 70,462.85 | 73,788.69 |
| <i>Step 5 :</i>    | 61,051.51 | 63,902.66 | 66,901.90 | 70,041.47 | 73,355.73 | 76,825.89 |
| <i>Step 6 :</i>    | 63,431.90 | 66,400.74 | 69,525.27 | 72,793.89 | 76,248.61 | 79,863.09 |
| <i>Step 7 :</i>    | 65,812.29 | 68,898.82 | 72,148.64 | 75,546.31 | 79,141.49 | 82,900.29 |
| <i>Step 8 :</i>    | 68,192.68 | 71,396.90 | 74,772.01 | 78,298.73 | 82,034.37 | 85,937.49 |
| <i>Step 9 :</i>    | 70,573.07 | 73,894.98 | 77,395.38 | 81,051.15 | 84,927.25 | 88,974.69 |
| <i>Step 10 :</i>   | 72,953.46 | 76,393.06 | 80,018.75 | 83,803.57 | 87,820.13 | 92,011.89 |

|                    |           |            |            |            |            |            |
|--------------------|-----------|------------|------------|------------|------------|------------|
| <i>Range :</i>     | <b>27</b> | <b>28</b>  | <b>29</b>  | <b>30</b>  | <b>31</b>  | <b>32</b>  |
| <i>Increment :</i> | 3,189.03  | 3,348.47   | 3,515.51   | 3,690.21   | 3,876.15   | 4,069.81   |
| <i>Step 1 :</i>    | 67,714.29 | 70,903.32  | 74,251.79  | 77,767.30  | 81,457.51  | 85,333.66  |
| <i>Step 2 :</i>    | 70,903.32 | 74,251.79  | 77,767.30  | 81,457.51  | 85,333.66  | 89,403.47  |
| <i>Step 3 :</i>    | 74,092.35 | 77,600.26  | 81,282.81  | 85,147.72  | 89,209.81  | 93,473.28  |
| <i>Step 4 :</i>    | 77,281.38 | 80,948.73  | 84,798.32  | 88,837.93  | 93,085.96  | 97,543.09  |
| <i>Step 5 :</i>    | 80,470.41 | 84,297.20  | 88,313.83  | 92,528.14  | 96,962.11  | 101,612.90 |
| <i>Step 6 :</i>    | 83,659.44 | 87,645.67  | 91,829.34  | 96,218.35  | 100,838.26 | 105,682.71 |
| <i>Step 7 :</i>    | 86,848.47 | 90,994.14  | 95,344.85  | 99,908.56  | 104,714.41 | 109,752.52 |
| <i>Step 8 :</i>    | 90,037.50 | 94,342.61  | 98,860.36  | 103,598.77 | 108,590.56 | 113,822.33 |
| <i>Step 9 :</i>    | 93,226.53 | 97,691.08  | 102,375.87 | 107,288.98 | 112,466.71 | 117,892.14 |
| <i>Step 10 :</i>   | 96,415.56 | 101,039.55 | 105,891.38 | 110,979.19 | 116,342.86 | 121,961.95 |

|                    |            |            |            |            |            |            |
|--------------------|------------|------------|------------|------------|------------|------------|
| <i>Range :</i>     | <b>33</b>  | <b>34</b>  | <b>35</b>  | <b>37</b>  | <b>38</b>  | <b>40</b>  |
| <i>Increment :</i> | 4,271.05   | 4,487.42   | 4,707.59   | 5,193.57   | 5,451.69   | 6,009.84   |
| <i>Step 1 :</i>    | 89,403.47  | 93,674.52  | 98,161.94  | 107,812.56 | 113,006.13 | 124,182.89 |
| <i>Step 2 :</i>    | 93,674.52  | 98,161.94  | 102,869.53 | 113,006.13 | 118,457.82 | 130,192.73 |
| <i>Step 3 :</i>    | 97,945.57  | 102,649.36 | 107,577.12 | 118,199.70 | 123,909.51 | 136,202.57 |
| <i>Step 4 :</i>    | 102,216.62 | 107,136.78 | 112,284.71 | 123,393.27 | 129,361.20 | 142,212.41 |
| <i>Step 5 :</i>    | 106,487.67 | 111,624.20 | 116,992.30 | 128,586.84 | 134,812.89 | 148,222.25 |
| <i>Step 6 :</i>    | 110,758.72 | 116,111.62 | 121,699.89 | 133,780.41 | 140,264.58 | 154,232.09 |
| <i>Step 7 :</i>    | 115,029.77 | 120,599.04 | 126,407.48 | 138,973.98 | 145,716.27 | 160,241.93 |
| <i>Step 8 :</i>    | 119,300.82 | 125,086.46 | 131,115.07 | 144,167.55 | 151,167.96 | 166,251.77 |
| <i>Step 9 :</i>    | 123,571.87 | 129,573.88 | 135,822.66 | 149,361.12 | 156,619.65 | 172,261.61 |
| <i>Step 10 :</i>   | 127,842.92 | 134,061.30 | 140,530.25 | 154,554.69 | 162,071.34 | 178,271.45 |



