

CITY OF MILLVILLE

COMMISSIONERS

LISA M. ORNDORF, MAYOR
Director of Public Affairs
JOSEPH SOOY, VICE MAYOR
Director of Revenue & Finance
BENJAMIN J. ROMANIK
Director of Parks & Public Property
C. KIRK HEWITT
Director of Public Safety
ROBERT W. MCQUADE, JR.
Director of Public Works



"A MAIN STREET NEW JERSEY COMMUNITY"

12 SOUTH HIGH STREET
P.O. BOX 609
MILLVILLE, NEW JERSEY 08332

TELEPHONE: (856)825-7000
FAX: (856)825-3686
www.millvillenj.gov

OFFICERS

RAYMOND COMPARI
Administrator
JEANNE PARKINSON
City Clerk
MARCELLA SHEPARD
Chief Financial Officer
TRACEY GREGOIRE
Tax Collector
BRIAN P. ROSENBERGER
Tax Assessor

Date: 2/10/22

To: K. Skulden

See below in response to your OPRA request received by the City Clerk's Office on 2/2/22. (See Disclaimer on Pg 2)

☐ Please be advised there are no records responsive to your request

☐ See attached, no Redactions were made.

☒ See attached, redactions were made pursuant to (see statute(s) below with "x" mark(s)):

☐ Denied, the provisions of the Open Public Records Act do not allow the disclosure of records pursuant to (see statute(s) below with "x" mark(s)):

Billing information:

☐ Amount Due: _____ must be received prior to release of record

Payment information:

☐ Returned Check: Check No. _____ in the amount of _____

☐ Payment Received: Check No. _____ in the amount of _____

Exceptions to Public Access to Government Records:

- ☐ Inter-agency or intra-agency advisory, consultative or deliberative communications, N.J.S.A. 47:1A-1.1, et seq.
- ☐ Legislative records, N.J.S.A. 47:1A-1.1, et seq.
- ☐ Medical Examiner records, N.J.S.A. 47:1A-1.1, et seq.
- ☐ Criminal investigatory records, N.J.S.A. 47:1A-1.1, et seq.
- ☐ Victim records, N.J.S.A. 47:1A-1.1, et seq.
- ☐ Trade secrets and proprietary commercial or financial information obtained from any source, N.J.S.A. 47:1A-1.1, et seq.
- ☐ Any record within Attorney/Client Privilege N.J.S.A. 47:1A-1.1 et seq.
- ☐ Administrative or technical information regarding computer hardware, software and networks, N.J.S.A. 47:1A-1.1, et seq.
- ☐ Emergency or Security information and surveillance techniques, N.J.S.A. 47:1A-1.1, et seq.
- ☐ Security measures and surveillance techniques, N.J.S.A. 47:1A-1.1, et seq.
- ☐ Information that is disclosed would give an advantage to competitors or bidders, N.J.S.A. 47:1A-1.1
- ☐ Information on any sexual harassment complaint, any grievance filed or collective negotiations, N.J.S.A. 47:1A-1.1
- ☐ Communications between City and Insurance Company, N.J.S.A. 47:1A-1.1 et seq.
- ☐ Information which is to be kept confidential pursuant to court order, N.J.S.A. 47:1A-1.1 et seq.
- ☐ Certificate of honorable discharge issued by the United States government, N.J.S.A. 47:1A-1.1 et seq.
- ☐ Personal Identifying Information, N.J.S.A. 47:1A-1.1, et seq.
- ☐ Social Security Numbers, N.J.S.A. 47:1A-1.1, et seq.
- ☐ Certain records of higher education, N.J.S.A. 47:1A-1.1, et seq.
- ☐ Biotechnology trade secrets, N.J.S.A. 47:1A-1.2, et seq.

- ☐ Limitations to convicts -personal information pertaining to the person's victim or the victim's family, N.J.S.A. 47:1A-2.2, et seq.
- ☐ Ongoing Investigations, N.J.S.A. 47:1A-3.a.
- ☐ Public defender records that relate to the handling of any case, N.J.S.A. 47:1A-5.k.
- ☐ Upholds exemptions contained in other State or federal statutes and regulations, Executive Orders of the Governor, Rules of Court, Constitution of this State, or judicial case law N.J.S.A. 47:1A-9.
- ☒ Personnel and pension records, N.J.S.A. 47:1A-10, et seq.
- ☒ Privacy Interest - "a public agency has a responsibility and an obligation to safeguard from public access a citizen's personal information with which it has been entrusted when disclosure thereof would violate the citizen's reasonable expectation of privacy." N.J.S.A. 47:1A-1.1, et seq.

