

Date: 03/03/2022

TOWNSHIP OF OLD BRIDGE

Application Number : 3730

Job Application

Position Description : HUMAN RESOURCES MANAGER

Application Source : Other

Submitted By : Sherifah Samsudeen

Job Location : HUMAN RESOURCES/PAYROLL

Submitted on : 10/21/2021

For Office Use Only

☐ Payroll	☐ New Hire	☐ FTB	Employee Number	PR
☐ Time Clock	☐ Rehire	☐ Seasonal		

Department Number	Position Number	Start Date	Wages
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Approved-Recruiting	Approved-Department	Approved-Payroll	Country-Code
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Personal Information

<u>First Name</u>	<u>Middle Name</u>	<u>Last Name</u>	<u>SSN</u>
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Sherifah

Samsudeen

Address 1

Address 2

City

State

Zip

County

Phone Number

Cell Number

Email

Registration Questions

Application Questions

Are you related to any Township Employee, Officer, or Council Member? If "Yes" please give the name and relation:

- 01 Do you have a bachelor's degree from an accredited College/University in human resources, business, public administration or other related field?
YES
- 02 Do you have a minimum of five years of human resources administration experience?
YES
- 03 Do you have experience using Excel and Microsoft Word?
Yes
- 04 Please upload your resume in Microsoft Word or PDF formats only
SS Resume 9-2021.docx
- 05 Please upload a copy of your degree and/or certifications
SS Resume 9-2021.docx
- 06 Please upload a letter of interest outlining your qualifications for this position in Microsoft Word or PDF formats only.
Professional References SS.docx
- 07 Please upload a letter of interest outlining your qualifications for this position in Microsoft Word or PDF formats only.

Education

	<u>School Name</u>	<u>City</u>	<u>State</u>	<u>Degree</u>	<u>Start Date</u>	<u>End Date</u>
1	Muslims	Georgetown	Gy	BA	09/01/1986	02/16/1990
2	Houston High	Guyana	Gy	HS		

Employment History

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1	<u>Employer</u>	<u>City</u>	<u>State</u>	<u>Start Date</u>	<u>End Date</u>
	City of Orlando	Orlando	FL	05/17/2021	10/15/2021
	<u>Supervisor</u>	<u>Position</u>			
	Lynne Banks	Labor Relations			
	<u>Phone</u>	<u>Reason For Leaving</u>		<u>Can Contact :</u>	Yes
	4072464187	relocation to NJ			
2	<u>Employer</u>	<u>City</u>	<u>State</u>	<u>Start Date</u>	<u>End Date</u>
	State of NJ-Judiciary	Union	NJ	02/20/2018	05/07/2021
	<u>Supervisor</u>	<u>Position</u>			
	Elisa Aloe	HR Generalist			
	<u>Phone</u>	<u>Reason For Leaving</u>		<u>Can Contact :</u>	Yes
	09087871650	relocate to FL			
3	<u>Employer</u>	<u>City</u>	<u>State</u>	<u>Start Date</u>	<u>End Date</u>
	Woodbridge Township	Woodbridge	NJ	04/20/2021	02/16/2018
	<u>Supervisor</u>	<u>Position</u>			
	Marianne Horta	HR Generalist			
	<u>Phone</u>	<u>Reason For Leaving</u>		<u>Can Contact :</u>	Yes
	7326344500	job offer with the state of NJ			

References

	<u>Name</u>	<u>Relationship</u>	<u>Phone</u>	<u>Years Known</u>	<u>Can Contact</u>	<u>Best Time to Contact</u>
1	Phil Dinicola	Professional	7322367300	7	Yes	Anytime
2	Vanessa Collazo	Professional	9087451837	4	Yes	Anytime
3	Dori Blair	Professional	9172709350	4	Yes	Anytime

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Acknowledgement

As an applicant for a position with the Township of Old Bridge, I understand and agree that I must provide truthful and accurate information in this application. I understand that my application may be rejected if any information is not complete, true and accurate. If hired, I understand that I may be separated from employment if the Township of Old Bridge later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Township of Old Bridge the right to investigate the information I have provided, talk with former employers (except where I have indicated they may not be contacted). I give the Township of Old Bridge the right to secure additional job-related information about me. I release the Township of Old Bridge and its representatives from all liability for seeking such information. I understand that the Township of Old Bridge is an equal-opportunity employer and does not discriminate in its hiring practices.