**SALARY SCHEDULE**

**12 Month Employees Effective: July 9, 2016**

**10 Month Employees Effective: September 3, 2016**

**Covering Employee Relations Groups: A ♦ P ♦ R ♦ S**

|                    |                   |
|--------------------|-------------------|
| <i>Range :</i>     | <b>41</b>         |
| <i>Increment :</i> | <b>6,313.46</b>   |
| <i>Step 1 :</i>    | <b>130,192.73</b> |
| <i>Step 2 :</i>    | <b>136,506.19</b> |
| <i>Step 3 :</i>    | <b>142,819.65</b> |
| <i>Step 4 :</i>    | <b>149,133.11</b> |
| <i>Step 5 :</i>    | <b>155,446.57</b> |
| <i>Step 6 :</i>    | <b>161,760.03</b> |
| <i>Step 7 :</i>    | <b>168,073.49</b> |
| <i>Step 8 :</i>    | <b>174,386.95</b> |
| <i>Step 9 :</i>    | <b>180,700.41</b> |
| <i>Step 10 :</i>   | <b>187,013.87</b> |

**SALARY SCHEDULE**

12 Month Employees Effective: August 19, 2017

10 Month Employees Effective: October 14, 2017

Covering Employee Relations Groups: A ♦ P ♦ R ♦ S

| <i>Range :</i>     | 03        | 04        | 05        | 06        | 07        | 08        |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| <i>Increment :</i> | 1,006.88  | 1,057.17  | 1,111.32  | 1,169.49  | 1,227.57  | 1,289.50  |
| <i>Step 1 :</i>    | 24,202.97 | 25,209.85 | 26,267.02 | 27,378.34 | 28,547.83 | 29,775.40 |
| <i>Step 2 :</i>    | 25,209.85 | 26,267.02 | 27,378.34 | 28,547.83 | 29,775.40 | 31,064.90 |
| <i>Step 3 :</i>    | 26,216.73 | 27,324.19 | 28,489.66 | 29,717.32 | 31,002.97 | 32,354.40 |
| <i>Step 4 :</i>    | 27,223.61 | 28,381.36 | 29,600.98 | 30,886.81 | 32,230.54 | 33,643.90 |
| <i>Step 5 :</i>    | 28,230.49 | 29,438.53 | 30,712.30 | 32,056.30 | 33,458.11 | 34,933.40 |
| <i>Step 6 :</i>    | 29,237.37 | 30,495.70 | 31,823.62 | 33,225.79 | 34,685.68 | 36,222.90 |
| <i>Step 7 :</i>    | 30,244.25 | 31,552.87 | 32,934.94 | 34,395.28 | 35,913.25 | 37,512.40 |
| <i>Step 8 :</i>    | 31,251.13 | 32,610.04 | 34,046.26 | 35,564.77 | 37,140.82 | 38,801.90 |
| <i>Step 9 :</i>    | 32,258.01 | 33,667.21 | 35,157.58 | 36,734.26 | 38,368.39 | 40,091.40 |
| <i>Step 10 :</i>   | 33,264.89 | 34,724.38 | 36,268.90 | 37,903.75 | 39,595.96 | 41,380.90 |

