

Department of Public Safety – Deputy Director

Yolanda Saez Monday-Friday 9am-4pm

- Manage and monitor daily correspondence for both the Commissioner and the Commissioner's Office, including reviewing emails.
- Maintain and coordinate the Commissioner's calendar, including scheduling meetings, community events, walking schedules, and internal briefings.
- Prepare and submit the Commissioner's quarterly mileage reports to Payroll.
- Attend meetings at BOE/HS/JHS as needed.
- Serve as liaison between the Commissioner's Office and departmental divisions including Police, Fire Prevention, R&T, Crossing Guards, Tutors, Municipal Alliance, and Handicap Parking to ensure consistent communication and operational coordination.
- Oversee new hire and separation processes through the Civil Service CAMPS system and Payroll Department, ensuring timely and accurate submission of required documentation.
- Process and distribute employee status change forms to Payroll, Benefits, and Administration departments.
- Review and approve departmental requisitions to ensure fiscal responsibility and compliance with municipal purchasing procedures.
- Oversee daily administrative operations of the Commissioner's Office, including call management and public inquiries.
- Manage payroll oversight for the Director's Office, Police Department, R&T, and Fire Prevention by reconciling ADP/LDR systems and resolving discrepancies.
- Maintain attendance records for sick leave and vacation accruals for R&T, Director's Office personnel and also oversee Fire Prevention attendance with Debbie annually.
- Oversee Parade Permit applications
- Attend Police Community meetings

Crossing Guard Program Oversight

- Coordinate application intake and forwarding of crossing guard candidates for interview with the Traffic Division, Enter on CAMPS and Submit completed applications to Payroll.
- Manage procurement of crossing guard uniforms and equipment, including coats, winter gear, stop paddles, and safety supplies.
- Coordinate annual Mandatory Orientation Training, including scheduling, facility reservations, interdepartmental coordination, and notification to the Chief of Police.
- Arrange required vision, hearing, and Snellen testing in collaboration with appropriate personnel.
- Coordinate event logistics, including refreshments and on-site support during training sessions.
- Maintain and update school robocall system records with crossing guard contact information.
- Conduct periodic site visits to support program oversight and serve as liaison when necessary.

Civil Service & Personnel Administration

- Enter New Hires onto CAMPS
- Prepare and issue appointment and reappointment letters for SLEO II officers and Fire Officials.
- Develop biannual resolutions for clothing allowances (Police, Telecommunicators, R&T), firearms and education allowances, and clergy allowances.
- Maintain and monitor Civil Service certifications via the CAMPS system, ensuring employee status accuracy and responding to inquiries from Civil Service authorities.
- Date-stamp and organize certification lists; process letters of interest and forward documentation to Police Internal Affairs as required.
- Execute Administrative Authority (AA) responsibilities, including signing certification lists and disciplinary forms when appropriate.

Community Events & Public Safety Initiatives

- Assist with annual community initiatives (if needed) for National Night Out, "Walk to School with a Cop," and "Water Olympics."
- Prepare required documentation such as indemnification letters and vendor procurement requests (e.g., event supplies (glo sticks), Entertainment rentals).
- Obtain vendor quotes and manage ordering processes in accordance with municipal purchasing policies.
- Schedule and facilitate pre-event briefing meetings with the Police Chief and assigned officers (when needed).

Residential Handicap Parking Oversight

- Review and evaluate all residential handicap parking applications for completeness and eligibility.
 - Conduct site visits (inspections per location as needed) and document findings, photographic verification if needed.
 - Coordinate with the Parking Authority, Building Department, Tax Assessor, and Department of Public Works to verify compliance and feasibility.
 - Submit completed applications with supporting medical documentation to physician for review.
 - Communicate with resident via phone call or home visit if and when necessary.
 - Assist with in person interview whenever necessary.
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Records Management & Compliance

- Maintain records retention compliance within the ARTEMIS system, including payroll records, purchase orders, meeting documentation, and personnel files.
- Conduct periodic review of records in accordance with State-mandated Municipal Agencies General Records Retention Schedule and initiate authorized disposal procedures when applicable.
- Attend quarterly Departmental meetings and mandatory Safety meetings to remain current on Public Safety updates and regulatory requirements.