

# Egg Harbor Township

## Ordinance No. 14

2024

### An ordinance to amend the Code of the Township of Egg Harbor, Chapter 6 entitled “Administration of Government”, creating the position of Human Resources Officer

**BE IT ORDAINED**, by the Township Committee of the Township of Egg Harbor, County of Atlantic and State of New Jersey as follows:

**SECTION 1.** Chapter 6 of the Code of the Township of Egg Harbor, a new **Section 6-19** is hereby created and establishes the position of Human Resources Officer as follows:

#### §6-19. Human Resources Officer.

- A. Within the Department of Administration and Finance there shall be a Human Resources Officer, who is under the supervision of the Municipal Administrator.
- B. Human Resources Officer, authority.
  - 1) The Human Resources Officer shall have as their responsibilities the creation and application of policies and practices that help the Township attract, develop and sustain a high performing workforce, as well as maintain a positive and fulfilling environment for all municipal employees. The Human Resources Officer will work closely with Township Administration, Department Heads as well as Township Committee to achieve these goals, providing advice and assistance in a collaborative and consultative manner to ensure all human resource matters are addressed, and employees are provided the support they need to succeed.
  - 2) The Human Resources Officer must possess a Bachelor’s Degree in Human Resources, public administration, business management, or a closely related field. Professional Certification as a Human Resources professional (SPHR) preferred and at least five (5) years of related municipal experience or equivalent combination of education and experience. Possesses a valid New Jersey driver’s license.
  - 3) Considerable knowledge of policies and practices of public personnel administration, compensation and benefits, recruitment, selection, training, and labor relations. Skill in analyzing personnel and organizational programs and systems. Ability to analyze and interpret job requirements and carry out assigned projects to their completion; excellent written and verbal communication skills; ability to establish and maintain effective working relationships with applicants, employees, and town officials.
- C. Duties of Human Resources Officer. Under the supervision of the Municipal Administrator, the Human Resources Officer shall:
  - 1) Direct personnel recruitment and selection, including advertising, receiving, screening and distributing applications, administering tests, onboarding and providing guidance to departments. Drafts or reviews hire letters. Ensures the maintenance of permanent records in accordance with federal, state and local regulations. Advocates for affirmative action and equal opportunity for

candidates and practices; participates in the selection of Township staff as directed.

- 2) Consults with Township Administration and Department Heads to provide advice or clarification regarding human resources, personnel, legal, professional development, compensation, and organizational development issues. Counsels employees, advises Township Administration and Department Heads, and investigates personnel problems and disciplinary issues.
  - 3) Communicates human resources policies, practices, and procedures to Township employees; advocates for employees, direct Township employee events, mediate between employees, and between employees and management. Promotes programs and activities to ensure equal opportunity and access to all individuals.
  - 4) Reviews and advises Township Administration regarding all municipal personnel transactions including, hires, promotions, transfers, salary changes, leaves of absence, and terminations. Administers performance management program. Organizes and provides professional development opportunities, legally mandated, technical training, and continuing education support for the municipal workforce in the Township.
  - 5) Oversees administration of benefits programs including insurance, flexible benefits, worker's compensation, unemployment compensation, police/fire indemnification, leaves of absence, and other related programs. Complies with all HIPAA regulations.
  - 6) In conjunction with departments, develops position descriptions; reviews. Prepares drafts of recommended policies. Analyzes personnel benefits, determines the need for changes, and recommends improvements.
  - 7) Oversees the Townships compliance with federal and state personnel laws and regulations that cover topics such as wages and hours, equal employment opportunity, drug and alcohol testing, work-related injuries, employee health, safety and wellness and employee benefits. Serves as the Townships' Affirmative Action/Equal Employment Officer. Prepares equal employment opportunity and affirmative action plans and develops the town's FMLA program to be consistent with federal and state guidelines.
  - 8) Attends and represents the towns at meetings and conferences related to human resources; attends and presents human resources related information at Township Committee Meetings as requested, and leads and participates in various employee task forces and committees as requested. Keeps current on changes in the human resources field.
  - 9) Performs similar or related work as required, directed, or as situations dictate.
- D. A Deputy Human Resources Officer may be appointed by the Administrator, subject to budget appropriation by the Township Committee. The Deputy Human Resources Officer, if appointed, shall assist the Human Resources Officer in the performance of their duties and shall have the powers and perform all of the duties vested in the Human Resources Officer at such times as they shall be absent from the Township or unable to serve by reason of disability or otherwise.

**SECTION 2.** All ordinances or parts of ordinances which are inconsistent with the provisions of this Ordinance are, to the extent of such inconsistency, hereby repealed.

**SECTION 3:** Should any section, clause, sentence, phrase or provision of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, such decision shall not affect the remaining portions of this Ordinance.

**SECTION 4:** This Ordinance shall become effective immediately upon final adoption and publication according to law.

NOTICE IS HEREBY GIVEN THAT THE FOREGOING ORDINANCE WAS INTRODUCED AT A MEETING OF THE TOWNSHIP COMMITTEE OF EGG HARBOR TOWNSHIP, IN THE COUNTY OF ATLANTIC, STATE OF NEW JERSEY, HELD MAY 8, 2024 AND WILL BE FURTHER CONSIDERED FOR FINAL PASSAGE AFTER A PUBLIC HEARING THEREON AT A REGULAR MEETING OF SAID TOWNSHIP COMMITTEE TO BE HELD IN THE TOWNSHIP HALL, IN SAID TOWNSHIP ON JUNE 12, 2024 AT 5:30 P.M.

Dated: May 8, 2024

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Eileen M. Tedesco, RMC  
Township Clerk