| <i>Range :</i>     | 09        | 10        | 11        | 12        | 13        | 14        |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| <i>Increment :</i> | 1,351.50  | 1,417.30  | 1,486.99  | 1,560.60  | 1,641.82  | 1,723.26  |
| <i>Step 1 :</i>    | 31,064.90 | 32,416.40 | 33,833.70 | 35,320.69 | 36,881.29 | 38,523.11 |
| <i>Step 2 :</i>    | 32,416.40 | 33,833.70 | 35,320.69 | 36,881.29 | 38,523.11 | 40,246.37 |
| <i>Step 3 :</i>    | 33,767.90 | 35,251.00 | 36,807.68 | 38,441.89 | 40,164.93 | 41,969.63 |
| <i>Step 4 :</i>    | 35,119.40 | 36,668.30 | 38,294.67 | 40,002.49 | 41,806.75 | 43,692.89 |
| <i>Step 5 :</i>    | 36,470.90 | 38,085.60 | 39,781.66 | 41,563.09 | 43,448.57 | 45,416.15 |
| <i>Step 6 :</i>    | 37,822.40 | 39,502.90 | 41,268.65 | 43,123.69 | 45,090.39 | 47,139.41 |
| <i>Step 7 :</i>    | 39,173.90 | 40,920.20 | 42,755.64 | 44,684.29 | 46,732.21 | 48,862.67 |
| <i>Step 8 :</i>    | 40,525.40 | 42,337.50 | 44,242.63 | 46,244.89 | 48,374.03 | 50,585.93 |
| <i>Step 9 :</i>    | 41,876.90 | 43,754.80 | 45,729.62 | 47,805.49 | 50,015.85 | 52,309.19 |
| <i>Step 10 :</i>   | 43,228.40 | 45,172.10 | 47,216.61 | 49,366.09 | 51,657.67 | 54,032.45 |

| <i>Range :</i>     | 15        | 16        | 17        | 18        | 19        | 20        |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| <i>Increment :</i> | 1,808.38  | 1,901.34  | 1,998.23  | 2,094.89  | 2,199.49  | 2,311.85  |
| <i>Step 1 :</i>    | 40,246.37 | 42,054.75 | 43,956.09 | 45,954.32 | 48,049.21 | 50,248.70 |
| <i>Step 2 :</i>    | 42,054.75 | 43,956.09 | 45,954.32 | 48,049.21 | 50,248.70 | 52,560.55 |
| <i>Step 3 :</i>    | 43,863.13 | 45,857.43 | 47,952.55 | 50,144.10 | 52,448.19 | 54,872.40 |
| <i>Step 4 :</i>    | 45,671.51 | 47,758.77 | 49,950.78 | 52,238.99 | 54,647.68 | 57,184.25 |
| <i>Step 5 :</i>    | 47,479.89 | 49,660.11 | 51,949.01 | 54,333.88 | 56,847.17 | 59,496.10 |
| <i>Step 6 :</i>    | 49,288.27 | 51,561.45 | 53,947.24 | 56,428.77 | 59,046.66 | 61,807.95 |
| <i>Step 7 :</i>    | 51,096.65 | 53,462.79 | 55,945.47 | 58,523.66 | 61,246.15 | 64,119.80 |
| <i>Step 8 :</i>    | 52,905.03 | 55,364.13 | 57,943.70 | 60,618.55 | 63,445.64 | 66,431.65 |
| <i>Step 9 :</i>    | 54,713.41 | 57,265.47 | 59,941.93 | 62,713.44 | 65,645.13 | 68,743.50 |
| <i>Step 10 :</i>   | 56,521.79 | 59,166.81 | 61,940.16 | 64,808.33 | 67,844.62 | 71,055.35 |

**SALARY SCHEDULE**

12 Month Employees Effective: August 19, 2017

10 Month Employees Effective: October 14, 2017

Covering Employee Relations Groups: A ♦ P ♦ R ♦ S

|                    |           |           |           |           |           |           |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| <i>Range :</i>     | 21        | 22        | 23        | 24        | 25        | 26        |
| <i>Increment :</i> | 2,428.00  | 2,548.04  | 2,675.84  | 2,807.46  | 2,950.74  | 3,097.95  |
| <i>Step 1 :</i>    | 52,560.55 | 54,988.55 | 57,536.59 | 60,212.43 | 63,019.89 | 65,970.63 |
| <i>Step 2 :</i>    | 54,988.55 | 57,536.59 | 60,212.43 | 63,019.89 | 65,970.63 | 69,068.58 |
| <i>Step 3 :</i>    | 57,416.55 | 60,084.63 | 62,888.27 | 65,827.35 | 68,921.37 | 72,166.53 |
| <i>Step 4 :</i>    | 59,844.55 | 62,632.67 | 65,564.11 | 68,634.81 | 71,872.11 | 75,264.48 |
| <i>Step 5 :</i>    | 62,272.55 | 65,180.71 | 68,239.95 | 71,442.27 | 74,822.85 | 78,362.43 |
| <i>Step 6 :</i>    | 64,700.55 | 67,728.75 | 70,915.79 | 74,249.73 | 77,773.59 | 81,460.38 |
| <i>Step 7 :</i>    | 67,128.55 | 70,276.79 | 73,591.63 | 77,057.19 | 80,724.33 | 84,558.33 |
| <i>Step 8 :</i>    | 69,556.55 | 72,824.83 | 76,267.47 | 79,864.65 | 83,675.07 | 87,656.28 |
| <i>Step 9 :</i>    | 71,984.55 | 75,372.87 | 78,943.31 | 82,672.11 | 86,625.81 | 90,754.23 |
| <i>Step 10 :</i>   | 74,412.55 | 77,920.91 | 81,619.15 | 85,479.57 | 89,576.55 | 93,852.18 |

