



UNION COUNTY BOARD OF CHOSEN FREEHOLDERS

ORDINANCE NUMBER: 764-2015
 DATE OF INTRODUCTION: 4/30/2015
 DATE OF ADOPTION: 5/14/2015

4/30/2015

AN ORDINANCE TO AMEND "THE LAWS OF UNION COUNTY: ADMINISTRATIVE CODE AND POLICIES AND GENERAL LEGISLATION" BY AMENDING PART 1, CHAPTER 1, ARTICLE XVI- DEPARTMENT OF HUMAN SERVICES; ARTICLE XXII- DEPARTMENT OF RUNNELLS SPECIALIZED HOSPITAL; ARTICLE XIX DEPARTMENT OF PUBLIC WORKS AND FACILITIES MANAGEMENT; ARTICLE XXIV, DEPARTMENT OF ECONOMIC DEVELOPMENT; AND, PART 2, CHAPTER 100, PERSONNEL.

BE IT ORDAINED by the Board of Chosen Freeholders of the County of Union that the "Laws of Union County" are hereby amended as follows:

CONTINUED...

**NO SUFFICIENCY
 OF FUNDS REQUIRED**
G. Ongliato 4/30/15

INTRODUCTION				RECORD OF VOTE				FINAL ADOPTION							
FREEHOLDER	Aye	Nay	Abs	Pass	Ord.	Sec	NP	FREEHOLDER	Aye	Nay	Abs	Pass	Ord.	Sec	NP
CARTER	X							CARTER	X						
ESTRADA	X							ESTRADA	X						
GRANADOS							X	GRANADOS	X						
HUDAK	X							HUDAK	X						
KOWALSKI	X							KOWALSKI	X						
MIRABELLA	X							MIRABELLA	X					X	
WRIGHT	X							WRIGHT	X						
BERGEN VICE CHAIRMAN	X				X			BERGEN VICE CHAIRMAN	X						
JALLOH CHAIRMAN	X							JALLOH CHAIRMAN							X

APPROVED AS TO FORM COUNTY ATTORNEY	I hereby certify the above is an original ordinance adopted by the Board of Chosen Freeholders of the County of Union on the aforementioned date.
	 CLERK

I hereby certify this is a true copy of a ordinance adopted by the Board of Chosen Freeholders of the County of Union on the aforementioned date.
 CLERK

PART I - ADMINISTRATIVE CODE

Chapter 1, UNION COUNTY GOVERNMENT STRUCTURE

ARTICLE XVI, Department of Human Services

§ 1-90. General purpose; departmental organization.

- A. There shall be a Department of Human Services for the purpose of promoting the coordination, integration, maximization and development of human services and providing for the planning, monitoring and administration of select human services. Such resources and services shall include, but not be limited to, those mandated by federal and state law and rules and regulations appertaining thereto. The Director of Human Services shall be the head of the Department and shall be responsible to the County Manager for its operation. The office staff of the Director shall include, but not be limited to, the Office of Paratransit, the George W. Herlich Juvenile Detention Center, the Office of Employment Services and Training and the Cornerstone Behavioral Health Hospital of Union County.
- B. George W. Herlich Juvenile Detention Center. The Superintendent of the Juvenile Detention Center shall be the head of this facility and shall be responsible to the Director of Human Services for its operation. Under the direction of the Superintendent, the Juvenile Detention Center's functions and responsibilities shall include:
- (1) Providing for the temporary care (detention), in a physically restricting facility, of juveniles awaiting court disposition, in accordance with state law and rules and regulations appertaining thereto.
- A. Under the direction and supervision of the Director of Human Services, the Office of Employment Services and Training's functions and responsibilities shall include:
- (1) Providing job training and employment opportunities for economically disadvantaged, unemployed and underemployed persons and assuring that training and other services lead to maximum employment opportunities and enhanced self-sufficiency pursuant to authorizing federal legislation and rules and regulations appertaining thereto.
 - (2) Collecting, compiling and analyzing statistical data relating to programmatic activity of the Division.
 - (3) Preparing all mandated statistical programmatic reports.
 - (4) Disseminating programmatic reports to appropriate agencies and officials.

- (5) Recruiting eligible participants to ensure compliance with authorizing federal legislation.
- (6) Initial screening and intake of individuals eligible for participating in the program.
- (7) Counseling of program participants for development of prospective employability plans, development of said plans and monitoring of program participants' progress in meeting said plans.
- (8) Developing jobs, including location and negotiation of employment positions for program participants.
- (9) On-the-job training (OJT) including development and negotiation of OJT contracts.
- (10) Directing placement of program participants in employment positions.
- (11) Educating and training of program participants to facilitate their employability and eventual unsubsidized employment.
- (12) Performing such other duties as may be required by the Director of Human Services.

