



Office Of The City Clerk
THE CITY *of* EAST ORANGE

44 CITY HALL PLAZA
EAST ORANGE, NEW JERSEY 07018
WWW.EASTORANGE-NJ.GOV

PHONE
973.266.5110

FAX
862.930.7812

CYNTHIA S. BROWN
CITY CLERK
January 29, 2021

TED R. GREEN
MAYOR

Andy
opra+request-19898-62fda1e0@requests.opramachine.com

Re: OPRA Request

Dear Andy:

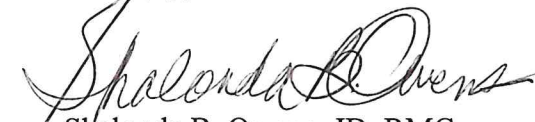
I am writing to respond to your request for government records from the City of East Orange. You requested the following documents regarding former employee Osner Charles:

1. Resume;
2. Job Applications;
3. Hours worked for the City of East Orange

Please see the attached documents with redactions for personal identifying information, which is exempt as per N.J.S.A. 47:1A-1.1 et seq.

Thank you for your attention in this matter.

Sincerely,


Shalonda B. Owens, JD, RMC
Office of the City Clerk
'sbo



THE CITY OF EAST ORANGE
Employment Application Form

SS # ***-**-****
(to be provided at interview)

Name: Charles
Last

Osner
First

MI

Address: 2nd College Dr.
Street

East Orange
City

NJ 07017
State Zip

Telephone(s)

Home

Cell

Pager

E-Mail address: OsnerCharles@gmail.com

Are you currently employed: Yes ☐ No ☒ If yes, work telephone _____

Are you a NJ licensed driver: Yes ☒ No ☐ If yes, license # _____

Expiration Date of License: 05/2015 Type of License: Auto ☒ CDL ☐ Specify Class _____
mm/dd/yyyy

Have you passed a NJ Dept of Personnel (Civil Service) exam in the past three years: Yes ☐ No ☒

If yes, position: _____ Jurisdiction: _____ Date: _____
mm/dd/yyyy

List personal references: (Do not include relatives and/or former employers)

NAME	STREET	CITY, STATE, ZIP, TELE#
1. <u>Dennis Davis</u>	_____	_____
2. <u>Alan Mentor</u>	_____	_____
3. <u>Jamel Holley</u>	_____	_____

Are you a U.S. Veteran: Yes ☐ No ☒ If yes, specify dates of service: From _____ to _____
And attach copy of discharge forms mm/dd/yyyy mm/dd/yyyy

If you have been convicted of an offense, other than minor traffic violations, please explain, and include the following: date, location, charge(s), court and disposition. If additional space is needed use other side of paper. (NOTE: Unreported convictions may be cause for discharge)

Name: Charles Osner
Last First

Position: _____ Department: _____

Position: _____ Department: _____

Position: _____ Department: _____

EDUCATION & TRAINING:

Name/Location of High School attended: Abraham Lincoln High School, Philadelphia, PA

Grade/Yr. completed in school: 12/05 Date of Graduation: 05/2005 Date HSE/GED passed: _____
mm/dd/yyyy mm/dd/yyyy

Name/Location	From	To	FT/PT	Major Course	Credits Earned	Diploma/Degree
1. <u>Community College of Phila</u>	<u>05/06</u>		<u>PT</u>	<u>Sociology</u>	<u>12</u>	<u>N/A</u>
2. <u>Bloomfield College</u>	<u>13/Current</u>		<u>FT</u>	<u>Sociology</u>	<u>12</u>	<u>N/A</u>
3. _____						

EMPLOYMENT HISTORY: Begin with most recent employer and work back, use additional paper if necessary. Include periods of unemployment.

- Employer & Address Community Access Unlimited, Elizabeth, NJ
From 2/11 to 6/14 Title Youth Ed/Rec Specialist Duties Providing Education & Recreational Functions
Supr's Name Eddie White Reason for Leaving _____
- Employer & Address First Aid Tutorial Services LLC, Newark, NJ
From 10/10 to Current Title Director Duties Overseeing Day to Day operation
Supr's Name Carol Seymour Reason for Leaving _____
- Employer & Address H. Ingber Tutorial Services, New York, NY
From 06/05 to 3/10 Title Vice President Duties Overseeing day to day operation
Supr's Name Lynne Parker Reason for Leaving _____

READ CAREFULLY BEFORE SIGNING

I, the undersigned, understand that falsification of this application may result in disqualification or removal from a City position. Further, I understand that a police investigation for records of any criminal convictions that have not been expunged will be made. I agree to submit to the required employment medical examination upon employment. (Circle 1) I do (explain below)/do not have a pre-existing medical condition. I certify that all answers to the questions contained in this employment application form are, to the best of my knowledge, true and complete.

