

DEPARTMENT

OF

ADMINISTRATION

Division of Personnel

**TOWNSHIP OF JACKSON
2007 BUDGET**

DEPARTMENT NAME: PERSONNEL DEPARTMENT BUDGET CODE: 7-01-20-105-000

NARRATIVE SUMMARY

A. GENERAL DUTIES

The Division of Personnel shall be responsible for:

- A. Develop and administer the Township=s Personnel program, including up-to-date job classifications and pay plans, active recruitment of needed personnel and in-service training programs.
- B. Design, install and maintain personnel records for each Township officer and employee, including a job description and qualifications required, the education, training and experience of the employee, any professional or trade licenses held, all personnel actions taken with respect to the employee, compensation, pension status, the Merit System Board and any other such information deemed pertinent at the discretion of the Personnel Officer.
- C. Develop, install and administer an orderly procedure for the consideration, review and adjustment of employee grievances subject to any requirements in collective bargaining agreements.
- D. Coordinate the processes of appointment and removal of municipal employees within the various departments with Department heads, the Business Administrator and the Mayor, and to this end, review and recommend proposed procedures.
- E. Maintain a continuing review and analysis of budget operations, work programs and costs of municipal services.
- F. As directed by the Mayor or Business Administrator, assign and transfer employees temporarily, from one department to another as efficient administration may require.
- G. Develop, prescribe and enforce rules and regulations for the efficient management of the Township government, so as to avoid any duplication or overlapping of effort among the departments or among units within a department, and for the improvement of methods and procedures of administration.
- H. May conduct entrance and exit interviews of employees.
- I. Attend meetings and conferences at the request of Council.

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DEPARTMENT NAME: PERSONNEL DEPARTMENT BUDGET CODE: 7-01-20-105-000

NARRATIVE SUMMARY

GENERAL DUTIES - Continued

- J. Monitor labor relations and negotiations and regularly advise the Municipal Attorney of any labor issues.
- K. Monitor and administer employee fringe benefit programs, as applicable.
- L. May conduct a desk audit of all positions to determine whether duties and responsibilities correspond to job classifications and salary grade.

B. SPECIFIC ACHIEVEMENTS FOR 2006

Corrected numerous violations of New Jersey Department of Personnel policies & procedures.

C. SPECIFIC OBJECTIVES FOR 2007

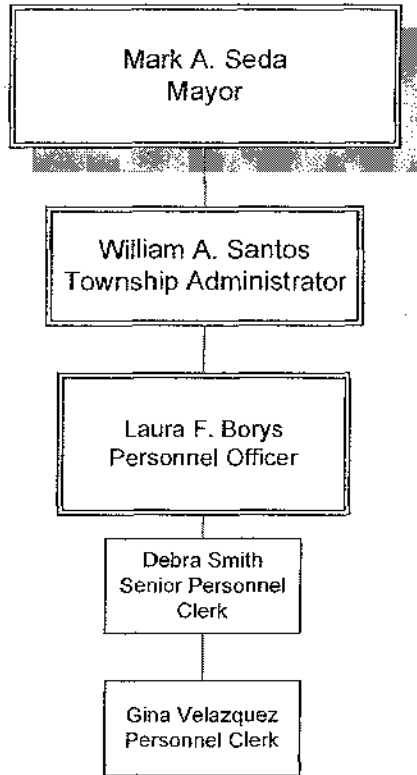
Continue to conduct monthly audits of employee medical benefits.

Ensure that all employees are working within their DOP job description.

(PLEASE ATTACH UPDATED TABLE OF ORGANIZATION)

ALL BUDGETS MUST BE SIGNED BY DEPARTMENT HEAD/CHAIRPERSON
I HEREBY APPROVE MY DEPARTMENT'S/BOARD'S BUDGET AS
HERETO ATTACHED _____

DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL



TOWNSHIP OF JACKSON

DEPARTMENT NAME: PERSONNEL

DEPARTMENT CODE: 7-01-20-105-010

TITLE	NAME	2006 SALARY	2007 DEPARTMENT HEAD REC.	2007 TWP. ADMIN. REC. CAP IC OC	2007 FINAL
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PERSONNEL OFFICER	L. BORYS	\$74,773			\$77,540
LONGEVITY 10%		\$7,477			\$7,754
TOTAL		\$82,250			\$85,294

CLERK	G. VELAZQUEZ	\$0			\$30,396
TOTAL		\$0			\$30,396

OVERTIME		\$6,000			\$0
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\$108,782 BUDGETED IN 2006.

