

TOWNSHIP OF PENNSVILLE
SALEM COUNTY, NEW JERSEY

ORDINANCE A-29-2023

Title: AN ORDINANCE OF THE TOWNSHIP OF PENNSVILLE, COUNTY OF SALEM, AMENDING CHAPTER 2 OF THE REVISED ORDINANCES OF THE TOWNSHIP OF PENNSVILLE WHICH AMENDMENT WILL CREATE THE POSITION OF HUMAN RESOURCE GENERALIST

Date of Introduction: October 5, 2023

Anticipated Date of Adoption: October 19, 2023

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First Resolution
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Final Resolution
Notice of Adoption

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WHEREAS, the Mayor and members of the Township Committee of the Township of Pennsville have determined that the efficient operation of local government can be further enhanced by the appointment of a Human Resource Generalist; and

NOW THEREFORE, BE IT ORDAINED, by the Township Committee of the Township of Pennsville, County of Salem, State of New Jersey that Chapter 2 of the Revised Ordinances of the Township of Pennsville is hereby amended to include Article 15, which Section shall be titled "Human Resource Generalist".

ADD

ARTICLE 15 **HUMAN RESOURCE GENERALIST**

Sec. 2.15-1 **PREAMBLE**

The Township of Pennsville hereby creates the position of Human Resource Generalist.

Sec. 2.15-2 **APPOINTMENT AND QUALIFICATIONS**

The Human Resource Generalist as provided for herein shall be appointed by duly adopted resolution of the Township Committee, and such person shall possess a Bachelor's Degree in Human Resources (or related area of study) or a minimum five years' experience as an HR Generalist.

Sec. 2.15-3 **TERM OF OFFICE**

The term of office of the Human Resource Generalist shall be at the pleasure of the Mayor and members of the Township Committee.

Sec. 2.15-4 **DUTIES**

The duties of the Human Resource Generalist shall be set by the Township Committee and/or the Township Administrator, and include but are not limited to the following:

- A. Maintain and update employee records.

- B. Provide an internal means of communication for employee complaints, concerns, and more.
- C. Coordinate the Hiring and Selection including Pre-Employment Screening Protocols.
- D. Create HR policies and procedures
- E. Organize training and development programs for staff and management
- F. Ensure organizational compliance with Federal and State regulations
- G. Perform administrative duties including employee set-up
- H. Maintain good communication with employees and Township officials.
- I. Work with the Safety Officer to ensure compliance with relevant safety procedures and processes.
- J. Working knowledge of the Joint Insurance Fund (JIF)
- K. Conduct Exit Interviews and enrollment in COBRA
- L. Records and storage management including submitting retention and disposal
- M. Submitting resolutions to the Township Clerk as needed.
- N. Shall perform such duties as may be required and prescribed from time to time by the Mayor and Township Committee.
- O. Shall perform such duties as may be required and prescribed from time to time by the Township Administrator

Sec. 2.15-5 COMPENSATION

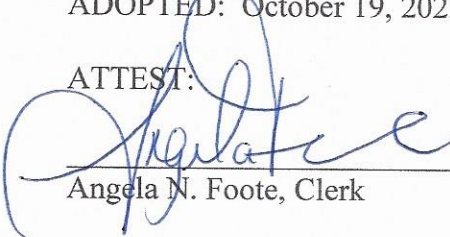
The Human Resource Generalist shall be paid in accordance with the Township's salary ordinance.

1. If any section, paragraph, subsection, clause, or provision of this ordinance shall be adjudged by a court of competent jurisdiction to be invalid, such adjudication shall apply only to the section, paragraph, subsection, clause, or provision so adjudged, and the remainder of this ordinance shall be deemed valid and effective.
2. All Ordinances or parts of Ordinance heretofore adopted and that are inconsistent with the terms and provisions of this Ordinance are hereby repealed to the extent of such inconsistency.
3. This ordinance shall be effective upon its final passage, adoption and publication in the manner prescribed by law.

ADOPTED: October 19, 2023

Approved by the Township Committee
Township of Pennsville – October 5, 2023

ATTEST:



Angela N. Foote, Clerk



Chairman

First reading – October 5, 2023

Roll call vote:	Yes	No	Abstaining	Absent
Marc Chastain	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pete Halter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scott Hourigan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robert McDade	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daniel Neu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Adoption – October 19, 2023

Roll call vote:	Yes	No	Abstaining	Absent
Marc Chastain	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pete Halter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scott Hourigan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Daniel Neu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>