D. Assistant Director. The Assistant Director of the Department of Human Services shall:

- (1) Under the direction and supervision of the Director of Human Services, assist in the orderly and efficient administration of the Department of Human Services, performing whatever supervisory or administrative duties the Director of the Department of Human Services deems necessary and proper.
- (2) Assure that all contract procurement and contract monitoring conforms to state and federal requirements.
- (3) Serve as the Acting Director of the Department of Human Services during the temporary absence or disability of the Director of the Department of Human Services.

E. Under the direction and supervision of the Assistant Director of Human Services, the Bureau of Veteran's Affairs' functions shall include:

- (1) Providing information and advocacy for veterans and their families.
- (2) Coordinating flag placement on all veterans' graves.

F. The Department of Human Services shall consist of the following divisions:

- (1) The Division of Aging.
- (2) The Division of Youth Services.
- (3) The Division of Planning.
- (4) The Division of Social Services.
- (5) The Division of Cornerstone Behavioral Health Hospital

§ 1-91. Division of Aging.

A. Under the direction and supervision of the Director of Human Services, the Division of Aging's functions and responsibilities shall include:

- (1) Striving to increase the public's understanding of both the real nature of the aging process and of aging individuals.
- (2) Providing information and referral services for the senior citizens of the County.
- (3) Identifying and assessing the needs of the aging in order to plan for and stimulate, in cooperation with other governmental and voluntary agencies and citizens groups, solutions for present or potential problems of the aging.
- (4) Developing and coordinating programs for the aging, including but not limited to community services, economics, employment, income and retirement, health care, mental health, housing (including institutional and noninstitutional), leisure, transportation, homemaker services, education and nutrition.
- (5) Developing and submitting those plans and related documents and fulfilling all obligations that are or may be required by federal and state law and accompanying rules and regulations pertaining to senior citizens.
- (6) Performing all functions related to implementing a program designed and suggested by the Division of Consumer Affairs of the State of New Jersey to provide aid and assistance to residents of the County of Union with respect to obtaining relief from fraudulent, deceptive or false business and/or commercial transactions.
- (7) Performing such other duties as may be required by the Director of Human Services.

B. Division head. The Director of the Division on Aging shall be the head of the Division and shall be responsible to the Director of Human Services for its operation.

§ 1-92. Division of Youth Services.

A. Under the direction and supervision of the Director of Human Services, the Division of Youth Services' functions and responsibilities shall include:

- (1) Coordinating, integrating, modifying and developing services for youth and administering select service programs, including but not limited to those mandated by law and rules and regulations appertaining thereto, including the Youth Service Bureau and temporary shelter services.
- (2) Providing information and referral services for the youth of Union County.
- (3) Identifying and assessing the needs of the youth in order to plan for and stimulate, in cooperation with governmental and voluntary agencies and citizens groups, solutions for present or potential problems of youth.
- (4) Striving to minimize youth involvement with the juvenile justice system.

- (5) Facilitating the development, extension, expansion and coordination of programs for youth, including but not limited to those youth that have been, are or have a high probability for becoming involved with the juvenile justice system.
- (6) Providing select services for youth, including but not limited to maintenance of crisis intervention capabilities, advocacy, and narcotics and drug abuse prevention and education.
- (7) Providing temporary shelter services for the care (shelter), without physical restriction, of juveniles who are homeless or abandoned awaiting court disposition, in accordance with state law and rules and regulations appertaining thereto.
- (8) Performing such other duties as may be required by the Director of Human Services.

B. Division head. The Director of the Division of Youth Services shall be the head of the Division and shall be responsible to the Director of Human Services for its operation.

§ 1-93. (Reserved)

§ 1-94. Division of Planning.

A. Under the direction and supervision of the Director of Human Services, the Division of Planning's functions and responsibilities shall include:

- (1) Developing the Human Services Delivery System Plan, relying heavily on input from responsible division heads.
- (2) Researching and developing all state and federal legislation which may further the development of existing departmental programs or creating new programs to provide additional human services.
- (3) Coordinating and developing all private, federal and state grant requests for the Department of Human Services in accordance with stated goals and objectives of the Department.
- (4) Developing, in conjunction with Division Heads of the Department, an extensive, evaluative process for purposes of ascertaining the overall effectiveness of the Department's human services delivery system.
- (5) Developing a complete interdepartmental resource library to include various documents pertaining to human services.
- (6) Performing such other duties as may be required by the Director of Human Services.
[Added 9-14-2000 by Ord. No. 515]

B. Division head. The Director of the Division of Planning shall be the head of the Division and shall be responsible to the Director of Human Services for its operation.

§ 1-95. Division of Social Services.

