

SALEM COUNTY IMPROVEMENT AUTHORITY

RESOLUTION 2021-46

March 11, 2021

**RESOLUTION OF THE SALEM COUNTY IMPROVEMENT AUTHORITY AUTHORIZING
WAGE AND SALARY INCREASE FOR EMPLOYEE EFFECTIVE MARCH 1, 2021**

WHEREAS, the SCIA and the Executive Committee, Personnel Committee have reviewed request for compensation for HR/Payroll position to include Safety Coordinator responsibilities; and

WHEREAS, the SCIA and the Executive Committee, Personnel Committee have determined that wage increase is warranted for the employee; and

WHEREAS, the Board has determined that the proposed increase is supported by the budget and funds are available to pay;

NOW THEREFORE, BE IT RESOLVED by the Salem County Improvement Authority that the Board authorizes the wage increase for compensation for HR/Payroll position to include Safety Coordinator responsibilities as per attached Memo Request.

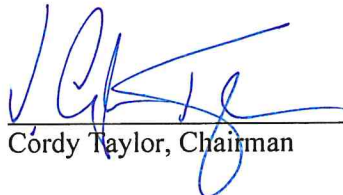
BE IT FURTHER RESOLVED that the salary increase will be effective March 1, 2021.

Recorded Vote

	Moved	2 nd	Yes	No	Absent	Abstain
Taylor			✓			
Bestwick	✓		✓			
Schneider					✓	
Davis		✓	✓			
DiMatteo			✓			

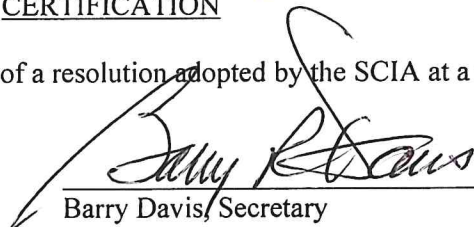
ATTEST: '


Barry Davis, Secretary


Cordy Taylor, Chairman

CERTIFICATION

I hereby certify the above to be a true copy of a resolution adopted by the SCIA at a regular meeting held on March 11, 2021.


Barry Davis, Secretary



**SALEM COUNTY IMPROVEMENT AUTHORITY
SOLID WASTE DIVISION**

PO Box 890, 286 Welchville Road

Alloway NJ 08001-0890

DATE: March 3, 2021
TO: Cordy Taylor, SCIA Board Chairman
FROM: Julie Acton, Executive Director
RE: Request Compensation for HR/Payroll to include Safety Coordinator Responsibility

I respectfully request compensation for the HR/Payroll position because of adding on safety coordinator responsibilities to the job description. Casie Garton would serve as the Salem County Improvement Authority Safety Coordinator. She would update and keep current SCIA written programs and policies and enforce safety program compliance. Casie would coordinate training of all SCIA staff, good housekeeping standard and weekly toolbox talks. Casie would also assist the Landfill Manager to respond to and investigate all accidents, injuries, and safety incidents. Attached is an updated job description dated 3/3/2021.

Speaking with the Executive Committee, the recommendation is \$832.00 (base on 2% of Casie's current wage) stipend for 2021, job performance will be reevaluated at the end of 2021 for a 2.5% increase to be added to her current salary (not as a stipend) for 2022 for the Safety Training Coordinator job duties. Once the stipend is added to her salary at the end the year, she will still be included to earn SCIA's employees across the board or merit raise for 2022. This increase will be effective March 1, 2021.

Please note: The Landfill Manager would continue the following safety tasks:

- Serve on the SCIA Safety Committee and facilitate onsite inspections of risk management and regulatory officials.
- Continue to work with risk manager to improve performance and ensure adequate insurance is in place for all equipment and facilities.
- Responsible for being the primary first respondent and is on call 24-7 for emergencies throughout all SCIA facilities, including SWD buildings, grounds, and roadways.
- Responsible for timely response to storms, power outages, flare operations, leachate alarms, and other site-specific safety and environmental matters.