NOTE: Court documents can be requested through the NJ Judiciary website at www.judiciary.state.nj.us

If you feel the City has neglected to provide what you have requested, or any part thereof, or if you believe there is some legal authority that supports your position, please notify us and we will be happy to reconsider our response or denial of access as the case may be.

Mandatory Disclaimer:

If your request for access to a government record has been denied or unfilled within seven (7) business days required by law, you have the right to challenge the decision by the City of Millville to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council (GRC) by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at P.O. box 819, Trenton, NJ 08625, by e-mail at grc@dea.state.nj.us, or at their website at www.state.nj.us/grc. The GRC can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.

If you have any questions please contact my office.

Sincerely,


Jeanne M. Parkinson, RMC
City Clerk

Received 2/10/22

Due 2/17/22 (1)

Mercado, Wendy

From: Jeanne Parkinson
Sent: Thursday, February 03, 2022 8:02 AM
To: Mercado, Wendy
Subject: FW: OPRA request - Executive Assistant/Part Time Job Posting, Vacancy Announcement and Related Documents

Please process.

-----Original Message-----

From: K Whilden <opra+request-29165-727f931a@requests.opramachine.com>
Sent: Wednesday, February 2, 2022 10:05 PM
To: Jeanne Parkinson <Jeanne.Parkinson@millvillenj.gov>
Subject: OPRA request - Executive Assistant/Part Time Job Posting, Vacancy Announcement and Related Documents

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Millville City,

This is a request for public records made under OPRA and the common law right of access. I am not required to fill out an official form. Please acknowledge receipt of this message.

Records requested:

1. Job Posting/Announcement for the title: Executive Assistant posted in January 2022
2. Job Description for the title: Executive Assistant/Part Time
3. Resume and or Job Application from the successful candidate chosen for the Executive Assistant/Part Time vacancy, pursuant to Executive Order #26
4. Policy and/Procedures for Vacancy Announcements for both internal and external job postings/vacancies
5. County and Municipal Personnel System (CAMPS) Report for the position of Executive Assistant/Part Time that includes the Title, Title Code, Compensation Method, Base Salary, Appointment Duration, Salary Range Min, Salary Range Max, Effective Date, Job Number, Appointment Type, Certification Number (inclusive of the MSB or CONSENT designation), Exam Symbol, Legislation Citation, Work Week Hours, Comments, Prior Comments, Job Number, Appointment Type, Certification Number (inclusive of the MSB or CONSENT designation)
6. County and Municipal Personnel System (CAMPS) Review including the certified signature received, certification issued.
7. Data on the successful candidate, as entered into CAMPS including the following attributes: Appointment type, title code, compensation method, essential employee designation, base salary, appointment duration, effective data, job number, exam symbol, legislation citation, list canvassed, special authorization, work week hours, Education Code, Working Test Start Date, Working Test End Date, Effective Date, Job Number, Appointment Type, Certification Number (inclusive of the MSB or CONSENT designation), Exam Symbol, Legislation Citation, Work Week Hours

Yours faithfully,

K. Whilden

C. Lam
Stacy
Ray C

Please use deliver records electronically via email to the below UNIQUE address for all replies to this request:
opra+request-29165-727f931a@requests.opramachine.com

Is jeanne.hitchner@millvillenj.gov the wrong address for OPRA requests to Millville City? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=millville_city

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

<https://opramachine.com/help/officers>

View this OPRA request & responses online:

https://opramachine.com/request/executive_assistantpart_time_job

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

CITY OF MILLVILLE

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Tax Assessor
WAYNE JOHNSON
Municipal Engineer

#1

Public Affairs

Is Seeking Interested Candidates for:

Executive Assistant

Part time

Please submit a letter of interest to

Pamela A. Shapiro, Personnel Officer

All letters will be reviewed along with any other submission materials,

By the Director of Public Affairs and the City Administrator.