- A. Under the direction and supervision of the Director of Human Services, the Division of Social Services' functions and responsibilities shall include implementing the administrative guidelines of Social Services as set forth by the Division of Youth and Family Services, Division of Medical Assistance and Health Services under the provisions of Title 44, Revised Statutes of the State of New Jersey. Implementing the social and welfare guidelines for social services as established by the United States Department of Health and Human Services and the New Jersey Division of Public Welfare.
- B. Division head. The Director of the Division of Social Services shall be the head of the Division and shall be responsible to the Director of Human Services for its operation.

§ 1-96. (Reserved) Division of Cornerstone Behavioral Health Hospital of Union County

- A. Cornerstone Behavioral Health Hospital of Union County shall be and shall constitute a Division within the Department of Human Services of the County of Union for the purpose of planning, coordinating and supervising the administration of medical services, nursing services and professional/support services as hereinafter provided. The Director shall be the head of the Division and shall be responsible to the Director of the Department of Human Services for its operation. The Director of the Division of Cornerstone Behavioral Health Hospital of Union County shall also be known as the "Administrator."
- B. The policies of the Hospital will be proposed and approved periodically in a manner consistent with the provisions of this Code. The Board of Chosen Freeholders shall be deemed for all purposes, including insurance coverage, trustees of the Cornerstone Behavioral Health Hospital of Union County. The Board shall promote cooperation with health services, planning agencies, community agencies and community services.
- C. The Administrator shall be directly responsible for the following functions:
 - (1) Organizing, directing and supervising the overall activities of the hospital to ensure an effective and efficient operating organization.
 - (2) Developing and maintaining effective liaison with community groups and organizations and governmental bodies.
 - (3) Ensuring that all units are in compliance with orders and/or regulations issued by the Administrator and by duly constituted governmental agencies.
 - (4) Being responsible for both program and facility planning and providing guidance on the overall procedures and policies of the hospital, including the making of specific recommendations and suggestions concerning the same, particularly with respect to the quality of patient care, admission procedures, and program service planning.
 - (5) Being responsible for the maintenance and operation of a hospital communications systems and network.
 - (6) Providing for Safety and Security for Cornerstone Behavioral Health Hospital by being responsible for the maintenance and operation of a hospital risk management

program and for accident prevention and to administer a safety control program, including the implementation of all appropriate safety measures to protect patients, public employees and visitors from accident or injury while upon the grounds or within the facility and to review and analyze all accident information and records.

- (7) Being responsible for the administration and operation of the quality assurance program and providing for an effective utilization review.
- (8) Performing such other duties as may be required by the Director of the Department of Human Services.

D. Within the Division, there shall be the following Bureaus:

- (1) The Bureau of Nursing Services.
- (2) The Bureau of Medical Services.
- (3) The Bureau of Professional and Support Services.
- (4) The Bureau of Hospital Finance.

E. Bureau of Nursing Services.

(1) Under the direction and supervision of the Director of the Division of Cornerstone Behavioral Health Hospital of Union County, the Bureau of Nursing Services' functions and responsibilities shall include:

- (a) Maintaining high professional standards concerned with the quality of patient care.
- (b) Being responsible for organizing and overseeing the activities of nursing supervisors, registered nurses, institutional attendants and ward clerks.
- (c) Being responsible for organizing and overseeing the staffing in mental health services.
- (d) Being responsible for the enforcement of all hospital rules and regulations as they relate to nursing services.
- (e) Being responsible for nursing and staffing policies and for making specific recommendations and suggestions concerning the same.
- (f) Preparing monthly and annual reports with respect to patient care activities rendered throughout the hospital.
- (g) Performing such other duties as may be required by the Administrator.

(2) Bureau head. The Director of Nursing of the Bureau of Nursing Services shall be the head of the Bureau and shall be responsible to the Administrator for its operation.

(a) The Assistant Director of Nursing of the Bureau of Nursing shall be responsible to carry out those functions of the Bureau of Nursing as assigned by the Director of the Bureau of Nursing and the Administrator.

F. Bureau of Medical Services.

(1) Under the direction and supervision of the Administrator of Cornerstone Behavioral Health Hospital of Union County, the Bureau of Medical Services' functions and responsibilities shall include:

(a) Creating and maintaining an optimal level of professional performance of medical staff members through delineation of medical staff privileges and the continual review and evaluation of each member's clinical activities.

(b) Providing for an effective infection control program.

(c) Providing an ongoing program of continuing professional education.

(d) Being responsible for the enforcement of medical staff bylaws, rules and regulations.

(e) Being responsible for constantly reviewing the overall medical policies of the hospital and making specific recommendations and suggestions concerning the same.

(f) Preparing monthly and annual reports on patient care activities rendered throughout the hospital.