I understand that the Township of Old Bridge will make reasonable accommodations as required by the Americans with Disabilities Act. I understand that, if employed, I may resign at any time and that the Township may terminate me at any time in accordance with its established policies and procedures. No representatives of the Township of Old Bridge may make any assurances to the contrary. I understand that any offer of employment may be subject to job-related driver's license abstract check as well as medical, physical, drug, or psychological tests. I also understand that some positions may involve complete background and criminal checks. I understand that in accordance with P.L. 70 2011 Chapter 70, "every person holding an office, employment or position" in the State of New Jersey shall have their "principal residence" in the State of New Jersey. Employees hired after September 1, 2011 shall establish residency within one year or shall be deemed unqualified for holding office, employment or position.

Signature

I understand that by electronically signing this document by typing my full name below, that I acknowledge, agree, and attest that the information provided by me is true and correct and I am freely intending to create and adopt as my own a legally binding electronic signature that carries the same legal effect and enforceability as my handwritten signature.

Electronic Signature : sherifah.samsudeen

SHERI SAMSUDEEN

HIGHLIGHTS

Computer Skills: Microsoft Office (Word, Excel, PowerPoint, Access), Visio, MS Outlook, Taleo, ADP Payroll Processing, PeopleSoft, HRIS Systems-Edmunds, Laserfiche, Progress Database, PMIS, JHRIS, RAPS, NEOGOV, Business Objects, NJ Portal, MBOS, Microsoft Teams, Zoom, WorkDay, Teamlink, Kronos.

Professional Profile: Excellent written, oral, and analytical skills. Organized and motivated. Experienced in recruitment & selection, FMLA, ADA, SFLA, OSHA Reporting, Training, LOA, Onboarding New Hires, etc, employee relations and management. Ability to handle multiple assignments in highly pressured situations and consistently meet tight deadlines. A can-do person who has shown the desire and willingness to make positive contributions on a regular basis.

Crisis Management Skills:

Handled all things COVID-19 for the State of NJ-Judiciary & City of Orlando

COVID-19 Certification for School Closings, Medical Certification, Master Spreadsheets for each Division etc.

*Since COVID-19, all job functions listed below are being done remotely. Virtual Microsoft Teams Meetings, Virtual Interviews, Teams writing samples, Virtual NH Orientation, disciplines, investigations etc.

EMPLOYMENT EXPERIENCE

City of Orlando – Town Hall

Labor Relations/EEO/AA Officer

May 2021-Present

- Performs professional work formulating, implementing, and administering Labor Agreements, performs research, counsels' managers and employees and assists in the development, implementation, and interpretation of Labor Union contracts
- Conducts investigations and training on labor relations related issues
- Interprets union contracts and City Policy and Procedures and advises employees as to interpretation and application
- Counsel supervisors and managers on disciplinary actions to avoid grievances or complaints as well as employees in Employee Relation matters
- Represents the City in investigating and settling potential grievances and employee complaints in a union and non-union environment and serves as hearing officer in formal grievance process. Investigates and makes recommendations in alleged discrimination cases
- Conducts independent research on policy questions, proposed contract changes, etc. as directed
- Acts as a member of various negotiating teams, i.e., IAFF, LIUNA, FOP sworn officers and SEIU bargaining units
- Assists with preparation and maintenance of minutes for the bargaining sessions with the different unions
- Responsible for the preparation of official records of contract negotiation sessions
- Implementation in developing and presenting training seminars for managers and supervisors on grievance processing, contract administration, contract negotiations, supervision, sexual harassment, interviewing techniques, and similar management training subjects, FMLA & ADA training for managers& Supervisors,
- Assists in preparation for and conduct of hearings held by State agencies, grievance arbitrations, and impasse procedures
- Reviews, analyzes, and makes recommendations for updating of City policies, Civil Service regulations, and conforming procedures of various bureaus with labor contracts