|                    |           |            |            |            |            |            |
|--------------------|-----------|------------|------------|------------|------------|------------|
| <i>Range :</i>     | 27        | 28         | 29         | 30         | 31         | 32         |
| <i>Increment :</i> | 3,252.81  | 3,415.44   | 3,585.82   | 3,764.01   | 3,953.67   | 4,151.21   |
| <i>Step 1 :</i>    | 69,068.58 | 72,321.39  | 75,736.83  | 79,322.65  | 83,086.66  | 87,040.33  |
| <i>Step 2 :</i>    | 72,321.39 | 75,736.83  | 79,322.65  | 83,086.66  | 87,040.33  | 91,191.54  |
| <i>Step 3 :</i>    | 75,574.20 | 79,152.27  | 82,908.47  | 86,850.67  | 90,994.00  | 95,342.75  |
| <i>Step 4 :</i>    | 78,827.01 | 82,567.71  | 86,494.29  | 90,614.68  | 94,947.67  | 99,493.96  |
| <i>Step 5 :</i>    | 82,079.82 | 85,983.15  | 90,080.11  | 94,378.69  | 98,901.34  | 103,645.17 |
| <i>Step 6 :</i>    | 85,332.63 | 89,398.59  | 93,665.93  | 98,142.70  | 102,855.01 | 107,796.38 |
| <i>Step 7 :</i>    | 88,585.44 | 92,814.03  | 97,251.75  | 101,906.71 | 106,808.68 | 111,947.59 |
| <i>Step 8 :</i>    | 91,838.25 | 96,229.47  | 100,837.57 | 105,670.72 | 110,762.35 | 116,098.80 |
| <i>Step 9 :</i>    | 95,091.06 | 99,644.91  | 104,423.39 | 109,434.73 | 114,716.02 | 120,250.01 |
| <i>Step 10 :</i>   | 98,343.87 | 103,060.35 | 108,009.21 | 113,198.74 | 118,669.69 | 124,401.22 |

|                    |            |            |            |            |            |            |
|--------------------|------------|------------|------------|------------|------------|------------|
| <i>Range :</i>     | 33         | 34         | 35         | 37         | 38         | 40         |
| <i>Increment :</i> | 4,356.47   | 4,577.17   | 4,801.74   | 5,297.44   | 5,560.73   | 6,130.03   |
| <i>Step 1 :</i>    | 91,191.54  | 95,548.01  | 100,125.18 | 109,968.81 | 115,266.25 | 126,666.55 |
| <i>Step 2 :</i>    | 95,548.01  | 100,125.18 | 104,926.92 | 115,266.25 | 120,826.98 | 132,796.58 |
| <i>Step 3 :</i>    | 99,904.48  | 104,702.35 | 109,728.66 | 120,563.69 | 126,387.71 | 138,926.61 |
| <i>Step 4 :</i>    | 104,260.95 | 109,279.52 | 114,530.40 | 125,861.13 | 131,948.44 | 145,056.64 |
| <i>Step 5 :</i>    | 108,617.42 | 113,856.69 | 119,332.14 | 131,158.57 | 137,509.17 | 151,186.67 |
| <i>Step 6 :</i>    | 112,973.89 | 118,433.86 | 124,133.88 | 136,456.01 | 143,069.90 | 157,316.70 |
| <i>Step 7 :</i>    | 117,330.36 | 123,011.03 | 128,935.62 | 141,753.45 | 148,630.63 | 163,446.73 |
| <i>Step 8 :</i>    | 121,686.83 | 127,588.20 | 133,737.36 | 147,050.89 | 154,191.36 | 169,576.76 |
| <i>Step 9 :</i>    | 126,043.30 | 132,165.37 | 138,539.10 | 152,348.33 | 159,752.09 | 175,706.79 |
| <i>Step 10 :</i>   | 130,399.77 | 136,742.54 | 143,340.84 | 157,645.77 | 165,312.82 | 181,836.82 |