Date: 06/09/2014 Legal Signature of Applicant _____
mm/dd/yyyy

Osner J. Charles
20 COLLEGE AVENUE
EAST ORANGE, NEW JERSEY 07017

[REDACTED]
[REDACTED]

Summary of Qualifications

- Comfortable working with diverse populations
- Dedicated to a career serving the community.
- Efficiently and successfully cooperate with other municipal departments, service clubs and other organizations in furthering and coordinating educational, recreational cultural and leisure-time interests in the community
- Excellent knowledge of the principles, philosophy, and practices of recreation administration (e.g., program planning, leadership, risk management, budgeting, marketing & public relations).
- Exceptional ability to establish and maintain effective working relationships with town officials and staff, special interest groups, agencies, and individuals.
- Good understanding of community resources
- Strong leadership skills for a wide range of recreation activities and special events.
- Strong problem solving skills
- Uncommon understanding of the recreation needs and interests of the community and the ability to meet such needs with innovative programs and services that promotes participation in healthy and enjoyable recreation experiences.

Professional Experience

Community Access Unlimited, Elizabeth, NJ
February 2011- Present

Youth Education & Recreation Specialist

- Assist program members in obtaining the appropriate education, employment and recreation opportunities.
- Responsible for program implementation, evaluation and promotion.
- Responsible for developing program standards, policies and procedures for educational and recreational programs.
- Coordinate program member's goals and events with The Division of Child Protection and Permanency.
- Develop effective recreational and educational program plans for diverse populations (e.g., youth, senior, developmentally disabled leaders.)
- Effectively supervise youth recreation leaders;

- Encourage program members to become involved in various community outreach programs.
 - Develop policies to ensure members' health, safety, and welfare.
 - Provided input into the development of program budget.
 - Prepares reports and press releases
 - Communicate with vendors to order supplies
 - Maintain detailed and accurate documentation on each program member within appropriate periods.
 - Participate in the development, implementation, and follow up of members' annual treatment plan goals.
 - Prepare oral and written reports on all aspects of the educational, employment, and recreation program as required.
 - Recruit needed volunteers and contract service employees (e.g., special guests such as musicians, magicians, etc).
-

First Aid Tutorial Services, LLC, Newark, NJ
 October 2010- Present

Director of Youth Programming

- Assist with the evaluation of the program.
- Assure that equipment and facilities are safely and properly prepared and maintained for use by program participants and staff.
- Based on community interests/preferences, coordinate the development and implementation of at least four community wide special events that are available to anyone in the community.
- Conduct public relations programs.
- Conduct regular visits and monitor sites.
- Coordinate community service projects.
- Determine recommended fees to be charged as required for special events
- Develop a system of record keeping for all recreation resources in the community including volunteers, activity instructors, contributors, and past programs.
- Develop and implement program policies and procedures.
- Ensure compliance with state standards and policies.
- Handle community complaints and implement solutions.
- Maintain confidential documentation as needed.
- Monitor and record hours of participation for each student and employee to ensure program completion.
- Prepare oral and written reports on all aspects of the recreation program as required.
- Prepare programming budget.
- Promote and publicize special event programs and services by utilizing all forms of available media.
- Provide a year-round program of wholesome educational and recreational activities for all county residents.
- Recruit needed volunteers and contract service employees (e.g., special guests such as musicians, magicians, etc).

- Responsible for accuracy of information delivered to team members.
- Responsible for developing new business opportunities for company.
- Responsible for program enrollments.
- Responsible for the proper and efficient operation of the program.
- Staff recruiting and hiring.
- Supervise, direct and train the employees of the program.
- Supplement the budget through the use of fees, contributions, sponsorships, in-kind services and other fundraising alternatives, as approved by the board.

