

PROPOSED PERSONNEL ACTION

POSITION CONTROL #

00-30842

AGENDA #:

ACTION TO BE TAKEN

NEW HIRE

- ☐ Interim ☐ Temporary
☐ Permanent ☐ Unclass
☐ Provisional ☐ WIA

- ☐ PROMOTION IN POSITION
☐ PROMOTION TO VACANCY
☒ TRANSFER
☒ REPLACE VACANCY
☐ TEMPORARY APPOINTMENT

- ☐ INTERIM APPOINTMENT
☐ FUNDING ALLOCATION CHANGE
☒ SALARY CHANGE
☒ TITLE CHANGE
☒ OTHER GRADE CHANGE

Certification #:

CURRENT POSITION INFORMATION

DEPT/DIV 703-040 CM Vacancies
 PREVIOUS EMPLOYEE VACANT ()
 TITLE Asst Prgm Analyst
 SALARY
 FUND ALLOCATIONS 100% Grant
 UNION/EXCLUSIONARY A50 Non-Contractuals
 GRADE G15 HOURS 70.00 Date Avail: 6/1/2006

PROPOSED POSITION INFORMATION

DEPT/DIV 715-560 Eng, PW & Fac/ Engineering
 PROPOSED EMPLOYEE Sullivan Raymond
 TITLE Coordinator of Monitoring and Evaluation
 SALARY \$80,000.00
 FUND ALLOCATIONS 100% Grant
 UNION/EXCLUSIONARY A50 Non-Contractuals
 GRADE G18.5 HOURS 70.00 HIRE D

SELECTED CANDIDATE INFORMATION

NAME Sullivan Raymond
 STARTING/PROPOSED SALARY \$80,000.00
 GRADE G18.5 MIN: \$58,160.00 MAX: \$87,240.00
 EFFECTIVE DATE 1/16/2010
 PROMOTION IN POSITION ☐ PROMOTION TO VACANCY ☐
 DATE OF LAST PROMOTION

EMPLOYEE'S CURRENT SALARY
 CURRENT GRADE PC#
 \$ Increase
 Current Title
 Current Union

AUTHORIZATION FOR REQUESTED ACTION

	DATE		DATE
DEPARTMENT HEAD <u>J. Gray</u>	<u>1/5/10</u>	ADMIN. SERVICES <u>[Signature]</u>	<u>1/6/10</u>
PERSONNEL <u>[Signature]</u>	<u>1/5/10</u>	COUNTY MANAGER <u>[Signature]</u>	<u>1/6/10</u>
FINANCE <u>J. Origliato</u>	<u>1/7/10</u>		

AUTHORIZE TO HIRE

COUNTY MANAGER

DATE

FREEHOLDER BOARD ACTION (if required)

RESOLUTION NO. DATE ADOPTED

ADDITIONAL INFORMATION (including Position Funding with account numbers: x-xx-xx-xxx-x xx-xxx format)

CHARGED 100% TO GRANT
 G-02-09-308-362-171

* SS#, Home Addresses, Vhone #'s redacted per
 N.J.S.A. 47:1A-1.1 et seq.

EEO 4 FUNCTION CODE 2

COUNTY OF UNION
DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF PERSONNEL MANAGEMENT AND LABOR RELATIONS
ADMINISTRATION BUILDING
ELIZABETH, NEW JERSEY 07207

APPLICATION FOR EMPLOYMENT

The Equal Opportunity Employer

An EQUAL OPPORTUNITY EMPLOYER operating under the New Jersey Civil Service Merit System and an established Affirmative Action Program.
Do not include on the application form any information regarding age, race, color, creed, religion, sex, national origin or disability.
Complete entire application. A resume may supplement but not substitute for this application.