- Conducts wage and fringe benefit surveys of other municipalities as required
- Represents the City in labor and professional organizations. Property custodian for Labor Relations
- Title One (1) ADA Coordinator
- Process Workers Compensation, LOA, FMLA, SFLA, FLA, EEO, NJLAD, STD, LTD, Health, Dental & Pension Benefits
- Interaction with Medical Doctors and interpretation of medical documents
- Meet with employees to determine a reasonable ADA request accommodation
- Interaction with Division Managers for employee's reasonable ADA request accommodation,
- Letters to medical doctor requesting additional information if needed for an accommodation, Approval letters to employees for ADA request accommodations, Interaction with Union Representatives
- ADA reports
- Develops and implement wellness programs for all city employees
- Implemented FMLA/SFLA/ADA process, training materials & training via Microsoft Teams for managers and supervisors, leave meetings with employees educating them on FMLA/ADA
- Performs other related duties as assigned.

State of NJ – Judiciary (Union Vicinage)

Elizabeth, NJ

(June 2019 – May 2021)

Human Resources Generalist 3-Conf./Title 1 ADA Coordinator, FMLA, LOA, STD Specialist

- Provide extensive HR and Personnel Management services to Judicial Judges, managers, and internal employees. Prepares written reports on personnel matters
- Oversees the daily operations of the Human Resources Division with respect to Benefits, Leaves of Absence, Classification of positions, Recruitment & Selection, Develops and Implements policies and procedures to ensure effective operation.
- Salary adjustments, merit increases and programs,
- Motivate and retain employees while keeping cost down, Works with division managers on compensations issues
- Design and implemented a New Hire Handbook for onboarding employees
- Partner with EEO/AA Officer to ensure hiring practices are uniform, fair, and inclusive
- Payroll processing for New Hires, Transfers, and In-State Transfers in Ecats
- Process PMIS forms for Salary increases, background checks for new hires
- Posts open jobs on the State of NJ – Judiciary website, Neogov and other various social media site
- Prepare New Hire packages, NH Offer letters, ID for new hires/employees, prescreening applicants and administering typing tests/writing sample, Served on interview panels for various classified and unclassified openings
- Evaluates existing policies and procedures regarding titles & pay grades,
- Conducts jobs audits, evaluates job postings and written descriptions
- Recruitment & Selection using NeoGov, Schedule interviews, New Hire Onboarding
- Assist managers, supervisors, and employees with Recruitment process and selecting the perfect candidate
- Process Tuition Aide & Reimbursement program
- Responsible for providing guidance and monitoring recruitment and placement activities in the classified and unclassified service. (NJ-Civil Service Selection through Cert. Lists)
- Developed & Implement HR Services programs, benefits, training, performance management etc
- Administering employment policies & practices
- Lead research and investigation for internal and external complaints, maintains documentation & records of investigations
- Resume Writing Workshop, Employee coaching
- Assist Employees with internal and external transfer request
- Participate in grievances and labor management meetings, Union contracts, research EEO related issues