H.I.G.H.E.R Tutorial Services, Inc., New York, NY 19897
 September 2005- September 2010

Assistant Director of Youth Programming
 Philadelphia, PA

- Assigned community members and employees to various sites based on skills and interests.
- Assured that equipment and facilities are safely and properly prepared and maintained for use by program participants and staff.
- Conducted regular visits and monitor progress.
- Coordinated community service projects.
- Developed and implemented program policies and procedures.
- Ensured compliance with state standards and policies.
- Handled community complaints and implement solutions.
- Ensured accuracy of information delivered to team members.
- Responsible for business development and marketing.
- Supervised program enrollment.
- Managed staff recruitment and training.
- Maintained confidential documentation as needed.
- Monitored and record hours of participation for each student and employee to ensure program completion.
- Recorded information into database.
- Supervise, direct and train the employees.

Community Involvement/Activities

- | | |
|---|------|
| ▪ Mayoral Campaign in East Orange, NJ | 2013 |
| ▪ Hurricane Sandy Relief Staff | 2012 |
| ▪ Presidential Campaign | 2012 |
| ▪ Mayoral Campaign in Roselle, NJ | 2011 |
| ▪ One Million Mentor National Campaign to save our kids lives | 2010 |
| ▪ Stop The Violence | 2008 |
| ▪ 10,000 Men Movement | 2008 |
| ▪ Vote or Die | 2004 |

Skills

- Microsoft Office (Word, Excel, PowerPoint)
- Interpersonal Skills, Communication Skills
- Fluent in Haitian Creole and French

Trainings

- Youth At Risk
- Positive Behavior
- Student Counseling
- Suicide Prevention
- Nutritional Counseling
- Youth Mentoring
- Public Speaking
- Leadership Development
- Community Outreach
- Youth Development
- Substance Abuse
- Crisis Intervention
- Staff Management

Education

Bloomfield College, Bloomfield, NJ

Pending: Bachelor of Science in Sociology

Concentration: Human Services Studies

Current GPA: 3.88

CITY OF EAST ORANGE
Detail Time Worked by Employee Id.

Dept	Emp Id	Name	Hours	Salary	Gross Paid	Emp Type	Location	ID W Comp Class	Pay Prd End	Chk Date	Pay Sal
Pay Type											
220-22 Regular	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	Salaried			02/11/15	01/30/15 Y	
220-22 Earning	[REDACTED]	CHARLES, OSNER J EMI SALARY ADJUSTMENT			[REDACTED]	Salaried			02/11/15	01/30/15 N	
220-22 Regular	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	Salaried			02/25/15	02/13/15 Y	
220-22 Regular	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	Salaried			03/11/15	02/27/15 Y	
220-22 Regular	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	Salaried			03/25/15	03/13/15 Y	
220-22 Regular	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	Salaried			04/08/15	03/27/15 Y	
220-22 Regular	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	Salaried			04/22/15	04/10/15 Y	
220-22 Regular	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	Salaried			05/06/15	04/24/15 Y	
220-22 Regular	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	Salaried			05/20/15	05/08/15 Y	
220-22 Regular	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	Salaried			06/03/15	05/22/15 Y	
220-22 Regular	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	Salaried			06/17/15	06/05/15 Y	
220-22 Regular	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	Salaried			07/01/15	06/19/15 Y	
220-22 Regular	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	Salaried			07/15/15	07/03/15 Y	
220-22 Regular	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	Salaried			07/29/15	07/17/15 Y	
220-22 Regular	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	Salaried			08/12/15	07/31/15 Y	
220-22 Regular	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	Salaried			08/26/15	08/14/15 Y	
220-22 Regular	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	Salaried			09/09/15	08/28/15 Y	
220-22 Regular	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	Salaried			09/23/15	09/11/15 Y	