(g) Being responsible for medical reports and medical records.

(h) Performing such other duties as may be required by the Administrator.

(2) Bureau head. The Medical Director of the Bureau of Medical Services shall be the head of the Bureau and shall be responsible to the Administrator for its operation

G. Bureau of Professional and Support Services.

(1) Under the direction and supervision of the Administrator of Cornerstone Behavioral Health Hospital of Union County, the Bureau of Professional and Support Services functions and responsibilities shall include:

(a) Responsibility for maintenance of high professional standards and continuing education.

(b) Preparing annual reports on patient care activities rendered throughout the hospital.

(c) Implementing New Jersey Department of Health and New Jersey Department of Human Services standards of care.

(d) Ensuring the provision of the following professional and support services:

1. Pharmacy consultant;
2. Social Services;
3. Activities therapy; and
4. Transportation.

(e) Providing for and being responsible for all inservice training and performance improvement.

(f) Responsibility for maintaining the Affiliation Agreements between the Hospital and outside agencies and organizations.

(g) Performing such other duties as may be required by the Administrator.

(2) Bureau head. The Director of the Bureau of Professional and Support Services shall be the head of the Bureau and shall be responsible to the Administrator for its operation.

H. Bureau of Hospital Finance.

(1) Under the direction and supervision of the Administrator of Cornerstone Behavioral Health Hospital of Union County, the Bureau of Hospital Finance's functions and responsibilities shall include:

(a) Implementing and maintaining a uniform, financially sound and responsive accounting system in order to ensure the fiscal integrity of the Cornerstone Behavioral Health Hospital of Union County, to meet all requirements and coordinate activities for compliance with the County of Union's Financial Policy and Procedures and the NJ Division of Local Government Services.

(b) Providing for Hospital Planning Services by compiling estimates and other data as may be necessary and useful regarding the preparation of budgets and preparing the Hospital's budget. The Hospital's operating budget shall be centralized.

(c) Maintaining such books of account and ledgers as may be necessary in order to adequately identify and control the following functions and responsibilities: patient accounts; admitting records; reimbursement entitlement; rate setting and appeals; payroll; accounts payable; cost analysis; and purchasing.

(d) Operating and maintaining electronic data processing equipment as may be necessary to implement the above accounting functions.

(e) Be responsible for the provision of Information and Technology Services to the Hospital.

(f) Performing such other duties as may be required by the Administrator.

(2) Bureau Chief shall be the head of the Bureau and shall be responsible to the Administrator of the Cornerstone Behavioral Health Hospital of Union County for its operation.

§ 1-97. (Reserved)

ARTICLE XXII, Department of Runnells Specialized Hospital - Omitted

ARTICLE XIX, Department of Engineering, Public Works and Facilities Management

§ 1-111. General purpose; departmental organization.

- A. There shall be a Department of Engineering, Public Works and Facilities Management for the purpose of planning, constructing, repairing and maintaining all property and infrastructure owned and operated by Union County.
- B. Department head. The Director of the Department of Engineering Public Works and Facilities Management shall be the head of the Department and shall be responsible to the County Manager for the Department's operation. The Director of the Department of Engineering, Public Works and Facilities Management may also be the director of a division within the Department of Engineering, Public Works and Facilities Management.
- C. Reserved.
- D. The Department of Engineering, Public Works and Facilities Management shall include the following divisions:
 - (1) The Division of Public Works.
 - (2) The Division of Facilities Management.
 - (3) Division of ~~Hospital Maintenance~~ Engineering.
- E. Under the Director of the Department shall be the Bureau of Recycling and Planning
The functions of the Bureau of Recycling and Planning will be as follows:
 - (1) Implementing and coordinating Household Special Waste, Computer and Electronics, and Battery/Motor Oil/Filters, and other recycling related events.
 - (2) Implementing and coordinating the Scrap Tire Management Program to fund cleanup and disposal of scrap tires found on public lands.
 - (3) Providing administrative and coordination and assistance to municipalities in implementing the Clean Communities Program.
 - (4) Performing such other duties as may be required by the Director of the Department of Engineering, Public Works and Facilities Management.

- (5) Preparing and Disseminating all mandated statistical programmatic reports to appropriate agencies and officials.
- (6) The Bureau Chief of the Bureau of Recycling and Planning shall also serve as the District Recycling Coordinator.

§ 1-112. Division of Public Works.