- Advising managers on collective bargaining agreements, grievance, and disciplinary matters when appropriate; Addressing workplace issues (complaints, grievances, LOA's etc)
- Facilitates cross-training of new employees and internal employees as well as employee recognition program, Training on code of conduct, Interview panel training & refresher training
- Streamlined the interview and hiring process as well as employees WTP (Working Test Period), Probationary Period for classified and unclassified employees, Promotions, Lateral Transfers, Demotions etc.
- Process Workers Compensation, LOA, FMLA, SFLA, FLA, EEO, NJLAD, STD, LTD, Health, Dental & Pension Benefits
- Conducts new hire orientation and training for incoming judiciary employees
- Create and update job descriptions, post jobs on NEOGOV, advertise jobs on various public sites and review resumes for Qualified and Not Qualified status for the best selection of candidates to interview with the panel.
- Provides superior customer service to internal employees and external customers
- Create, promote, and successfully implement new ideas, programs, policies, and procedures for more efficient personnel management.
- Created New Hire Handbooks for incoming employees, Created Transfer and Hourly Employee Handbooks as well in accordance with company policy and procedures
- ADA Title 1 Coordinator for Judiciary employees, Interaction with the State's ADA Court Executive & Attorneys; Interaction with Medical Doctors and interpretation of medical documents; Meet with employees to determine a reasonable ADA request accommodation; Interaction with Division Managers for employee's reasonable ADA request accommodation, Letters to medical doctor requesting additional information if needed for an accommodation, Approval letters to employees for ADA request accommodations, Interaction with Union Representatives, ADA Reports
- Years of Service Awards Certificates, Employee of the Month Certificates, Etc
- Perfect Attendance letters to managers and employees, Time and Attendance input and tracking
- Create & Maintain Excel spreadsheets with LOA, FMLA, SFLA & ADA information
- Types and maintains minor suspensions letters, insubordination letters, excessive tardiness letters, no call no show letter & abusive sick days policy employee letters
- Prepares year end Performance Advisories for employees

State of NJ – Judiciary (Middlesex Vicinage)

New Brunswick, NJ
(February 2018 – May 2019)

Human Resources Generalist 2-Conf./Title 1 ADA Coordinator, FMLA, LOA, STD Specialist

- Recruitment & Selection using NeoGov
- Schedule interviews, New Hire Onboarding, background checks for new hires
- Post open positions on the State of NJ – Judiciary website, NeoGov and other various social media sites
- Assist managers, supervisors, and employees with Recruitment process
- Process New Hire paperwork, E-Verify, Onboarding - NeoGov
- Salary adjustments, merit increases and programs,
- Motivate and retain employees while keeping cost down, Works with division managers on compensations issues
- Participate in grievances and labor management meetings, Union contracts, research EEO related issues
- Lead research and investigation for internal and external complaints, maintains documentation & records of investigations
- Resume Writing Workshop
- Payroll processing for New Hires, Transfers, and In-State Transfers in Ecats
- Input New Hire information in PMIS & JHRIS, Prepare New Hire packages
- New Hire Offer Letters, Conducts New Hire Orientation, ID for new hires/employees
- Created Manuals for external clients in accordance with company policy and procedures

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- Create & Maintain Excel spreadsheets with LOA, FMLA, SFLA & ADA information
- Process employees LOA, FMLA & SFLA Leaves, COBRA, Workers Comp, Pension, Health & Dental Benefits
- Time and Attendance input and tracking
- ADA Title 1 Coordinator for Judiciary employees, Interaction with the State's ADA Court Executive
- Interaction with Medical Doctors and interpretation of medical documents
- Meet with employees to determine a reasonable ADA request accommodation
- Interaction with Division Managers for employee's reasonable ADA request accommodation,
- Letters to medical doctor requesting additional information if needed for an accommodation, Approval letters to employees for ADA request accommodations, Interaction with Union Representatives
- ADA reports
- Years of Service Awards Certificates, Employee of the Month Certificates, Etc.
- Perfect Attendance letters to managers and employees
- Generate Working Test Periods & Probationary Periods Classified & Unclassified letters
- Input Working Test Periods & Probationary Periods information into JHRIS
- Process name/address changes packets for employees in JHRIS
- Process Outside Employment forms
- Complete Short-Term Disability forms online for employees
- Maintain, track and update Career Progressions/Performance. Enter into JHRIS
- Process Tuition Aide
- Benefits Administration / Process Open Enrollment for employees
- Training new employees on various job functions, Employee Disciplines
- Developed & Implement HR Services programs, benefits, training, performance management etc
- Administering employment policies & practices
- Lead research and investigation for internal and external complaints, maintains documentation & records of investigations
- Participate in grievances and labor management meetings, Union Contracts
- Advising managers on collective bargaining agreements, grievance, and disciplinary matters when appropriate.
- Addressing workplace issues (complaints, grievances, LOA's etc)