**SALARY SCHEDULE**

**12 Month Employees Effective: August 19, 2017**

**10 Month Employees Effective: October 14, 2017**

**Covering Employee Relations Groups: A ♦ P ♦ R ♦ S**

|                           |                   |
|---------------------------|-------------------|
| <b><i>Range :</i></b>     | <b>41</b>         |
| <b><i>Increment :</i></b> | <b>6,439.73</b>   |
| <b><i>Step 1 :</i></b>    | <b>132,796.58</b> |
| <b><i>Step 2 :</i></b>    | <b>139,236.31</b> |
| <b><i>Step 3 :</i></b>    | <b>145,676.04</b> |
| <b><i>Step 4 :</i></b>    | <b>152,115.77</b> |
| <b><i>Step 5 :</i></b>    | <b>158,555.50</b> |
| <b><i>Step 6 :</i></b>    | <b>164,995.23</b> |
| <b><i>Step 7 :</i></b>    | <b>171,434.96</b> |
| <b><i>Step 8 :</i></b>    | <b>177,874.69</b> |
| <b><i>Step 9 :</i></b>    | <b>184,314.42</b> |
| <b><i>Step 10 :</i></b>   | <b>190,754.15</b> |

**SALARY SCHEDULE**

12 Month Employees Effective: July 7, 2018

10 Month Employees Effective: September 1, 2018

Covering Employee Relations Groups: A ♦ P ♦ R ♦ S

| <i>Range :</i>     | 03        | 04        | 05        | 06        | 07        | 08        |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| <i>Increment :</i> | 1,027.02  | 1,078.31  | 1,133.55  | 1,192.88  | 1,252.12  | 1,315.29  |
| <i>Step 1 :</i>    | 24,687.03 | 25,714.05 | 26,792.36 | 27,925.91 | 29,118.79 | 30,370.91 |
| <i>Step 2 :</i>    | 25,714.05 | 26,792.36 | 27,925.91 | 29,118.79 | 30,370.91 | 31,686.20 |
| <i>Step 3 :</i>    | 26,741.07 | 27,870.67 | 29,059.46 | 30,311.67 | 31,623.03 | 33,001.49 |
| <i>Step 4 :</i>    | 27,768.09 | 28,948.98 | 30,193.01 | 31,504.55 | 32,875.15 | 34,316.78 |
| <i>Step 5 :</i>    | 28,795.11 | 30,027.29 | 31,326.56 | 32,697.43 | 34,127.27 | 35,632.07 |
| <i>Step 6 :</i>    | 29,822.13 | 31,105.60 | 32,460.11 | 33,890.31 | 35,379.39 | 36,947.36 |
| <i>Step 7 :</i>    | 30,849.15 | 32,183.91 | 33,593.66 | 35,083.19 | 36,631.51 | 38,262.65 |
| <i>Step 8 :</i>    | 31,876.17 | 33,262.22 | 34,727.21 | 36,276.07 | 37,883.63 | 39,577.94 |
| <i>Step 9 :</i>    | 32,903.19 | 34,340.53 | 35,860.76 | 37,468.95 | 39,135.75 | 40,893.23 |
| <i>Step 10 :</i>   | 33,930.21 | 35,418.84 | 36,994.31 | 38,661.83 | 40,387.87 | 42,208.52 |

| <i>Range :</i>     | 09        | 10        | 11        | 12        | 13        | 14        |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| <i>Increment :</i> | 1,378.53  | 1,445.64  | 1,516.73  | 1,591.82  | 1,674.65  | 1,757.73  |
| <i>Step 1 :</i>    | 31,686.20 | 33,064.73 | 34,510.37 | 36,027.10 | 37,618.92 | 39,293.57 |
| <i>Step 2 :</i>    | 33,064.73 | 34,510.37 | 36,027.10 | 37,618.92 | 39,293.57 | 41,051.30 |
| <i>Step 3 :</i>    | 34,443.26 | 35,956.01 | 37,543.83 | 39,210.74 | 40,968.22 | 42,809.03 |
| <i>Step 4 :</i>    | 35,821.79 | 37,401.65 | 39,060.56 | 40,802.56 | 42,642.87 | 44,566.76 |
| <i>Step 5 :</i>    | 37,200.32 | 38,847.29 | 40,577.29 | 42,394.38 | 44,317.52 | 46,324.49 |
| <i>Step 6 :</i>    | 38,578.85 | 40,292.93 | 42,094.02 | 43,986.20 | 45,992.17 | 48,082.22 |
| <i>Step 7 :</i>    | 39,957.38 | 41,738.57 | 43,610.75 | 45,578.02 | 47,666.82 | 49,839.95 |
| <i>Step 8 :</i>    | 41,335.91 | 43,184.21 | 45,127.48 | 47,169.84 | 49,341.47 | 51,597.68 |
| <i>Step 9 :</i>    | 42,714.44 | 44,629.85 | 46,644.21 | 48,761.66 | 51,016.12 | 53,355.41 |
| <i>Step 10 :</i>   | 44,092.97 | 46,075.49 | 48,160.94 | 50,353.48 | 52,690.77 | 55,113.14 |