- A. Under the direction and supervision of the Director of The Department of Engineering, Public Works and Facilities Management, the Division of Public Works' functions and responsibilities shall include: road construction and maintenance, bridge maintenance and public works, shade tree and conservation and mosquito control. ~~and traffic maintenance.~~
- B. Division head. The Director of the Division of Public Works shall be the head of the Division and shall be responsible to the Director of the Department of Engineering, Public Works Facilities Management for its operation. ~~The Director of the Division of Public Works may be the Director of the Department of Public Works and Facilities Management.~~
- C. Division organization.
 - (1) Within the Division, there shall be the following bureaus:
 - (a) Bureau of Roads and Bridges.
 - (b) Bureau of Shade Tree and Conservation.
 - (c) Bureau of Mosquito Control.
 - (d) Bureau of Inspections.
 - (e) Bureau of Heavy Equipment and Truck Repair.
 - ~~(f) Bureau of Traffic Maintenance~~
 - (2) Bureau Chief. The Chief of each bureau shall be in charge of the bureau and shall be responsible to the Director of the Division of Public Works.
 - (3) The Bureau of Roads and Bridges' functions shall include:
 - (a) Maintaining and repairing County roads.
 - (b) Maintaining, installing and cleaning storm drainage facilities.
 - (c) Performing weed control and grass maintenance on all County rights-of-way.
 - (d) Maintaining County roads in a clean and safe condition for passage free of all obstructions and hazards and removing leaves, snow, ice and debris as required.
 - (e) Maintaining, installing and repairing road warning signs and traffic lane markings on all County roads and bridges.
 - (f) Maintaining and repairing County bridges and culverts.

- (g) Maintaining County bridges free of obstructions and hazards.
 - (h) Performing stream clearance and desnagging under County bridges and culverts.
 - (i) Operating and maintaining movable County bridges.
- (4) The Bureau of Shade Tree and Conservation's functions and responsibilities shall include:
- (a) Providing for the planting, replanting, trimming and care of trees within County road rights-of-way.
 - (b) Operation of the County's compost facility and ancillary work.
 - (c) Providing for the care, cultivation, planting and trimming of trees on all County Parkland.
- (5) The Bureau of Mosquito Control's functions shall include:
- (a) Controlling and exterminating all species of mosquitoes within County limits.
 - (b) Coordinating all activities with adjacent counties to control the breeding of all species of mosquitoes within flight range of the County.
 - (c) Enforcing Title 25, Chapter 9, Article 2 of the Laws of the State of New Jersey.
- (6) The Bureau of Inspections' functions and responsibilities shall include:
- (a) Issuing permits for County roads for curbing, driveway aprons, roadway openings and work on or in the vicinity of a bridge or culvert, maintaining records as necessary and inspecting the construction of these items. Controlling and exterminating all species of mosquitoes within County limits.
 - (b) Cooperating with public service facilities and private contractors in placing County projects.
 - (c) Supervising material testing procedures relating to construction of County roads, bridges and curbing. Enforcing Title 25, Chapter 9, Article 2 of the Laws of the State of New Jersey.
 - (d) Accepting applications, issuing permits and maintaining records for road openings, curbs, driveway aprons and connections to bridges, culverts and drainage systems within roadways maintained by the County.
 - (e) Inspections of all County-owned Lands to determine if there are encroachments.
 - (f) Enforcement of the County of Union Encroachment Ordinance.

(g) Coordination with the County Police, consistent with § 115-51 of the Laws of Union County.

(7) The Bureau of Heavy Equipment and Truck Repair

(a) Having responsibility for performing repairs, maintenance and all service necessary to keep the County's Heavy Equipment and Truck in safe and readily usable condition.

~~(8) Bureau of Traffic Maintenance's functions shall include: Omitted~~

§ 1-113. ~~Omitted~~ **Division of Engineering.**

A. Under the direction and supervision of the Director of the Department of Engineering, Public Works and Facilities Management, the Division of Engineering's functions and responsibilities shall include:

1. Providing engineering advice and assistance to the Board of Chosen Freeholders, the County Manager and County Departments/Agencies; performing the engineering work and decisions involved with the design, maintenance and construction of roads, intersections, bridges, stormwater facilities, buildings, parks, and other projects and reviewing review and approving plans and specifications, tabulating bids and recommending award of contracts; administering and inspecting for contract performance, certifying satisfactory contract performance for final payment and acceptance of work for County operational services projects.

2. Providing technical information on traffic and transportation matters and maintaining markings and signs on County Roads.

3. Performing its duties and responsibilities in conjunction and cooperation with the State Department of Transportation and Municipalities of Union County, as necessary.

4. Providing technical assistance to the Municipalities of Union County, as necessary.

5. Administering professional service contracts as necessary to implement and develop various County Public Works Projects.

6. The Division of Engineering shall be responsible for the administration, supervision and oversight of all capital projects within the County of Union.