WOODBRIIDGE TOWNSHIP

Woodbridge, NJ
(April 2014-Feb 2018)

Human Resources Generalist 2 / Title 1 ADA Coordinator

- Responsible for 250 plus summer recreation new hires and rehires, Playgrounds, Parks, Woodbridge Community Center, Senior Centers, Lifeguards, Swim Instructors, Front Desk/Cashiers, Public Works, Police
- Set up & conduct all applicants interviews for seasonal hires,
- Sort all new hire/rehire applications and paperwork into different groups, input into Excel spreadsheet
- Enter all new hires/rehires information in Progress database
- Input all hire/rehire applicants into HRIS System – Edmunds,
- Terminate all seasonal hires in HRIS System - Edmunds
- Scan and create file folders for all new hire paperwork in Laserfiche,
- Schedule & conduct new hire/rehire orientation & training
- Complete new hire/rehire paperwork, verify I-9 information, verify B/G checks with Police Dept
- Drug testing for new hires/rehires
- Prepare new hire personnel & medical file folders
- Prepare new purchasing Bid's folders, deposit checks for Bid documents
- Administrator for FMLA, Process and approve all FMLA requests

- Complete and mail approval FMLA forms to employees
- Advise Dept. managers regarding their employees FMLA & dates, FMLA tracking
- Request additional doctors' notes if necessary, Complete and mail certified letters to employees for FMLA leave expiration
- Enter FMLA request into Progress database; Scan all FMLA paperwork into Laserfiche and medical file folders, maintain medical & personnel files
- Process Workers Compensation, FMLA, SFLA, FLA, EEO, NJLAD, STD, LTD, Health, Dental & Pension Benefits
- American Disability Act (ADA) Administrator
- Tracks, approves, and maintain all ADA requests.
- Enroll qualified employees into Deferred Pension Program (Prudential DCRP)
- Mail out DCRP letters to qualified employees, Scan all DCRP paperwork into Laserfiche
- Mail enrollment forms certified to State of NJ
- Always ensure all confidentiality of information
- Assisted supervisors in the preparation of performance review evaluations for Associates.
- Developed and introduced forms and procedures to monitor administrative operations.
- Enhanced current procedures and protocols for the department to ensure effective and efficient methods of providing customer support.
- OSHA state reporting, input all workers comp cases into the State's online program
- Process Workers Comp for employees
- Process Short Term Disability for employees through Private Insurance
- Yearly OSHA State reporting, complete all information requested
- Conducts other studies to ascertain for EEO purposes and reporting
- Developed & Implement HR Services programs, benefits, training, performance management etc
- Administering employment policies & practices
- Lead research and investigation for internal and external complaints, maintains documentation & records of investigations
- Resume Writing Workshop
- Participate in grievances and labor management meetings, Union contracts, research EEO related issues
- Advising managers on collective bargaining agreements, grievance, and disciplinary matters when appropriate.
- Addressing workplace issues (complaints, grievances, LOA's etc)
- Salary adjustments, merit increases and programs,
- Motivate and retain employees while keeping cost down
- Works with division managers on compensations issues
- Time & Attendance Administrator for Woodbridge Township
- Input all depts. T & A into HRIS database Edmunds, Create Leave statements for dept. managers
- Yearly roll over for all employee's sick, vacation, personal days & holidays, enter funeral leaves
- Create and set up all department schedules, make corrections if needed by the managers
- Type and mail yearly employee recognition letters, perfect attendance letters
- Order number of years pins and awards, Create flyers for various Township's programs
- Prepares written reports on personnel matters, Types and maintains minor suspensions letters, insubordination letters, excessive tardiness letters, no call no show letter & abusive sick days policy employee letters
- Created Manuals for external clients in accordance with company policy and procedures Payroll Processing

EPIX –
Human Resources Manager (out of business)

Woodbridge, NJ
 (5/1998-6/2001)

- Prepared and maintained all statistical data on Affirmative Action.