| <i>Range :</i>     | 15        | 16        | 17        | 18        | 19        | 20        |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| <i>Increment :</i> | 1,844.55  | 1,939.36  | 2,038.20  | 2,136.78  | 2,243.48  | 2,358.09  |
| <i>Step 1 :</i>    | 41,051.30 | 42,895.85 | 44,835.21 | 46,873.41 | 49,010.19 | 51,253.67 |
| <i>Step 2 :</i>    | 42,895.85 | 44,835.21 | 46,873.41 | 49,010.19 | 51,253.67 | 53,611.76 |
| <i>Step 3 :</i>    | 44,740.40 | 46,774.57 | 48,911.61 | 51,146.97 | 53,497.15 | 55,969.85 |
| <i>Step 4 :</i>    | 46,584.95 | 48,713.93 | 50,949.81 | 53,283.75 | 55,740.63 | 58,327.94 |
| <i>Step 5 :</i>    | 48,429.50 | 50,653.29 | 52,988.01 | 55,420.53 | 57,984.11 | 60,686.03 |
| <i>Step 6 :</i>    | 50,274.05 | 52,592.65 | 55,026.21 | 57,557.31 | 60,227.59 | 63,044.12 |
| <i>Step 7 :</i>    | 52,118.60 | 54,532.01 | 57,064.41 | 59,694.09 | 62,471.07 | 65,402.21 |
| <i>Step 8 :</i>    | 53,963.15 | 56,471.37 | 59,102.61 | 61,830.87 | 64,714.55 | 67,760.30 |
| <i>Step 9 :</i>    | 55,807.70 | 58,410.73 | 61,140.81 | 63,967.65 | 66,958.03 | 70,118.39 |
| <i>Step 10 :</i>   | 57,652.25 | 60,350.09 | 63,179.01 | 66,104.43 | 69,201.51 | 72,476.48 |

**SALARY SCHEDULE**

12 Month Employees Effective: July 7, 2018

10 Month Employees Effective: September 1, 2018

Covering Employee Relations Groups: A ♦ P ♦ R ♦ S

|                    |           |           |           |           |           |           |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| <i>Range :</i>     | 21        | 22        | 23        | 24        | 25        | 26        |
| <i>Increment :</i> | 2,476.56  | 2,599.00  | 2,729.36  | 2,863.61  | 3,009.75  | 3,159.91  |
| <i>Step 1 :</i>    | 53,611.76 | 56,088.32 | 58,687.32 | 61,416.68 | 64,280.29 | 67,290.04 |
| <i>Step 2 :</i>    | 56,088.32 | 58,687.32 | 61,416.68 | 64,280.29 | 67,290.04 | 70,449.95 |
| <i>Step 3 :</i>    | 58,564.88 | 61,286.32 | 64,146.04 | 67,143.90 | 70,299.79 | 73,609.86 |
| <i>Step 4 :</i>    | 61,041.44 | 63,885.32 | 66,875.40 | 70,007.51 | 73,309.54 | 76,769.77 |
| <i>Step 5 :</i>    | 63,518.00 | 66,484.32 | 69,604.76 | 72,871.12 | 76,319.29 | 79,929.68 |
| <i>Step 6 :</i>    | 65,994.56 | 69,083.32 | 72,334.12 | 75,734.73 | 79,329.04 | 83,089.59 |
| <i>Step 7 :</i>    | 68,471.12 | 71,682.32 | 75,063.48 | 78,598.34 | 82,338.79 | 86,249.50 |
| <i>Step 8 :</i>    | 70,947.68 | 74,281.32 | 77,792.84 | 81,461.95 | 85,348.54 | 89,409.41 |
| <i>Step 9 :</i>    | 73,424.24 | 76,880.32 | 80,522.20 | 84,325.56 | 88,358.29 | 92,569.32 |
| <i>Step 10 :</i>   | 75,900.80 | 79,479.32 | 83,251.56 | 87,189.17 | 91,368.04 | 95,729.23 |

