

County of Gloucester  
Human Resources Manual

<b>CHAPTER:</b>	<b>2 – RECRUITMENT AND PLACEMENT</b>	<b>ADOPTED: 3/7/06</b>
<b>SECTION:</b>	<b>6 - JOB TITLES AND SPECIFICATIONS</b>	<b>REVISED: 5/22/24</b>

Every employee is expected to perform duties in accordance with the title of their position (please refer to HR 7.1 for more details on job performance and evaluation). Employee job descriptions are defined according to whether the employee holds a career service (formerly known as classified) or unclassified position with the County.

Career Service positions apply to all those employees whose employment is regulated by the New Jersey Civil Service Commission. The duties and responsibilities as well as the education and experience required of a particular job are detailed in specification sheets. Specification sheets can be requested from Human Resources or by search at [http://www.state.nj.us/csc/seekers/jobs/announcements/title\\_search.html](http://www.state.nj.us/csc/seekers/jobs/announcements/title_search.html).

Employees holding unclassified positions with the County are customarily titled as one of the following: Director, Deputy Director, Confidential Assistant or Law Enforcement.

**Human Resources:**

Maintains a specification sheet for all career service titles authorized in the County of Gloucester.

Provides specification sheets to employees, upon request, that contains the job description for their title.