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- Designed and maintained Access database to track all disability claims.
- Recruitment for various positions
- Payroll processing for clients using ADP payroll
- Analyzed workflow with external employees.
- Lead research and investigation for internal and external complaints, maintains documentation & records of investigations
- Resume Writing Workshop
- Title 1 ADA Coordinator
- Participate in grievances and labor management meetings, Union contracts, research EEO related issues
- Advising managers on collective bargaining agreements, grievance, and disciplinary matters when appropriate.
- Addressing workplace issues (complaints, grievances, LOA's etc)
- Created procedure manuals on specific training and jobs.
- Implemented prescreening procedure with Managers to improve interview process.
- Conducted new employee training and orientation to ensure employees gain an understanding of payroll benefits.
- Administered and processed Medical Benefits and Workers Compensation.
- Supervised and processed internal and external employee's payroll system.
- Responsible for informing clients on voluntary medical benefits, STD, LTD, LOA, FMLA, SFLA, ADA, 401K
- Payroll using ADA
- Supervised 12 employees with various HR functions
- Prepared and conducted performance review evaluations for internal employees.
- Scheduled and attended weekly meetings with staff where information was exchanged and discussed to implement administrative procedures and/or enhance performance.
- Maintained knowledge of policies, regulations and made recommendations for including them into the administrative practices and operations.
- Developed & Implement HR Services programs, benefits, training, performance management etc
- Administering employment policies & practices
- Lead research and investigation for internal and external complaints, maintains documentation & records of investigations
- Salary adjustments, merit increases and programs,
- Motivate and retain employees while keeping cost down
- Works with division managers on compensations issues
- Participate in grievances and labor management meetings, Union Contracts
- Advising managers on collective bargaining agreements, grievance, and disciplinary matters when appropriate.
- Addressing workplace issues (complaints, grievances, LOA's etc)
- Created Manuals for external clients in accordance with company policy and procedures.

PNC Bank

Human Resources Generalist

East Brunswick, NJ
(3/1995-6/1998)

- Payroll Processing for NJ employees using ADP payroll
- Recruitment for all positions
- Salary adjustments, merit increases and programs,
- Motivate and retain employees while keeping cost down
- Works with division managers on compensations issues
- Maintained files, prioritizing, and responding to emails
- Lead research and investigation for internal and external complaints, maintains documentation & records of investigations
- Resume Writing Workshop
- Participate in grievances and labor management meetings, Union contracts, research EEO related issues

- Advising managers on collective bargaining agreements, grievance, and disciplinary matters when appropriate.
- Addressing workplace issues (complaints, grievances, LOA's etc)
- Always ensure all confidentiality of information
- Experienced in providing excellent customer service skills.
- Developed procedure manuals for temporary employees.
- Acted as a lead on Human Resource projects and coordinated the work of other team members.
- Prepared new employee packages, scheduled interviews, and conducted orientation.
- Established and maintained organizational charts to ensure effective management.
- Attended job fairs for tellers and recruited internal non-exempt employees.
- Prepared and maintained all statistical data for Affirmative Action.
- Implemented changes to improve Teller Training process.
- Implemented procedure with Human Resource Recruiters to improve interview process.
- Supervised, prepared, and maintained payroll for the Northern and Central Region of NJ.
- Processed all workers compensation claims and medical benefits using Access database.
- Implemented Excel spreadsheet to monitor new employees.
- Prepared and conducted performance review evaluations for Associates.
- Generated audit files and reports for Human Resource Managers.
- Prepared and maintained American Institute of Banking reports and payments.
- Process Workers Compensation, FMLA, SFLA, FLA, EEO, NJLAD, STD, LTD, Health, Dental & Pension Benefits