PLEASE PRINT OR TYPE				POSITION APPLIED FOR	
NAME (LAST)	(FIRST)	(MIDDLE)	SOCIAL SECURITY NUMBER	TELEPHONE NUMBER	
Sullivan	Raymond	L.	[REDACTED]	[REDACTED]	
HOME ADDRESS (NUMBER AND STREET)			(CITY)	(STATE)	(ZIP CODE)
* [REDACTED]			[REDACTED]	[REDACTED]	[REDACTED]
NOTIFY IN CASE OF EMERGENCY (NAME)			(ADDRESS)	(TELEPHONE NUMBER)	
Lara Sullivan			[REDACTED]	[REDACTED]	
HOW LONG HAVE YOU LIVED IN UNION COUNTY?			11 years		
ALION REGISTRATION NUMBER (IF NOT A CITIZEN)					
DO YOU POSSESS A VALID DRIVER'S LICENSE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (DO NOT ANSWER THIS QUESTION UNLESS IT IS A REQUIREMENT FOR THE POSITION APPLIED FOR.)					
HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE WHICH HAS NOT BEEN EXPUNGED BY THE COURTS? (A CONVICTION WILL NOT NECESSARILY PRECLUDE YOU FROM OBTAINING EMPLOYMENT UNDER THE NATURE OF THE CONVICTION RELATED ADVERSELY TO THE POSITION APPLIED FOR.) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
IF YES, EXPLAIN					
EMPLOYMENT RECORD (LIST 3 RECENT OR PRESENT EMPLOYERS FIRST)					
EMPLOYER NAME AND ADDRESS		JOB TITLE		REASON FOR LEAVING	
Township of Berkeley Heights 25 Park Avenue		Zoning Officer		[REDACTED]	
LENGTH OF EMPLOYMENT FROM	LAST SALARY	SUPERVISOR'S NAME		SUPERVISOR'S TITLE	
4/2004 TO PRESENT	65,700	Jack Conroy		Assistant Zoning Officer	
EMPLOYER NAME AND ADDRESS		JOB TITLE		REASON FOR LEAVING	
First Capital Mortgage Co Hammonton NJ		Mortgage Loan Officer		Branch Closed	
LENGTH OF EMPLOYMENT FROM	LAST SALARY	SUPERVISOR'S NAME		SUPERVISOR'S TITLE	
1/2003 TO 3/2004	Commission	Bill Mason		Branch Manager	
EMPLOYER NAME AND ADDRESS		JOB TITLE		REASON FOR LEAVING	
Mass America Finance Corp Elizabeth NJ		Operations Director		Personal Circumstances	
LENGTH OF EMPLOYMENT FROM	LAST SALARY	SUPERVISOR'S NAME		SUPERVISOR'S TITLE	
9/1992 TO 2/2002	[REDACTED]	Tom DellaTorre		President	
WHEN COULD YOU BE AVAILABLE TO BEGIN WORK?					
MAY WE CONTACT YOUR PREVIOUS EMPLOYER(S)? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
IF NO, PLEASE INDICATE WHICH EMPLOYER(S) WE MAY CONTACT					

PERSONAL COMPUTER ☐
OTHER OFFICE SKILLS ☐
OTHER OFFICE SKILLS (LIST)

OTHER OFFICE SKILLS ☐
OTHER OFFICE SKILLS (LIST)

OTHER OFFICE SKILLS ☐
OTHER OFFICE SKILLS (LIST)

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Joe Graziano

EDUCATION		NAME AND LOCATION OF SCHOOL	MAJOR COURSE OF STUDY AND DEGREE EARNED	WERE YOU GRADUATED
CIRCLE HIGHEST YEAR ATTENDED				
GRAMMAR SCHOOL 5 6 7 8		Thomas Gibson	None	1977
HIGH SCHOOL 1 2 3 4		Thomas Gibson HS.	College Prep.	1982
COLLEGE 1 2 3 4		Brown Community College	Hospitality	Yes, AAS
OTHER SCHOOL OR APPRENTICESHIP				
U.S. MILITARY SERVICE BRANCH OF SERVICE		RANK	SPECIALTY	

SPECIAL SKILLS OR TRAINING RECEIVED
 Green Belt Six Sigma Management / Certified Zoning Officer

HOBBIES OR INTERESTS WHICH HAVE A DIRECT BEARING ON THE JOB YOU ARE SEEKING

ARE YOU NOW OR HAVE YOU EVER BEEN ENROLLED IN A
STATE ADMINISTERED PENSION SYSTEM?

