

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>3 – CLASSIFICATION &amp; RECLASSIFICATION</b>	<b>REVISED: 8/7/13</b>

All positions within the career service are assigned job titles by the NJ CIVIL SERVICE COMMISSION which describe the duties and responsibilities performed, the level of supervision exercised and received, and the necessary education and experience qualifications (4A:3-3.1).

When the duties and responsibilities of positions change to the extent that the job titles are no longer appropriate, the County will request that such positions be reclassified by the NJ CIVIL SERVICE COMMISSION (4A:3-3.5). Reclassifications may not take place until the NJ CIVIL SERVICE COMMISSION approves and the affected employee is notified (4A:3-3.5(c)). An employee or union may request a classification review in accordance with NJAC 4A:3-3.9.

**Department Head/designee/Employee:**

May identify changes in work assignments, which he/she feels impact on the job to the extent that the present title is no longer appropriate.

Presents changes to the Human Resources Director in writing.

**Human Resources Director/designee:**

Reviews the request and, if he/she concurs, refers the matter to the NJ CIVIL SERVICE COMMISSION (4A:3-3.5(b)).

Receives notification from the NJ CIVIL SERVICE COMMISSION of the decision.

Takes the required action within thirty days of the determination by the NJ CIVIL SERVICE COMMISSION (4A:3-3.5(c) 1).

Prepares any necessary paperwork for the NJ CIVIL SERVICE COMMISSION including the Employee Profile (DPF-66) and notifies the employee and his/her department head.