The Closing Date for Letter of Interest is January 13, 2022 at 4:30pm

The City of Millville is an Equal Opportunity Employer

#2



You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

Job Specification 04586

EXECUTIVE ASSISTANT

DEFINITION

Under direction, acts as staff and personal representative responsible for assisting in the execution of department functions through implementation of policy and development, management, and control of plans, programs, and operations by employing accepted techniques of management; does other related duties as required.

NOTE: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Develops, reviews, interprets, and controls objectives, policies, and procedures.

Plans, organizes, and directs programs.

Recommends organizational arrangements, performance criteria, and administrative policies designed to help achieve organization goals and purposes of its programs.

Coordinates various division functions within the department.

Confers with management personnel on budgetary needs and allowances.

Evaluates budget requests including overall operations in terms of effective use of resources and special problems of the organization and administration, and confers with the budget specialist in determining final budget application.

Ensures that project target dates and/or deadlines are met.

Resolves problems which may arise and refers critical delays as necessary to the executive officer.

Develops and implements measures to ensure that directives are properly carried out by the appropriate organizational unit, and directs assignment and management of such measures.

Serves as liaison with other departments and agencies to alleviate management and administrative problems, and fulfills organizational needs and requirements by collaborating with data processing specialists in designing and installing data processing management information systems, conferring with personnel technicians in matters of classification, recruitment, payroll, and employee problems, and by consulting budget experts in matters of budget limitations and policies.

Participates in or performs special studies or investigations which require analysis of requests and statistics in highly sensitive areas, and makes recommendations regarding appropriate action.

Interviews visitors concerned with department projects, explains position of the department, and advises the director on matters requiring personal attention.

Acts as personal representative of the director at meetings and conferences.

Researches, analyzes, and/or prepares proposed legislation affecting department programs or functions.

Supervises the establishment of administrative procedures required by new legislation or directives.

Provides assignment, instruction, and supervision to other staff members.

Drafts correspondence in the course of official duties.

Prepares and directs the preparation of clear, sound, accurate, and informative reports containing findings, statistical information, analyses, conclusions, and recommendations.

Supervises the maintenance of essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience..

EXPERIENCE: Three (3) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting or in assisting an executive with program development and implementation.

NOTE: Graduation from an accredited college or university with a Master's degree in Public Administration, Business Administration, Management, or related field may be substituted for one (1) year of experience.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of management principles, concepts, and techniques, and their practical application.

Knowledge of and familiarity with government budget practices, procedures, problems, and analysis.

Knowledge of programs, responsibilities, functions, organization, and budget and operating problems of the department after a period of training.

Knowledge of theory and practice of organization, planning, management, and supervision.

Knowledge of functions and interrelationships of state and local governments.

Ability to plan, initiate, and execute programs within the department.
Ability to analyze, interpret, and apply basic laws, rules, and

regulations.

Ability to establish procedures and apply them to specific problems or tasks.

Ability to work harmoniously with associates, subordinates, other divisions and/or departments, and with the public.

Ability to use basic information to develop standards to be applied to administrative practices, procedures, and budget.

Ability to review budget requests critically using basic data.

Ability to assign, instruct, and supervise professional and other staff.

Ability to plan, carry out, and supervise assigned investigations, surveys, studies, and research activities and report thereon.

Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to supervise the maintenance of essential records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG - 04586

CAH

6/12/97

This job specification is for local government use only.

WILLIAM F. DAVIS

██████████ North 2nd Street | Millville, NJ 08332 | ██████████ | ██████████

OBJECTIVE

To obtain a position that will apply my continual community involvement, past employment, current public experience to assist in the operation and management of constructive and productive governmental operations.

PUBLIC SERVICE

SKILLS PROFILE

- Active participant and recognized volunteer in community events.
- Superb interpersonal skills with community.
- Lifetime community involvement.
- Compassionate in organizing assistance and support to community members in need.

Board of Directors, Kiwanis Club

11/2021 -- Present

Millville, NJ

- Plan an annual budget based on funds while meeting club's financial obligations.
- Determine the good-standing status of members based on club policy.
- Oversee and comply with governmental rules and regulations.
- Implement and/or adjust club policy and strategic plans.

