

TOWNSHIP OF CLARK
NOTICE OF INTENTION

NOTICE IS HEREBY GIVEN that the following ordinance was introduced and passed on first reading at a Regular Meeting of the Municipal Council of the Township of Clark, County of Union, State of New Jersey on Monday, January 5, 2026 and that said ordinance will be taken up for further consideration and final passage at a Regular Meeting at 315 Westfield Avenue, Clark, New Jersey on Tuesday, January 20 at 7:30 p.m. prevailing time, at which time and place all persons interested therein will be given an opportunity to be heard concerning the same.

FURTHER NOTICE IS HEREBY GIVEN that pursuant to P.L. 2025, c. 72, effective March 1, 2026, the complete text of each legal notice of the Township of Clark, Union County, including the Boards, Commissions and the like may be obtained or viewed by the public on our official Internet Website: <https://www.ourclark.com/372/Public-Notices>

Ordinance 26 – 02

**AN ORDINANCE ESTABLISHING A HUMAN RESOURCES DEPARTMENT AND
CREATING THE POSITIONS OF PERSONNEL AIDE (02645), PERSONNEL
ASSISTANT (02648), AND SENIOR PERSONNEL ASSISTANT (04982)**

WHEREAS, the Township of Clark recognizes the need for modern, centralized, and consistent management of employment practices, personnel administration, and workforce development; and

WHEREAS, the Township Council has determined that the establishment of a Human Resources Department will enhance operational efficiency, strengthen compliance with State and Federal employment laws, and support the Township’s employees and departments; and

WHEREAS, the Township further finds it appropriate to create specific personnel titles consistent with the New Jersey Civil Service Commission Classification System to support the administrative needs of the Human Resources Department and the Mayor’s Office;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Township of Clark, County of Union, State of New Jersey, as follows:

SECTION 1. Establishment of the Human Resources Department

A. There is hereby established a **Human Resources Department** for the Township of Clark.

B. The Human Resources Department shall operate under the direction of the Business Administrator or such other authority as may be designated by the Mayor and shall be responsible for:

1. Supervising departmental personnel;

2. Managing departmental operations and compliance;
3. Implementing policies and procedures established by the Township;
4. Advising the Mayor, Business Administrator, and governing body on personnel matters.

C. The Department shall serve as the centralized office responsible for employee-related functions, including but not limited to:

1. Recruitment, hiring, onboarding, and separation processing;
2. Maintenance of personnel files and records in accordance with applicable laws;
3. Administration of payroll-related personnel data and employee classifications;
4. Coordination of employee benefits, leave programs, and pension-related matters;
5. Development and implementation of personnel policies, training programs, and compliance initiatives;
6. Workplace investigations, employee relations, and disciplinary process support;
7. Compliance with Federal, State, and Civil Service employment regulations;
8. Any other duties necessary to support the Township's workforce and operational needs.

SECTION 2. Personnel of the Human Resources Department

A. The following positions are hereby created and authorized within the Township of Clark for assignment to the Human Resources Department or other municipal offices as required:

1. **Personnel Aide** – Civil Service Title Code **02645**
2. **Personnel Assistant** – Civil Service Title Code **02648**
3. **Senior Personnel Assistant** – Civil Service Title Code **04982**

B. The duties of these titles shall be consistent with the job specifications promulgated by the New Jersey Civil Service Commission, and may include, but are not limited to:

1. Providing administrative, clerical, and logistical support to the Mayor, Business Administrator, Human Resources Department, or other designated offices;
2. Assisting with scheduling, communications, documentation, and workflow coordination;
3. Supporting confidential personnel-related functions, subject to applicable laws and ethical standards;
4. Performing senior-level administrative duties (for the Senior Personnel Assistant) requiring advanced knowledge, discretion, and independent judgment.

C. Appointments to these positions shall be made in accordance with Civil Service laws, rules, and procedures.

SECTION 3. Budget and Funding

A. The Human Resources Department and staff positions established herein shall be funded through annual appropriations adopted by the Township Council.

B. The Council may allocate additional funds as necessary for staffing, technology, professional services, training, and compliance requirements.

SECTION 4. Effective Date

This Ordinance shall take effect upon final passage and publication as required by law.

Edith L. Merkel, RMC
Township Clerk