Dept	Emp Id	Name	Hours	Salary	Gross Paid	Emp Type Location Id W Comp Class Pay Prd End Chk Date Pay Sal
220-22	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	Salaried 10/07/15 09/25/15 Y
Regular						
220-22	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	Salaried 10/21/15 10/09/15 Y
Regular						
220-22	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	Salaried 11/04/15 10/23/15 Y
Regular						
220-22	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	Salaried 11/18/15 11/06/15 Y
Regular						
220-22	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	Salaried 12/02/15 11/20/15 Y
Regular						
220-22	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	Salaried 12/16/15 12/04/15 Y
Regular						
220-22	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	Salaried 12/31/15 12/18/15 Y
Regular						
220-22	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	Salaried 01/14/16 01/04/16 Y
Regular						
220-22	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	Salaried 01/28/16 01/15/16 Y
Regular						
220-22	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	Salaried 02/11/16 01/29/16 Y
Regular						
220-22	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	Salaried 02/25/16 02/12/16 Y
Regular						
220-22	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	Salaried 03/10/16 02/26/16 Y
Regular						
220-22	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	Salaried 03/24/16 03/11/16 Y
Regular						
220-22	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	Salaried 04/07/16 03/25/16 Y
Regular						
220-22	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	salaried 04/21/16 04/08/16 Y
Regular						
220-22	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	Salaried 05/05/16 04/22/16 Y
Regular						
220-22	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	Salaried 05/19/16 05/06/16 Y
Regular						
220-22	[REDACTED]	CHARLES, OSNER J	70.00	[REDACTED]	[REDACTED]	salaried 06/02/16 05/20/16 Y
Regular						

January 27, 2021
02:03 PM

CITY OF EAST ORANGE
Detail Time worked by Employee Id

Page No: 4

Dept	Emp Id	Name	Hours	Salary	Gross Paid	Emp Type	Location Id	W Comp Class	Pay Prd	End	Chk Date	Pay Sal
	Pay Type											
220-22	Regular	CHARLES, OSNER J	70.00			Salaried			06/16/16	06/03/16	Y	
220-22	Regular	CHARLES, OSNER J	70.00			Salaried			06/30/16	06/17/16	Y	
220-22	Regular	CHARLES, OSNER J	70.00			Salaried			07/14/16	07/01/16	Y	
220-22	Earning	CHARLES, OSNER J EMI SALARY ADJUSTMENT				Salaried			07/14/16	07/01/16	N	
220-22	Regular	CHARLES, OSNER J	70.00			Salaried			07/28/16	07/15/16	Y	
220-22	Regular	CHARLES, OSNER J	70.00			Salaried			08/11/16	07/29/16	Y	
220-22	Regular	CHARLES, OSNER J	70.00			Salaried			08/25/16	08/12/16	Y	
220-22	Regular	CHARLES, OSNER J	70.00			Salaried			09/08/16	08/26/16	Y	
220-22	Regular	CHARLES, OSNER J	70.00			Salaried			09/22/16	09/09/16	Y	
220-22	Regular	CHARLES, OSNER J	70.00			Salaried			10/06/16	09/23/16	Y	
220-22	Regular	CHARLES, OSNER J	70.00			Salaried			10/20/16	10/07/16	Y	
220-22	Regular	CHARLES, OSNER J	70.00			Salaried			11/03/16	10/21/16	Y	
220-22	Regular	CHARLES, OSNER J	70.00			Salaried			11/17/16	11/04/16	Y	
220-22	Regular	CHARLES, OSNER J	70.00			Salaried			12/01/16	11/18/16	Y	
220-22	Regular	CHARLES, OSNER J	70.00			Salaried			12/15/16	12/02/16	Y	
220-22	Regular	CHARLES, OSNER J	70.00			Salaried			12/30/16	12/16/16	Y	
220-22	Earning	CHARLES, OSNER J EMI SALARY ADJUSTMENT				Salaried			12/30/16	12/16/16	N	
220-22	Regular	CHARLES, OSNER J	70.00			Salaried			12/31/16	12/30/16	Y	

