

**PROPOSED PERSONNEL ACTION**

AGENDA #:

POSITION CONTROL #

00-83601

**ACTION TO BE TAKEN**

**NEW HIRE**

- Interim       Temporary  
 Permanent     Unclass  
 Provisional     WIA

- PROMOTION IN POSITION       INTERIM APPOINTMENT  
 PROMOTION TO VACANCY       FUNDING ALLOCATION CHANGE  
 TRANSFER       SALARY CHANGE  
 REPLACE VACANCY       TITLE CHANGE  
 TEMPORARY APPOINTMENT     OTHER GRADE CHANGE

Certification #:

**CURRENT POSITION INFORMATION**

**PROPOSED POSITION INFORMATION**

DEPT/DIV 702-350 Admin Svcs/ Personnel Mngmt &  
 PREVIOUS EMPLOYEE Roughneen Bridget  
 TITLE Clerk G15.5  
 SALARY \$47,054.67  
 FUND ALLOCATIONS 100% County  
 UNION/EXCLUSIONARY A50 Non-Contractuals  
 GRADE G15.5 HOURS 70.00 Date Avail.: 9/19/2009

DEPT/DIV 702-350 Admin Svcs/ Personnel Mngmt &  
 PROPOSED EMPLOYEE Wagner Amy  
 TITLE Clerk Typist/Planning Analysis Coordinator  
 SALARY \$58,500.00  
 FUND ALLOCATIONS 100% County  
 UNION/EXCLUSIONARY A50 Non-Contractuals  
 GRADE G16.5 HOURS 70.00 HIRE D

**SELECTED CANDIDATE INFORMATION**

NAME Wagner Amy  
 STARTING/PROPOSED SALARY \$58,500.00  
 GRADE G16.5 MIN: \$44,000.00 MAX: \$66,000.00  
 EFFECTIVE DATE 1/30/2010  
 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 <i>[Signature]</i>	1/28/10	ADMIN. SERVICES <i>[Signature]</i>	1/28/10
PERSONNEL <i>[Signature]</i>	1/28/10	COUNTY MANAGER <i>[Signature]</i>	1/28/10
FINANCE <i>[Signature]</i>	1/29/10		

**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-xxx-xxx format)**

\* SS#, Home Addresses, Personal E-mail and Phone #  
 redacted per N.J.S.A. 47:1A-1.1 et seq.

EEO 4 FUNCTION CODE \_\_\_\_\_

**New Hire**

**Planning Analysis Coordinator, Office of Intergovernmental  
Policy and Planning**

The Planning Analysis Coordinator will be responsible for the development of new programs which will increase the effectiveness of government by working with other Agencies. Responsibilities include identifying additional grant opportunities and ensuring that the County's needs are properly being represented at the State and Federal level. The Coordinator will assist County Departments with the application process. The coordinator will develop, manage and maintain a Union County grants database to track grants, reimbursements, reporting requirements and deadlines.



# Amy Crisp Wagner

## Experience

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February 2007-Present                      Township of Berkeley Heights                      Berkeley Heights, NJ

### **Executive Assistant, Administration**

- Administer employee benefits (including major medical, life & Worker's Compensation) & maintain personnel records including all necessary paperwork for new hires.
- Maintain all insurance policies for the Township and perform tasks related to insurance issues including renewals, claims and PEOSHA compliance.
- Develop annual budget for prescribed departmental areas and manage payment of same utilizing Township voucher system.
- Provide grant writing services and administer grant funds for Senior Citizen & Municipal Alliance programs.
- Interface with residents and troubleshoot to solve their various needs.
- Draft press releases and other communications as required by Mayor & Township Administrator.
- Serve as Municipal Alliance Coordinator & Affordable Housing Liaison
- Serve on several ad hoc committees including but not limited to Union County Community Development Revenue Sharing Committee, Community Relations Committee and TV34/47 Committee.
- Maintain schedule & correspondence for Township Administrator & Mayor

1989-1990    Shulton Group    Clifton, NJ

### **Sales Merchandising Manager**

- Acted as liaison between outside sales and marketing department
- Interfaced regularly with marketing department in all aspects of product development-from concept to arrival on store shelves
- Developed selling materials for Old Spice and Lady's Choice deodorant brands including gifts with purchase and incentive promotions
- Developed sales forecasts and budgets
- Participated in planning and presentation of annual national sales meetings

1987-1989    Shulton Group    Clifton, NJ

### **Account Manager**

- Responsible for sales of Old Spice, Breck, and Lady's Choice products to grocery and drug chain stores
- Accounts included: Duane Reade Drug Stores, Grand Union Supermarkets, and Drug Fair Stores
- Consistently met and exceeded sales projections

1983-1987    Revlon, Inc.    Territories in New York & New Jersey

### **Sale Representative**

- Responsible for sales of Revlon cosmetics and hair care products to independent retail outlets
- Developed sales forecasts and trained new employees.
- Consistently met and exceeded sales projections

## **Related Experience**

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### **Corpus Christ Church**

Chatham, NJ

Christmas-in-a-Box Chairperson (2006-Present), Area Coordinator (1995-2005)

Coordinate holiday gifts for donation to charities benefiting 100 families & 600 individuals annually. Responsible for the distribution of recipient names, organization, collection and shipment of gifts. Supervise 50+ volunteers.