City Commissioner, City of Millville

11/2016 — 12/2017

Millville, NJ

- Assisted with the administration of the Department of Public Affairs.
- Budgeted for Department's annual appropriations and operations.
- Contributed to scheduled Commission meetings and Work Sessions.
- Actively involved in Millville Planning Board meetings to improve economic and business development.

Board of Directors, Millville Elks Lodge #580

1/2011 — 12/2014

Millville, NJ

- Monitored lodge funds and investments.
- Budgeted for Lodge's annual operations and Elks National preservation.
- Coordinated facility use, maintenance, and maintained appropriate inventory and Lodge rental records.
- Participated in scheduled monthly meetings and other Lodge events.
- Enthusiastically organized volunteers for service projects and events.

COMMUNITY INVOLVEMENT

- Lifetime Member of the New Jersey Policemen's Benevolent Association
- 2018 – Current, Republican State Committee, Cumberland County Representative
- 2017 – Current, Millville Kiwanis, Member
- 2013 – Current, Cumberland County Republican Committee, Member
- 2007 – Current, Millville Thunderbolt Club, Volunteer
- 2005 – 2011, United States Coast Guard Masters 100-ton Captain's license
- 2000 – Current, Wheaton Arts, Member and Supporter
- 1989 – Current, Millville Elks Lodge #580, Member and Volunteer
- 1986 – 1988, Millville Midget Football League, Coach
- 1985 – 1988, Cumberland County Special Olympics, Volunteer

North 2nd Street | Millville, NJ 08332 | [REDACTED] [REDACTED]

EMPLOYMENT

SKILLS PROFILE

- Twenty-five years of demonstrated experience in a correctional facility.
- Created and maintained good will and cooperation within a law enforcement environment.
- Superb organizational and interpersonal skills with inmate population, staff, and community.
- Successfully completed annual training in the following areas, as required by the NJ Police Training Commission:
 - Domestic violence prevention
 - Annual reviews of NJ laws concerning use of force
 - First Aid and CPR (including blood and body fluid precautions)
 - Proper restraining with and without mechanical tools
 - De-escalation techniques
 - Firearms training and qualifications
 - Self-defense tactics
 - Hostage negotiations

Senior Correction Officer, South Wood State Prison 2/1998 — 4/2013
Bridgeton, NJ

- Ensured security, safety and welfare of staff and inmate population.
- Implemented Tool Control procedures for Prison Food Service Department per administrative specifications.
- Organized and reported daily tool inventory/facility by coordinating tool requirements with inmate and civilian staff.
- Supervised inmates and provided custody, care, and control in assigned population and area.
- Maintained qualifications and training.

Senior Correction Officer, Southern State Correction Facility 4/1988 — 1/1998
Delmont, NJ

- Provided custody, control, and safety to assigned inmate population.
- Managed new inmate reception and acclimation.
- Maintained qualifications and training.

EDUCATION

NJ Correction Officer Training Academy	Completed — 6/1988
Millville Senior High School	Graduated — 6/1985

Hi Jeanne,

Please see attached, per request of the OPRA.

This is title is in the Administrators contract.

#4

Resolution R48-2016 references job vacancies postings. If you could kindly attached it to this OPRA.

Also, please note that when we enter an employee into Camps (civil service system) it takes a while for it to get approved.

Once approved, we wait for the job to be announced by Civil Service. Until then, the person is provisional in their job.

After review, please let me know if there are any questions – thanks!

Pamela A. Shapiro

Human Resource Manager

City of Millville

12 S. High Street

Millville, NJ 08332

856-825-7000 x7317

Pamela.Shapiro@millvillenj.gov

"The City of Millville is subject to the Open Public Records Act; any email sent or received may be subject to a records request."