- Coordinates on site activities for others who are called out.
- Is available for questions and answers during call out and site emergencies.
- Coordinates with local and county law enforcements and emergency management professions (fire, EMS, Policy, OEM).
- Coordinate emergency response activities with outside personnel on an as needed basis.
- Is responsible for working with Engineering and outside stakeholders to prepare and drill on emergency procedures for the site and personnel.

cc: L. Schneider, Personnel Chairman
Employee File

Enclosure: Job Description dated 3/3/2021



SALEM COUNTY IMPROVEMENT AUTHORITY
Position Description

HUMAN RESOURCE AND PAYROLL

3/3/2021

BASIC FUNCTION

Under the supervision of the Executive Director, the Human Resources and Payroll is to work a weekly average of forty (40) hours. Human Resources and Payroll will hand all aspects within the SCIA organization including, but not limited to payroll, compensation, benefits, organizational and employee development, safety, health and wellness, and employee relations. Additionally, this position will serve as the primary point of contact for all HR and benefits professionals including the Broker of Record, Health Benefits Consultant and Payroll processing organization.

DUTIES

(Any one position may not include all the duties listed nor do the examples cover all the duties which may be performed.)

Processes bi-weekly payroll and ensures all deductions and withholding are accurate.

Reviews all benefit statements (health, prescription, dental, disability, AFLAC, pension, deferred compensation, unemployment, etc.) for accuracy before processing for payment via finance.

Serves as the certifying officer for SCIA regarding benefit and pension programs.

Uses online benefit processing systems to enroll, terminate and change employee benefits.

Processes electronic payments for Benefits and Pension

Establishes and maintains secured HR office filing system (electronic and hard copy) inclusive of personnel files, medical files, confidential records, benefit files, etc.. Maintains records in accordance with NJ Records Retention Schedules and other regulatory requirements such as OSHA.

Compiles information completes and files HR related reports with NJDOL, OSHA, US Census Bureau as required.

Proactively communicates with all SCIA employees and supervisors on topics of interest and necessity.

Holds monthly employee meeting to increase two-way communications and share information with employees.

Recommends improvements and enhancement to HR, payroll and benefit plans to insure greater efficiency.

Ability to transfer funds between payroll and unemployment accounts

Answer telephone calls and acts as receptionist or counter clerk for personal visitors to the office.

Administers the SCIA pre-employment, random and for cause drug and alcohol testing program with the utmost confidentiality.

Develops SCIA position descriptions and updates organizational chart for SCIA. Prepares annual salary ordinance for SCIA Board.

Conducts employee interview and selection process, coordinates background and reference checks.

Conducts employee orientation session with supervisors.

Coordinates the annual employee performance review process.

Prepares annual budget for payroll and benefits for all SCIA divisions. Responsible for calculating annual pay adjustments, benefit contributions, pension contributions, etc. and communicating same to employees.

Responsible for remaining current on benefit and payroll changes to ensure compliance with regulatory requirements. Continuing education is imperative in this position.

Types letters and reports from generalized instructions as to nature of contents, requiring independent selection of references, compilation of data and interpretation of standard policies and procedures.

Collaborates and coordinates with staff throughout all divisions on special projects, information gathering and research projects. Will be responsible for the following special projects:

- Payroll Flex and Statustime

Performs other duties as reasonably related to the position.

Complies with all administrative directives of the Executive Director not directly prohibited by statute.

Update attendance wall calendar daily

Serves as the Safety Training Coordinator

Update and keep current SCIA written programs and policies and enforce safety program compliance

Serves as the Workers Compensation Coordinator

Responds to and investigates all accidents, injuries, and safety incidents.

May be required to work overtime on special projects or during emergency situations.

Processes Edmunds cash receipts

QUALIFICATIONS

High school graduate or equivalent. Ability to accurately proof-read. High school level knowledge of spelling and arithmetic. Associates Degree preferred.

Ability to proof-read and perform complex mathematical calculations for budget, payroll and pension with great accuracy.

3-5 years of experience in Office Management, Administrative Assistant and/or Human Resources.

Prior work experience in human resources.

Knowledge of bookkeeping and/or record keeping procedures.

Ability to operate online payroll and benefit software programs.

Ability to operate basic office equipment.

Ability and willingness to successfully complete/attend courses/seminars that may be required from time to time for job specific responsibilities.

Have the ability to read, write and speak the English language.