|                    |            |            |            |            |            |            |
|--------------------|------------|------------|------------|------------|------------|------------|
| <i>Range :</i>     | 27         | 28         | 29         | 30         | 31         | 32         |
| <i>Increment :</i> | 3,317.87   | 3,483.75   | 3,657.53   | 3,839.29   | 4,032.75   | 4,234.23   |
| <i>Step 1 :</i>    | 70,449.95  | 73,767.82  | 77,251.57  | 80,909.10  | 84,748.39  | 88,781.14  |
| <i>Step 2 :</i>    | 73,767.82  | 77,251.57  | 80,909.10  | 84,748.39  | 88,781.14  | 93,015.37  |
| <i>Step 3 :</i>    | 77,085.69  | 80,735.32  | 84,566.63  | 88,587.68  | 92,813.89  | 97,249.60  |
| <i>Step 4 :</i>    | 80,403.56  | 84,219.07  | 88,224.16  | 92,426.97  | 96,846.64  | 101,483.83 |
| <i>Step 5 :</i>    | 83,721.43  | 87,702.82  | 91,881.69  | 96,266.26  | 100,879.39 | 105,718.06 |
| <i>Step 6 :</i>    | 87,039.30  | 91,186.57  | 95,539.22  | 100,105.55 | 104,912.14 | 109,952.29 |
| <i>Step 7 :</i>    | 90,357.17  | 94,670.32  | 99,196.75  | 103,944.84 | 108,944.89 | 114,186.52 |
| <i>Step 8 :</i>    | 93,675.04  | 98,154.07  | 102,854.28 | 107,784.13 | 112,977.64 | 118,420.75 |
| <i>Step 9 :</i>    | 96,992.91  | 101,637.82 | 106,511.81 | 111,623.42 | 117,010.39 | 122,654.98 |
| <i>Step 10 :</i>   | 100,310.78 | 105,121.57 | 110,169.34 | 115,462.71 | 121,043.14 | 126,889.21 |

|                    |            |            |            |            |            |            |
|--------------------|------------|------------|------------|------------|------------|------------|
| <i>Range :</i>     | 33         | 34         | 35         | 37         | 38         | 40         |
| <i>Increment :</i> | 4,443.60   | 4,668.71   | 4,897.78   | 5,403.39   | 5,671.94   | 6,252.63   |
| <i>Step 1 :</i>    | 93,015.37  | 97,458.97  | 102,127.68 | 112,168.19 | 117,571.58 | 129,199.88 |
| <i>Step 2 :</i>    | 97,458.97  | 102,127.68 | 107,025.46 | 117,571.58 | 123,243.52 | 135,452.51 |
| <i>Step 3 :</i>    | 101,902.57 | 106,796.39 | 111,923.24 | 122,974.97 | 128,915.46 | 141,705.14 |
| <i>Step 4 :</i>    | 106,346.17 | 111,465.10 | 116,821.02 | 128,378.36 | 134,587.40 | 147,957.77 |
| <i>Step 5 :</i>    | 110,789.77 | 116,133.81 | 121,718.80 | 133,781.75 | 140,259.34 | 154,210.40 |
| <i>Step 6 :</i>    | 115,233.37 | 120,802.52 | 126,616.58 | 139,185.14 | 145,931.28 | 160,463.03 |
| <i>Step 7 :</i>    | 119,676.97 | 125,471.23 | 131,514.36 | 144,588.53 | 151,603.22 | 166,715.66 |
| <i>Step 8 :</i>    | 124,120.57 | 130,139.94 | 136,412.14 | 149,991.92 | 157,275.16 | 172,968.29 |
| <i>Step 9 :</i>    | 128,564.17 | 134,808.65 | 141,309.92 | 155,395.31 | 162,947.10 | 179,220.92 |
| <i>Step 10 :</i>   | 133,007.77 | 139,477.36 | 146,207.70 | 160,798.70 | 168,619.04 | 185,473.55 |

**SALARY SCHEDULE**

**12 Month Employees Effective: July 7, 2018**

**10 Month Employees Effective: September 1, 2018**

**Covering Employee Relations Groups: A ♦ P ♦ R ♦ S**

|                           |                   |
|---------------------------|-------------------|
| <b><i>Range :</i></b>     | <b>41</b>         |
| <b><i>Increment :</i></b> | <b>6,568.53</b>   |
| <b><i>Step 1 :</i></b>    | <b>135,452.51</b> |
| <b><i>Step 2 :</i></b>    | <b>142,021.04</b> |
| <b><i>Step 3 :</i></b>    | <b>148,589.57</b> |
| <b><i>Step 4 :</i></b>    | <b>155,158.10</b> |
| <b><i>Step 5 :</i></b>    | <b>161,726.63</b> |
| <b><i>Step 6 :</i></b>    | <b>168,295.16</b> |
| <b><i>Step 7 :</i></b>    | <b>174,863.69</b> |
| <b><i>Step 8 :</i></b>    | <b>181,432.22</b> |
| <b><i>Step 9 :</i></b>    | <b>188,000.75</b> |
| <b><i>Step 10 :</i></b>   | <b>194,569.28</b> |