☒ YES ☐ NO

HAVE YOU EVER BEEN EMPLOYED BY THE COUNTY OF UNION,
IF SO WHEN, AND IN WHAT CAPACITY?

☐ YES ☒ NO

OCCASIONALLY THE FORMAT OF AN APPLICATION DOES NOT ALLOW AN APPLICANT TO ADEQUATELY
SUMMARIZE THEIR COMPLETE BACKGROUND. PLEASE USE THE SPACE BELOW TO SUMMARIZE ANY
ADDITIONAL INFORMATION TO ASSIST US IN FINDING THE PROPER POSITION FOR YOU.

REFERENCES (NOT RELATIVES)			
NAME	ADDRESS	TELEPHONE NUMBER	YEARS KNOWN
Jack D'Abosimo	[REDACTED]	[REDACTED]	24 yrs
David Antonelli	[REDACTED]	[REDACTED]	10 yrs
Brian Pagan	[REDACTED]	[REDACTED]	10 yrs

APPLICANT CERTIFICATION

As a precondition of employment you are subject to fingerprinting and criminal history and related background checks, the results of which may impact on your employment status.

I CERTIFY THAT THE INFORMATION SET FORTH ABOVE IS TO THE BEST OF MY KNOWLEDGE TRUE, CORRECT, AND COMPLETE. IT IS UNDERSTOOD THAT ANY MISREPRESENTATION OF FACTS OR ANY FALSE STATEMENTS ON THIS APPLICATION IS SUFFICIENT CAUSE FOR DISMISSAL.

I UNDERSTAND THAT THE OFFER OF EMPLOYMENT IS MADE CONDITIONAL ON COMPLETION OF A PHYSICAL EXAMINATION WHICH IS REQUIRED OF ALL EMPLOYEES AND THAT I WILL NOT BE DISQUALIFIED ON THE BASIS OF A PHYSICAL CONDITION THAT IS NOT JOB RELATED AND AS LONG AS I AM ABLE TO PERFORM ESSENTIAL JOB RELATED FUNCTIONS SAFELY.

DATE 12/28/09 SIGNATURE OF APPLICANT [Signature]

IF THIS APPLICATION IS COMPLETED BY SOMEONE OTHER THAN THE APPLICANT, THE FOLLOWING MUST BE SIGNED:

I HEREBY ATTEST ALL STATEMENTS ON THE APPLICATION ARE TRUE AND THAT THE APPLICANT HAS COMPLETE KNOWLEDGE AND UNDERSTANDING OF ALL THE INFORMATION ON THE FORM.

DATE _____ SIGNATURE _____

ADDRESS _____



You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

Job Specification 04716

COORDINATOR OF MONITORING AND EVALUATION

DEFINITION

Under direction of a supervising official, assists in developing, coordinating, evaluating, and reviewing the monitoring and evaluation activities to assure that department or agency operations are in compliance with contracts, regulations, and standard operating procedures; does related work as required.

EXAMPLES OF WORK:

Coordinates the evaluation of all surveys, questionnaires, and data collection activities relative to ensuring that all operations are in compliance with contracts, regulations, and standard operating procedures.

Supervises and schedules the daily activities of assigned staff.

Designs questionnaires and various forms used for the distribution of information.

Reviews all reports submitted by staff to assure completeness, accuracy, and to determine that technical assistance and all programs are in compliance with contracts, regulations, and standard operating procedures.

Keeps abreast of possible deviations, planned objectives, goals, and/or cost of operations as they relate to measurement for evaluation and overall operations effectiveness.

Analyzes and compiles technical and statistical information in order to assess operation goals and objectives with respect to contractual agreement, regulations, and standard operating procedures.

Conducts staff meetings and trains staff.

Establishes and maintains appropriate 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.

EXPERIENCE:

Two (2) years of professional experience involving the review,