B. Director of the Division of Engineering.

(1) Division head. The Director of the Division of Engineering shall be the head of the Division and shall be responsible to the Director of The Department of Engineering, Public Works and Facilities Management, for its operation. The Director of the Division

of Engineering shall be a duly licensed professional engineer in the State of New Jersey. The Director of the Division of Engineering may be the County Engineer.

(2) The Director of the Division of Engineering will provide for the internal organization of the Division and assign and delegate work of the Division among its employees; install and maintain such administrative and financial controls and procedures as may be required for efficient management of the Division, including budget preparation activities, properties and equipment; prepare and submit such reports and recommendation with respect to the conduct, functioning and work of the Division as may be required.

C. Division organization.

(1) Within the Division, there shall be the following Bureaus:

- (a) Bureau of Engineering Services.
- (b) Bureau of Geographic Information Systems (GIS)
- (c) Bureau of Traffic Maintenance

(2) Bureau Chiefs. The Chief of each bureau shall be in charge of the bureau and shall be responsible to the Director of the Division of Engineering.

D. The Bureau of Engineering Services functions shall include:

(1) Conducting investigations, studies, planning and surveys necessary for the preparation of preliminary designs, plans and specifications and making estimates of costs for road, intersection, bridge, culvert, storm drainage and flood control facilities construction, reconstruction, major repair, replacement and improvements.

(2) Preparing final plans, specifications and proposals for advertising to receive bids upon approval of preliminary plans.

(3) On receipt of bids, preparing reports and recommendations for contract awards or rejection of bids.

(4) Providing project construction administration and inspection for contract compliance to said plans, specifications and contracts.

(5) Complying with state and/or federal requirements and performing liaison work where state and/or federal funds are involved and obtaining state and/or federal approvals where required.

(6) Providing and maintaining surveys, maps, plans, specifications, operating records and files pertaining to County roads, bridges, sewers and storm drainage facilities and coordinating with the Bureau of GIS.

(7) Maintaining County rain charts, stream gage records and geodetic monument records.

(8) Providing surveyors, developers, municipalities and consultants with records and data maintained concerning the County's infrastructure, including roadways, bridges, stormwater management and flood control, etc.

(9) Providing material testing procedures relating to construction of County infrastructure.

(10) Preparing estimates for capital expenditure programs.

(11) Cooperating with public and private utilities in developing and coordinating County projects.

(12) Reviewing subdivision and development plans as to impacts on County roads, parks, bridges, stormwater facilities and flood control requirements.

(13) Maintaining records of the work of the Division of Engineering.

(14) Soliciting federal and state funding.

E. The Bureau of Geographic Information Systems' functions shall include:

(1) Preparing County maps, digitized photographs and creating specific information for County departments and municipalities to deal with issues of public safety, economic development, and transportation issues.

F. Bureau of Traffic Maintenance's functions shall include:

(1) Providing traffic engineering services as required, including the gathering of operational traffic count data, performing studies to determine capacities and identifying and recommending corrections to traffic problems.

(2) Reviewing applications for land development within the County to determine traffic impact on County roads.

(3) Soliciting federal and state grants for traffic programs.

(4) Rendering technical assistance and advice to municipal engineers, police departments and the public concerning traffic/transportation.

(5) Supervising the maintenance of County roadway markings and signs.

(6) Maintaining records related to County roadways, markings, signs and traffic Volume data.

(7) Providing a liaison with federal and state agencies involved in traffic engineering.

(8) Providing engineering advice and design services to implement and maintain an intelligent transportation System (ITS) capability in Union County.

§ 1-114. Omitted

§ 1-115. Division of Facilities Management.

- A. Under the direction and supervision of the Director of The Department of Engineering, Public Works and Facilities Management, the Division of Facilities Management's functions and responsibilities shall include providing general building maintenance to all County buildings ~~with the exception of Runnells Specialized Hospital~~, including the functions of stationary engineers, custodial maintenance and general trades, construction management services, and printing and signage services.
- B. Division head. The Director of the Division of Facilities Management shall be the head of the Division and shall be responsible to the Director of the Department of Engineering, Public Works and Facilities Management for its operation.
- C. Division Organization.
- (1) Within the Division, there shall be the following Bureaus:
 - (a) Bureau of Custodial Maintenance.
 - (b) Bureau of General Trades.
 - (c) Bureau of ~~Stationary Engineers~~ Mechanical Trades.
 - (d) Bureau of Construction Management.
 - (e) Bureau of ~~Administrative Support~~ Print Services.
 - (2) Bureau Chief. The Chief of each Bureau shall be the head of the bureau and shall be responsible to the Director of the Division of Facilities Management.
 - (3) Bureau of Custodial Maintenance's functions shall include providing custodial and janitorial services for all County buildings, ~~with the exception of Runnells Specialized Hospital~~ and providing custodial and janitorial services for all park facilities.
 - (4) Bureau of General Trades' functions shall include providing technical and mechanical services for the safe and efficient operation of heating, ventilating, air-conditioning, plumbing and electrical systems of County buildings, ~~with the exception of Runnells Specialized Hospital~~.