From: Shapiro, Pamela <Pamela.Shapiro@millvillenj.gov>

Sent: Friday, January 7, 2022 4:09 PM

To: Burns, Laura <Laura.Burns@millvillenj.gov>; Cruz, Samantha <Samantha.Cruz@millvillenj.gov>; Gioia, Salvador <Salvador.Gioia@millvillenj.gov>; Gregoire, Tracey <Tracey.Gregoire@millvillenj.gov>; Gressman, Wayne <wayne.gressman@millvillenj.gov>; Hamlyn, Kimberly <Kimberly.Hamlyn@millvillenj.gov>; Jeanne Parkinson <Jeanne.Parkinson@millvillenj.gov>; Jody Farabella <Jody.Farabella@pd.millvillenj.gov>; John Feltes <john.feltes@millvillenj.gov>; Joseph Hoydis <Joseph.Hoydis@pd.millvillenj.gov>; Joseph Pepitone <Joseph.Pepitone@millvillenj.gov>; Lippincott, Michael C. <Michael.Lippincott@millvillenj.gov>; Pierce, Steve <Steve.Pierce@millvillenj.gov>; Prohowich, Brian <Brian.Prohowich@millvillenj.gov>; Raymond Compari <Raymond.Compari@millvillenj.gov>; Robin Young <robin.young@millvillenj.gov>; Rosenberger, Brian <Brian.Rosenberger@millvillenj.gov>; Russell, Brock <Brock.Russell@millvillenj.gov>; Santiago, Michael <michael.santiago@millvillenj.gov>; Shapiro, Pamela <Pamela.Shapiro@millvillenj.gov>; Shepard, Marcella <Marcella.Shepard@millvillenj.gov>; Taylor, Sherman <Sherman.Taylor@millvillenj.gov>; W. James Parent <WJames.Parent@millvillenj.gov>; Yazmin Moreno <yazmin.moreno@millvillenj.gov>; Cheesman, Deric <Deric.Cheesman@millvillenj.gov>; Lisa Orndorf <lisa.orndorf@millvillenj.gov>; Joseph Sooy <joseph.sooy@millvillenj.gov>

Subject: In-house job posting - Public Affairs

Importance: High

Good Afternoon Everyone,

Please post the attached In-house job posting on all employee bulletin boards.

#4

RESOLUTION NO. R48-2016

WHEREAS, the City of Millville Personnel Committee made a recommendation at its meeting on January 14, 2016 that the Board of Commissioners adopt a resolution establishing a policy that all job vacancies be posted on the bulletin board of each department, be posted in the Human Resources Office, on the City of Millville website and that a copy of the posting will be sent to all unions representing the City's employees; and

WHEREAS, the Board has accepted the recommendation of the Personnel Committee.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MILLVILLE that hereafter it shall be the policy of the City of Millville that all job vacancies for positions with the City be posted on the bulletin board of each department, be posted in the Human Resources Office, on the City of Millville website and that a copy of the posting be forwarded to representatives of all unions representing City employees.

Moved By: Sooy

Seconded By: Ennis

VOTING

Michael Santiago
Lynne Porreca Compari
David W. Ennis
Joseph Sooy

<u>In Favor</u>	<u>Against</u>	<u>Abstain</u>	<u>Absent</u>
X			
X			
X			
X			

CERTIFICATION

I hereby certify that the foregoing is a true copy of the Resolution adopted by the Board of Commissioners of the City of Millville in the County of Cumberland at a hearing thereof held on February 2, 2016.


SUSAN G. ROBOSTELLO, City Clerk

#5

New Hire (02) - Establish Job

Employee ID	000339069	Request ID	06100006012200023
Employee Name	WILLIAM F DAVIS	Transaction Status	(Select) v
*Appointment Type	PAOC v	Effective Date	01/18/2022
*Title Code	04586 Validate	Job Number	1
Title Name	EXEC ASST		
Jurisdiction Base	061000	Jurisdiction Dept	06-PUBLIC AFFAIRS v
Jurisdiction Name	MILLVILLE		
*Compensation Method	07-Part Time - Hourly v	Part-time Percentage	%
Essential Employee	[Select] v		
*Base Salary (\$)	25		
Extra Salary			
Total Salary	25		
Appointment Dates	[Select] v		
Intend Reported Emp ID	Look up	List Canvassed	☐
Intend Hire Date		Special Authorization	
Residency Ordinance License Code	Y	Work Week Hours	20
Request Reason Code	[Select] v		
Salary Range Min	15	Salary Range Max	30.92
Comments			
Prior Comments			

Submit

Save

Cancel

Delete

Review:

Submit Date: 01/28/2022

Document Received (DPF31's) ☐

Certified Signature Received ☐

Certification Issued ☐

Return Reason

Assigned To [Select] v