

County of Gloucester
Human Resources Manual

CHAPTER:	3 - CHANGES IN EMPLOYMENT & SEPARATION FROM SERVICE	ADOPTED: 3/7/06
SECTION:	3 - CLASSIFICATION & RECLASSIFICATION	REVISED: 5/22/24

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.

Human Resources reviews the requests for position classification review, if the Department Head/Supervisor 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.