

County of Gloucester  
Human Resources Manual

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<b>CHAPTER:</b>	<b>3 - CHANGES IN EMPLOYMENT &amp; SEPARATION FROM SERVICE</b>	<b>ADOPTED: 3/7/06</b>
<b>SECTION:</b>	<b>2 - PROMOTIONS</b>	<b>REVISED: 8/7/13</b>

The County shall advance employees in job titles according to individual merit, based on performance evaluations and in accordance with NJ Civil Service Commission examinations and procedures.

**Department Head/designee:**

Initiates the process through discussing the recommendation to promote an employee through an existing vacancy or reclassification of a present position to County Administration during Department Head meetings.

Ensures requests for position reclassification are accompanied by documentation which identifies changes in duties and justifies the request including an increase in number or complexity of duties.

**County Administrator/designee:**

Reviews the Department Head's recommendation to determine:

- (1) Whether he/she supports the recommendation.
- (2) Consults with Human Resources and the Budget Office to determine whether the higher title exists and is fully funded, whether it needs to be reclassified and the funding adjusted, or whether a new position must be established and fully funded.
- (3) Consults with Human Resources to determine the impact of the promotion on all affected employees by reviewing 4A:4-2.4 Promotional Title Scope - Local Service and 4A:4-2.6 Eligibility for Promotional Examination.

Makes recommendation to accept or deny request.

Directs, when applicable, Human Resources to submit request to the NJDOP.

**Human Resources/designee:**

Notifies the employee and the Department Head, in writing, of NJDOP's decision to approve or deny the request (4A:4-1.10(1)b).

Appoints the employee, if approved, pending promotional exam.

Takes the following actions once the promotional package is received:

- a. Posts the announcement (4A:4-2.1(b)).
- b. Distributes applications.
- c. Obtains signatures of eligible employees who are not interested in pursuing the promotion.
- d. Returns the completed package to the NJDOP.
- e. If desired, requests a waiver of competitive exam if the promotion meets criteria (4A:4-2.7) or requests a formal written examination.

If a waiver has been requested by the County and approved by the NJDOP, obtains authorization to appoint the employee to the new title permanently.

If there is no waiver, obtains a certification.

Refers candidate for final approval to the Freeholder Liaison and County Administrator/designee.

Notifies, in writing, all unsuccessful candidates of the selection and then disposes of the certification.

**Applicant:**

As applicable, completes and mails applications directly to the NJDOP (4A:4-2.1(5)e).