

**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   
 PREVIOUS EMPLOYEE   
 TITLE   
 SALARY   
 FUND ALLOCATIONS     
 UNION/EXCLUSIONARY  Non-Contractuals  
 GRADE  HOURS  Date Avail.:

**PROPOSED POSITION INFORMATION**

DEPT/DIV   
 PROPOSED EMPLOYEE   
 TITLE   
 SALARY   
 FUND ALLOCATIONS     
 UNION/EXCLUSIONARY  Non-Contractuals  
 GRADE  HOURS  HIRE D

**SELECTED CANDIDATE INFORMATION**

NAME  EMPLOYEE'S CURRENT SALARY   
 STARTING/PROPOSED SALARY  CURRENT GRADE  PC#   
 GRADE  MIN.  MAX.  \$ Increase   
 EFFECTIVE DATE  Current Title   
 PROMOTION IN POSITION  PROMOTION TO VACANCY  Current Union   
 DATE OF LAST PROMOTION

**AUTHORIZATION FOR REQUESTED ACTION**

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

**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)**

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

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

**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.

POSITION APPLIED FOR \_\_\_\_\_

**PLEASE PRINT OR TYPE**

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)
Lisa Sullivan		[REDACTED]		[REDACTED]
HOW LONG HAVE YOU LIVED IN UNION COUNTY? 11 years				

ALSO REGISTRATION NUMBER (IF NOT A CITIZEN) \_\_\_\_\_

DO YOU POSSESS A VALID DRIVER'S LICENSE?  YES  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?  YES  NO  
 (A CONVICTION WILL NOT NECESSARILY PRECLUDE YOU FROM OBTAINING EMPLOYMENT UNDER THE NATURE OF THE CONVICTION RELATED ADVERSELY TO THE POSITION APPLIED FOR.)

IF YES, EXPLAIN \_\_\_\_\_

EMPLOYMENT RECORD (LIST EVERY OR PRESENT EMPLOYER FROM)			
EMPLOYER NAME AND ADDRESS	JOB TITLE	REASON FOR LEAVING	
Township of Berkeley Heights 25 Park Avenue	Zoning Officer		
LENGTH OF EMPLOYMENT FROM 4/2004 TO Present	LAST SALARY 65,700	SUPERVISOR'S NAME Jack Conroy	SUPERVISOR'S TITLE Assistant Zoning Officer
EMPLOYER NAME AND ADDRESS First Capital Mortgage Co Elizabeth NJ	JOB TITLE Mortgage Loan Officer	REASON FOR LEAVING Branch Closed	
LENGTH OF EMPLOYMENT FROM 1/2003 TO 3/2004	LAST SALARY Commission	SUPERVISOR'S NAME Bill Moran	SUPERVISOR'S TITLE Assistant President
EMPLOYER NAME AND ADDRESS Mass America Finance Corp Elizabeth NJ	JOB TITLE Operations Director	REASON FOR LEAVING Program Discontinued	
LENGTH OF EMPLOYMENT FROM 9/1992 TO 2/2002	LAST SALARY	SUPERVISOR'S NAME Tom Della Torre	SUPERVISOR'S TITLE 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 QUALITIES  OTHER OFFICE SKILLS  OTHER

*Margaret Prud'homme*  
*Barbara*  
*Rosemary*

TYPE

EDUCATION			
CIRCLE HIGHEST YEAR ATTENDED	NAME AND LOCATION OF SCHOOL	MAJOR COURSE OF STUDY AND DEGREE EARNED	WERE YOU GRADUATED
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  
 General Bilt Sea Stone Management / Central Zone 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'Abosisto	[REDACTED]	[REDACTED]	2 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,