- (5) Bureau of ~~Stationary Engineers' Mechanical Trades'~~ functions shall include maintaining and operating the heating, ventilating and air-conditioning systems in all County buildings. ~~with the exception of Runnells Specialized Hospital.~~
- (6) The Bureau of Construction Management's functions and responsibilities shall include supervising construction projects on all County-owned facilities and preserving, caring for, laying out, constructing and improving park and recreational facilities, the Watchung Reservation and open spaces.
- (7) The Bureau of ~~Administrative Support's~~ Print Services' functions shall include operating, facilitating and supervising the County's printing & duplication services and signage services.

§ 1-116 Division of Hospital Maintenance. Omitted

ARTICLE XXIV, DEPARTMENT OF ECONOMIC DEVELOPMENT

§ 1-152. Department established; purpose; organization.

A. General Purpose; Departmental organization. There shall be a Department of Economic Development for the purpose of promoting and developing the economic growth of the County of Union. The Director of Economic Development shall be the Head of the Department and shall be responsible to the County Manager for its operation. The Director shall be fully responsible for the implementation and coordination of all economic development plans and programs including matters affecting workforce investment, community development, and quality of housing.

B. There may be a Deputy Director who shall be responsible to the Director of the Department of Economic Development.

C. The Department of Economic Development shall consist of the following:

- (1). Workforce Investment Board
- (2). Division of Strategic Planning and Intergovernmental Relations
- (3). Division of Engineering of Information Technology

D. The Department of Economic Development shall also have the following Bureaus which shall report to the Deputy Director of the Department of Economic Development:

- (1). Bureau of Community Development
- (2). Bureau of Housing

§ 1-153 The Division of Strategic Planning and Intergovernmental Relations

A. Under the direction and supervision of the Deputy Director of Economic Development, the Division of Strategic Planning and Intergovernmental Relations functions and responsibilities shall include:

- (1) Strengthening Union County's economy and positioning the County to compete in a global marketplace by stimulating and creating new jobs, retaining existing businesses, and facilitating economic growth and development in partnership with the Union County Alliance, the Union County Economic Development Corporation and all other public/private partnerships.
- (2) Establish an ongoing program of legislative advocacy at the federal, state and/or local levels; lobby for and/or develop legislation as needed; provide analysis of legislation as needed; and act as liaison with municipal, state and federal levels of government.
- (3) Maximize federal, state and foundation grant dollars and reduce property tax burden by increasing revenues into the County to fund existing and/or new programs and services as consistent with the needs of the County.
- (4) Developing and administering continuing shared service opportunities with other public entities throughout the County and State.
- (5) Facilitating intergovernmental relations on behalf of the County.
- (6) Researching and acquiring County grant opportunities programs for maximum effectiveness.

B. Division head. There may be a Director of the Division of Strategic Planning and Intergovernmental Relations who serves as the head of the Division and shall be responsible to the Deputy Director of the Department of Economic Development for its operation.

C. Subdivisions. Within the Division of Strategic Planning and Intergovernmental Relations shall be the following subdivisions:

- (1) Bureau of Transportation Planning.
- (2) Bureau of Planning and Economic Development.

§ 1-154. Bureau of Transportation Planning.

A. Under the direction and supervision of the Division of Strategic Planning and Intergovernmental Relations, the Bureau of Transportation Planning functions and responsibilities shall include:

- (1) Providing a balanced transportation system that most efficiently services the County.
- (2) Planning a coordinated intermodal transportation system.
- (3) Encouraging the improvement and extension of commuter rail and rapid transit into the County.
- (4) Providing a highway system of adequate capacity to accommodate present and anticipated traffic volumes safely and efficiently.
- (5) Surveying and analyzing traffic conditions on County and local roads.
- (6) Coordinating County, municipal, state and interstate facility planning.
- (7) Rendering technical assistance and advice to public and private agencies involved in transportation planning.

B. Bureau Chief. The Chief of the Bureau of Transportation Planning shall be the Head of the Bureau and shall be responsible to the Director of the Division of Strategic Planning and Intergovernmental Relations for its operation.

§ 1-155. Bureau of Planning and Economic Development.