GRAND TOTAL:	\$88,250	\$115,690
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Job Specification 02653@

PERSONNEL OFFICER

DEFINITION

Under direction, is responsible for the human resources functions of an agency or agencies within a jurisdiction. Maintains liaison between the agency and the State Department of Personnel in matters of personnel administration; manages the operation of a personnel work unit and directs one or more personnel functions such as, employee and labor relations, personnel policy development, classification and compensation, and related employment activities; does other related duties.

NOTE: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Maintains liaison between the agency and the State Department of Personnel in personnel matters including appointments, promotions, transfers, demotions, dismissals, and disciplinary actions.

Assists in the establishment of personnel policies.

Provides advice and assistance on personnel issues.

Disseminates policy and procedural information to appropriate staff.

Recruits personnel.

Directs the maintenance of classification and compensation plans.

Assists in directing an employee evaluation program.

Assists in directing the personnel activities of the jurisdiction.

Conducts research for studies involving personnel issues.

Assists in the preparation of ordinances and resolutions for the creation of new positions and other personnel matters.

Plans, organizes, and assigns the work of the organizational unit and evaluates employee performance and conduct, enabling the effective recommendation of the hiring, firing, promoting, and disciplining of subordinates.

Investigates personnel problems.

Prepares reports.

Directs the establishment and maintenance of records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by

the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Applicants who do not meet the above education requirement may substitute additional experience as described below on a year-for-year basis, with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE:

Three (3) years of supervisory personnel experience including the review of classification problems and wage studies, handling personnel problems, and coordination of the training needs of the jurisdiction.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of problems encountered in the administration of personnel program.

Knowledge of theory, practices, and procedures of modern personnel administration.

Knowledge of disciplinary and grievance procedures.

Knowledge of employee performance evaluation procedures.

Ability to read and interpret the provisions of New Jersey laws relating to personnel matters and the rules and regulations of the State Department of Personnel and to apply them to specific situations.

Ability to analyze and resolve the personnel and technical problems involved in the oversight of a personnel program.

Ability to establish and maintain cooperative working relationships with associates and individuals engaged in or concerned with issues relating to public employment.

Ability to prepare reports.

Ability to establish and maintain records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG-02653@ MCK 09/13/04

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[Home]

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Job Specification 01245

CLERK

(ALL JURISDICTIONS)

DEFINITION

Under immediate supervision, performs routine, repetitive clerical work of a varied nature as a beginner at the entrance level of employment which includes a relatively small proportion of difficult tasks; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Reviews and checks assigned reports, applications, and other documents for corrections and completeness where uncomplicated determinations are required.

Opens, time stamps, sorts, numbers, and distributes mail.

Addresses, stamps, and mails envelopes and other mail.

Sorts, indexes, and files checks, cash stubs, vouchers, requisitions, or other materials numerically, alphabetically, or according to other predetermined classification, and maintains such files.

Wraps packages for shipment by mail or express.

Operates numbering, time stamping, and dating machines.

Assembles and staples materials for distribution.

Hand stamps letters, papers, and other documents.

Clips newspapers, periodicals, and printed releases, and arranges clippings in suitable form as directed.

Fills in and checks form letters, circulars, and forms as directed.

Looks up needed information.

Gives information, according to department regulations, in person and over the telephone.

Answers the telephone and takes messages accurately.

Maintains prepared mailing lists.

May assist in requisitioning, storing, and distributing office supplies.

May assist in locating and compiling data needed for reports.

Compiles and tabulates simple numerical data.

May assist in preparing and verifying payrolls and makes simple arithmetic calculations.

Operates varied types of office machines and equipment including duplicating and adding machines.

When so required, explains details of work to new employees.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of office routines, equipment, and practices.

Ability to comprehend established office routines and department regulations.

Ability to organize assigned clerical work and develop effective work methods.

Ability to use correct English.

Ability to make arithmetic calculations and tabulations.

Ability to understand, remember, and carry out oral and written directions.

Ability to learn quickly from oral and written instructions and from demonstrations.

Ability to work effectively with associates, superior officials, and members of the public concerned with the work of the department.

Ability to sort, index, file, and pull varied types of materials using an established filing system.

Ability to use and care for office machines and equipment including duplicating and adding machines.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: 05/A04 - 20042 RKR/cah 1/8/98
LG - 01245

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[[HOME](#)]

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