Annual Carnival Volunteers Chairperson (1995-Present)

Responsible for recruitment and scheduling of 400+ volunteers to staff three-day fundraising event with proceeds in excess of \$30,000 annually.

### **Berkeley Heights Police Athletic League**

Berkeley Heights, NJ

PAL Secretary- (2002-Present)

Responsible for recording & distributing meeting minutes to the PAL Board. Provide meeting notification to Board Members & maintain records of the corporation. Coordinated review and adoption of revised corporate By-Laws in February of 2006. Organize annual fundraiser social (2003-present).

### **Berkeley Heights Parent Teacher Organization**

Berkeley Heights, NJ

President (2006-2008), Member -at-Large (2008-present)

Facilitate and organize monthly meetings with School Administration & PTO Presidents & Vice Presidents from 6 District schools. Interact with Superintendent of Schools on district related issues. Ensure operation within prescribed operating budget.

Involvement with the Berkeley Heights PTO since 1996 serving predominantly in leadership rolls including 2 terms as President and one term as recording secretary in addition to current office.

## **Education**

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May 1983

Fairleigh Dickinson University

Madison, NJ

BS Marketing

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

**APPLICATION FOR EMPLOYMENT**

*"An 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.

<b>PLEASE PRINT OR TYPE</b>				POSITION APPLIED FOR	
NAME (LAST)	(FIRST)	(MIDDLE)	SOCIAL SECURITY NUMBER	TELEPHONE NUMBER	
Wagner	Amy	Crisp	[REDACTED]	[REDACTED]	
HOME ADDRESS (NUMBER AND STREET)		(CITY)	(STATE)	(ZIP CODE)	
[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	
NOTIFY IN CASE OF EMERGENCY (NAME)			(ADDRESS)	(TELEPHONE NUMBER)	
James Wagner			[REDACTED]	[REDACTED]	
HOW LONG HAVE YOU LIVED IN UNION COUNTY? 26 as an adult 7 as a child					
ALIEN REGISTRATION NUMBER (IF NOT A CITIZEN)					
DO YOU POSSESS A VALID DRIVER'S LICENSE? (DO NOT ANSWER THIS QUESTION UNLESS IT IS A REQUIREMENT FOR THE POSITION APPLIED FOR.)					
				<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
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 UNLESS THE NATURE OF THE CONVICTION RELATES ADVERSELY TO THE POSITION APPLIED FOR.)					
				<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
IF YES, EXPLAIN _____					
DO YOU CURRENTLY HAVE PENDING CRIMINAL CHARGES AGAINST YOU? (NO)					
IF YES, EXPLAIN _____					
<b>EMPLOYMENT RECORD (LIST LAST OR PRESENT EMPLOYER FIRST)</b>					
EMPLOYER NAME AND ADDRESS			JOB TITLE	REASON FOR LEAVING	
Township of Berkeley Heights 29 Park Avenue Berkeley Heights			Executive Assistant		
LENGTH OF EMPLOYMENT		LAST SALARY	SUPERVISOR'S NAME	SUPERVISOR'S TITLE	
FROM 2/07 TO present		45,000	Jack Conway	Administrator	
EMPLOYER NAME AND ADDRESS			JOB TITLE	REASON FOR LEAVING	
LENGTH OF EMPLOYMENT		LAST SALARY	SUPERVISOR'S NAME	SUPERVISOR'S TITLE	
FROM TO					
EMPLOYER NAME AND ADDRESS			JOB TITLE	REASON FOR LEAVING	
LENGTH OF EMPLOYMENT		LAST SALARY	SUPERVISOR'S NAME	SUPERVISOR'S TITLE	
FROM TO					
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   
 (List Programs)  
 Word  
 Excel  
 Publisher

OTHER OFFICE SKILLS   
 (List)  
 \_\_\_\_\_  
 \_\_\_\_\_

STENO   
 WPM \_\_\_\_\_  
 TYPING   
 WPM \_\_\_\_\_

**EDUCATION**

CIRCLE HIGHEST YEAR ATTENDED	NAME AND LOCATION OF SCHOOL	MAJOR COURSE OF STUDY AND DEGREE EARNED	WERE YOU GRADUATE
GRAMMAR SCHOOL 5 6 7 (8)	Allen W. Roberts New Providence, NJ		YES
HIGH SCHOOL 1 2 3 (4)	Emmanuel High School Emmaus, PA	College Prep	YES
COLLEGE 1 2 3 (4)	Fairleigh Dickinson University Madison, NJ	BS Marketing	YES
OTHER SCHOOL OR APPRENTICESHIP			

**U.S. MILITARY SERVICE**

BRANCH OF SERVICE	RANK	SPECIALTY

SPECIAL SKILLS OR TRAINING RECEIVED

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.

*Resumes attached*

**REFERENCES (NOT RELATIVES)**

NAME	ADDRESS	TELEPHONE NUMBER	YEARS KNOWN
Angie Devaney *	[REDACTED]	[REDACTED]	5
Andrew Moran	[REDACTED]	[REDACTED]	13
Msg. James Mahoney	Corpus Christi Church Chatham, NJ 07940	973-633-0070	21

**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 *Angie Devaney*

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 \_\_\_\_\_