Page No: 5

Dept	Emp Id	Name	Hours	Salary	Gross Paid	Emp Type Location Id W Comp Class Pay Prd End Chk Date Pay Sal
220-22	[REDACTED]	CHARLES, OSNER J	75.83	[REDACTED]	[REDACTED]	Salaried 01/15/17 01/13/17 Y
Regular						
220-22	[REDACTED]	CHARLES, OSNER J	75.83	[REDACTED]	[REDACTED]	Salaried 01/31/17 01/30/17 Y
Regular						
220-22	[REDACTED]	CHARLES, OSNER J	75.83	[REDACTED]	[REDACTED]	Salaried 02/15/17 02/15/17 Y
Regular						
220-22	[REDACTED]	CHARLES, OSNER J	75.83	[REDACTED]	[REDACTED]	Salaried 02/28/17 02/28/17 Y
Regular						
220-22	[REDACTED]	CHARLES, OSNER J	75.83	[REDACTED]	[REDACTED]	Salaried 03/15/17 03/15/17 Y
Regular						
220-22	[REDACTED]	CHARLES, OSNER J	75.83	[REDACTED]	[REDACTED]	Salaried 03/31/17 03/30/17 Y
Regular						
220-22	[REDACTED]	CHARLES, OSNER J	75.83	[REDACTED]	[REDACTED]	Salaried 04/15/17 04/13/17 Y
Regular						
220-22	[REDACTED]	CHARLES, OSNER J	75.83	[REDACTED]	[REDACTED]	Salaried 04/30/17 04/28/17 Y
Regular						
220-22	[REDACTED]	CHARLES, OSNER J	75.83	[REDACTED]	[REDACTED]	Salaried 05/15/17 05/15/17 Y
Regular						
220-22	[REDACTED]	CHARLES, OSNER J	75.83	[REDACTED]	[REDACTED]	Salaried 05/30/17 05/30/17 Y
Regular						
220-22	[REDACTED]	CHARLES, OSNER J	75.83	[REDACTED]	[REDACTED]	Salaried 06/15/17 06/15/17 Y
Regular						
220-22	[REDACTED]	CHARLES, OSNER J	75.83	[REDACTED]	[REDACTED]	Salaried 06/30/17 06/30/17 Y
Regular						
220-22	[REDACTED]	CHARLES, OSNER J	75.83	[REDACTED]	[REDACTED]	Salaried 07/15/17 07/14/17 Y
Regular						
220-22	[REDACTED]	CHARLES, OSNER J	75.83	[REDACTED]	[REDACTED]	Salaried 07/31/17 07/28/17 Y
Regular						
220-22	[REDACTED]	CHARLES, OSNER J	75.83	[REDACTED]	[REDACTED]	Salaried 08/15/17 08/15/17 Y
Regular						
220-22	[REDACTED]	CHARLES, OSNER J	75.83	[REDACTED]	[REDACTED]	Salaried 08/31/17 08/30/17 Y
Regular						
220-22	[REDACTED]	CHARLES, OSNER J		[REDACTED]	[REDACTED]	Salaried 08/31/17 08/30/17 N
Earning EMI SALARY ADJUSTMENT						
220-22	[REDACTED]	CHARLES, OSNER J	75.83	[REDACTED]	[REDACTED]	Salaried 09/15/17 09/15/17 Y
Regular						

Dept	Emp Id	Name	Hours	Salary	Gross Paid	Emp Type	Location	ID W Comp Class	Pay Prd End	Chk Date Pay Sal
220-22	[REDACTED]	CHARLES, OSNER J	75.83	[REDACTED]	[REDACTED]	Salaried			09/30/17	09/29/17 Y
Regular										
220-22	[REDACTED]	CHARLES, OSNER J	75.83	[REDACTED]	[REDACTED]	Salaried			10/15/17	10/13/17 Y
Regular										
220-22	[REDACTED]	CHARLES, OSNER J	75.83	[REDACTED]	[REDACTED]	Salaried			10/31/17	10/30/17 Y
Regular										
220-22	[REDACTED]	CHARLES, OSNER J	75.83	[REDACTED]	[REDACTED]	Salaried			11/15/17	11/15/17 Y
Regular										
220-22	[REDACTED]	CHARLES, OSNER J	75.83	[REDACTED]	[REDACTED]	Salaried			11/30/17	11/30/17 Y
Regular										
220-22	[REDACTED]	CHARLES, OSNER J	75.83	[REDACTED]	[REDACTED]	Salaried			12/15/17	12/15/17 Y
Regular										
220-22	[REDACTED]	CHARLES, OSNER J	75.83	[REDACTED]	[REDACTED]	Salaried			12/31/17	12/29/17 Y
Regular										
220-22	[REDACTED] EB HOLD BACK	CHARLES, OSNER J			[REDACTED]	Salaried			01/14/18	01/12/18 N
Earning										
220-22	[REDACTED] V VACATION PAY	CHARLES, OSNER J			[REDACTED]	Salaried			01/14/18	01/12/18 N
Earning										
Employee Total	CHAL16	CHARLES, OSNER J			[REDACTED]					
Regular					[REDACTED]					
Earning					[REDACTED]					
Total					[REDACTED]					
Report Total										
Regular					[REDACTED]					
Earning					[REDACTED]					
Total					[REDACTED]					