# GRIEVANCE PROCEDURE FORM

## STATE OF NEW JERSEY

**NOTE: Every Item must be completed to avoid delays in processing.**

**INSTRUCTIONS:** This Grievance form is for use only by State employees including State employees who are not covered by a union contract. To initiate the grievance process, complete all items in the **GRIEVANCE INFORMATION** section and, if covered by union contract, submit this form within the timeframes and to the appropriate office as designated by your union contract or, if not covered by union contract, submit to the office or individual designated by your department to process grievances within 30 calendar days from the date on which the alleged act occurred. **NOTE:** Appeals for which Civil Service Commission review mechanisms exist, such as those pertaining to Examination, Classification (including out-of-title work), Sick Leave Injury or Layoff, should proceed through established Civil Service Commission appeal processes.

**GRIEVANCE INFORMATION**

NAME OF EMPLOYEE: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ DIVISION, INSTITUTION, OR AGENCY: \_\_\_\_\_

DESIGNATION OF GRIEVANCE:  
 **CONTRACTUAL:** State article and paragraph (section) of the contract which you claim is violated: \_\_\_\_\_  
 **NONCONTRACTUAL**

EMPLOYEE STATEMENT OF GRIEVANCE *(Attach additional sheets if necessary):*  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

TO CORRECT MY GRIEVANCE, THE FOLLOWING SHOULD OCCUR:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I WILL REPRESENT MYSELF (or)  MY REPRESENTATIVE WILL BE:  
 Name of Representative: \_\_\_\_\_ Employee Organization: \_\_\_\_\_

WITNESSES MAY INCLUDE:  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 1**

RECEIVED BY:  
 Signature of Management Representative: \_\_\_\_\_ Date: \_\_\_\_\_

STEP ONE DECISION:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature: \_\_\_\_\_  
(Management Representative) (Date of Hearing) (Date Decision Served to Employee and Representative)

EMPLOYEE:  
 I acknowledge settlement of my grievance (or)  I appeal to STEP TWO\*

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_



STEP 2

EMPLOYEE:  I WILL REPRESENT MYSELF (or)  MY REPRESENTATIVE WILL BE:

Name of Representative: \_\_\_\_\_ Employee Organization: \_\_\_\_\_

WITNESSES MAY INCLUDE:

RECEIVED BY:

Signature of Management Representative: \_\_\_\_\_ Date: \_\_\_\_\_

STEP TWO DECISION:

Signature: \_\_\_\_\_  
(Management Representative) (Date of Hearing) (Date Decision Served to Employee and Representative)

EMPLOYEE:

I acknowledge settlement of my grievance

I request FINAL REVIEW. This is for employees who are not covered by a union contract and union represented employees with a two step grievance process. See FINAL REVIEW section below.

I appeal to STEP THREE, applicable to employees represented by Local 195, IFPTE and Local 518, SEIU.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

STEP 3

EMPLOYEE:  I WILL REPRESENT MYSELF (or)  MY REPRESENTATIVE WILL BE:

Name of Representative: \_\_\_\_\_ Employee Organization: \_\_\_\_\_

WITNESSES MAY INCLUDE:

RECEIVED BY:

Signature of Management Representative: \_\_\_\_\_ Date: \_\_\_\_\_

STEP THREE DECISION:

Signature: \_\_\_\_\_  
(Management Representative) (Date of Hearing) (Date Decision Served to Employee and Representative)

EMPLOYEE:

I acknowledge settlement of my grievance  I request FINAL REVIEW.

Signature Of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

**FINAL REVIEW. CHECK ONE BOX ONLY AND SIGN.**

I request that my **NONCONTRACTUAL** grievance be reviewed by the Civil Service Commission. See N.J.A. C. 4A:2-3.7. Within 20 calendar days of receipt of the decision appealed, send to: **Division of Merit System Practices and Labor Relations, Civil Service Commission, P.O. Box 312, Trenton, New Jersey 08625-0312.**

My grievance is designated as **CONTRACTUAL**. See the Union Representative who represented you at the last step of the grievance process.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_