- A. Under the direction and supervision of the Director of the Division of Strategic Planning and Intergovernmental Relations the Bureau of Planning and Economic Development functions and responsibilities shall include:
1. Preparing a Master Plan for the physical development of the County.
 2. Preparing an Official County Map.
 3. Coordinating, advising and consulting with municipal, state and regional planning agencies in regard to plans and programs affecting Union County.
 4. Assisting the County Manager in the preparation of County capital budget and capital improvement programs.
 5. Advising the County Manager and Board on matters of planning and policy evaluation.
 6. Pursuing special studies when requested.
 7. Reviewing and approving, where appropriate, applications for land development within the County. Serves as staff to the Union County Planning Board.
 8. Assembling and distributing data on the County as part of the continuing planning process.

9. Being responsible for the development of data on the social planning needs and economic development of Union County.

B. Bureau Chief. The Chief of the Bureau of Planning and Economic Development shall be the Head of the Bureau and responsible to the Director of the Division of Planning and Community Development for its operation.

§ 1-156. Bureau of Community Development.

A. Under the direction and supervision of the Deputy Director of the Department of Economic Development, the Bureau of Community Development functions and responsibilities shall include:

1. Preparing, facilitating, and disseminating all matters relating to the planning and development of the County, including but not limited to those matters pertaining to planning, development, and community development mandated by federal or state government.
2. Performing all functions related to implementing a housing and community development program, as required by the Housing and Community Development Act of 1974 and any amendments thereto.
3. Providing technical assistance to the County Community Development Revenue Sharing Committee and other agencies and/or municipalities in preparing applications for the Housing and Community Development Program or other housing programs.
4. Conducting and annually updating a housing conditions analysis to determine Union County's housing needs as part of the required community development procedure.
5. Assisting Union County's municipalities, the Community Development Revenue Sharing Committee and housing agencies in identifying areas suitable for rehabilitation and in initiating housing programs in conformance with the Housing Assistance Plan when requested by the local municipalities.
6. Maintaining close liaison with the New Jersey Department of Community Affairs and the United States Department of Housing and Urban Development.

B. Bureau Chief. The Bureau Chief of the Bureau of Community Development shall be the Head of the Bureau and shall be responsible to the Director of the Division of Planning and Community Development for its operation.

§ 1-157. Bureau of Housing.

- A. Under the direction and supervision of the Deputy Director of the Department of Economic Development, the Bureau of Housing's functions and responsibilities shall include:
1. Preparing, facilitating and disseminating matters by federal and state government with reference to housing.
 2. Performing all functions related to implementing a housing program, as required by the Housing and Community Development Act of 1974 and all amendments thereto.
 3. Providing technical assistance to various agencies and municipalities in preparing applications for housing programs.
 4. Conducting and annually updating housing conditions analysis to determine Union County's housing needs.
 5. Maintaining close liaison with the New Jersey Department of Community Affairs (DCA) and the United States Department of Housing and Urban Development (HUD).
- B. Bureau Chief. The Bureau Chief of the Bureau of Housing shall be the Head of the Bureau and shall be responsible to the Director of the Division of Planning and Community Development for its operation.

§ 1-158. Division of Engineering, of Information Technology

- A. Under the direction and supervision of the Director of The Department of Economic Development, the Division of ~~Engineering's~~ Information Technology's functions and responsibilities shall include:
1. Operating and maintaining all computer equipment and supporting devices in the data center to ensure that the computer output is accurate and on a timely basis.
 2. Maintaining computer software which supports the successful operation of the data processing center.
 3. Being responsible for the installation of management information systems.
 4. Maintaining management information system modules and providing application support to the user departments and agencies.
 5. Developing new management information system applications.
 6. Being responsible for proper configuration and performance of centralized operating systems and local and wide area networks.

7. Being responsible for technical aspects of intersystem communication, including all levels of data processing protocols.

8. Being responsible for the continued support of departmental computer applications.

9. Being responsible for the implementation and maintenance of departmental systems and procedures.

10. Being responsible for the design and implementation of all new and changed reproducing equipment utilized by the County and handling planning and all related matters concerning the equipment.

B. Division head. There may be a Director of the Division of Information Technology who serves as the head of the Division and shall be responsible to the Director of the Department of Economic Development for its operation.

PART II - ADMINISTRATIVE LEGISLATION

Chapter 100, PERSONNEL

ARTICLE XVI, Employee Handbook

[The County of Union Employee Handbook, Resolution No. 2013-2 adopted 1/6/2013, amended by Resolution 2015-0229 adopted 3/12/2015, is on file in the office of the Clerk of the Board. A copy of this Handbook can be obtained by contacting the Division of Personnel Management and Labor Relations.]

ARTICLE XVIII, Work Product Protection Policy

[Adopted 4-30-2-2015 by Res. No. 2015-362

[The County of Union Work Product Protection Policy, Resolution No. 2015- 362, adopted 4-30-2015, is on file in the office of the Clerk of the Board. A copy of this Policy can be obtained by contacting the Division of Personnel Management and Labor Relations.]