



JPM will help Your Town Improve Services and Reduce Taxes

**TOWNSHIP OF FRANKLIN
GENERAL EMPLOYEE MEETING
MANAGEMENT AND ORGANIZATIONAL STUDY
OF THE MUNICIPAL BUILDING DEPARTMENTS
WEDNESDAY, JULY 28, 2021**

AGENDA

- 1. Welcome**
- 2. General Comments by Dan Mason, President, Jersey Professional Management**
- 3. Introduction of Jersey Professional Management Team**
 - Tom Ciccarone, JPM Senior Manager
 - Tom Czerniecki, JPM Senior Manager
 - Richard Wright, JPM Senior Manager
- 4. Introductions by Employees**
 - Name
 - Title
 - Full time or Part time
 - Department/Division
 - Number of Years Working for Franklin Township
 - Resident (Yes/No, If Yes, # of Years)
- 5. Review Process**
 - General Employee Meeting
 - Individual Meetings
 - Evaluate Positions, not Personnel
 - Confidential
 - Research of Local Ordinances
 - Comparables
- 6. Management Review Goals**
 - Organizational Chart
 - Review Job Descriptions, Duties and Responsibilities
 - Best Practices
 - Efficiency Improvements
- 7. Employee Information Forms**
- 8. Questions and Answers**
- 9. Meeting Adjourned**

Franklin -agenda - General meeting

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Municipal Recruiting Temporary Employees Department Consulting Shared Services Salary Studies