



FREQUENTLY ASKED QUESTIONS

...about Civil Service Employment

- 1. *My position was reclassified and I was promoted. Am I required to file for and take a promotional examination?*** Yes, since the reclassification of the position resulted in a promotion, you will be required to file an application for a promotional exam when announced—unless you were on an existing promotional list for the title. The Department of Personnel, in Trenton, will determine if a written exam is required. If a written exam is not required, your application will be reviewed and ranked by the Department of Personnel according to education and experience.
- 2. *I was promoted to another position. How is my salary determined?*** The New Jersey Department of Personnel Formula determines salaries for internal employees. The hiring manager cannot offer a higher salary than allowed by this formula.
- 3. *I took a clerical assessment program (CAP) examination, am I permanent in my position after I receive my scores?*** If you have taken the state examination for CAP titles, you are eligible to be certified as permanent in your title, provided your name appears on the certification list. You are not permanent in your title until you are appointed from the certification list and have successfully completed a working test period.
- 4. *What is a working test period?*** A working test period is considered a probationary period for employees who have been appointed to their positions from a certification list or for employees who are appointed to a non-competitive title. The duration of this test period is four months and is designed to determine whether or not an employee can satisfactorily perform the duties of his/her position.
- 5. *How do I become permanent in my title?*** Attainment of permanent status in the Civil Service system requires the appointee to take and pass a Civil Service examination for the title in which they serve, be appointed from the resulting certification list, and successfully complete a 4-month working test period.
- 6. *How do I find out when tests are announced?*** Civil Service examinations are announced at the NJDOP web-site at: www.state.nj.us/personnel/vacancy/cacalpha.htm. After the test date is announced, employees should register and take the examination. There is a \$15 fee for the examination. (See Information handout)
- 7. *What is the process for filling a vacancy on campus?*** The New Jersey Department of Personnel rules and the New Jersey Administrative Code serve as guidelines for selection and placement for Civil Service positions. Vacant positions at MSU are announced on the MSU website (www.montclair.edu) and posted on the job board outside the Division of Human Resources Office (316 College Hall). Anyone qualified and interested should apply. The Division of Human Resources notifies candidates appearing on promotional lists. If this procedure does not yield an adequate pool, a request is made to the NJDOP for additional candidates from state open competitive lists.