

CENTER FOR
GOVERNMENT SERVICES

Public Works Manager Program

COURSES FOR NEW JERSEY LOCAL
GOVERNMENT || SUMMER & FALL 2017



RUTGERS
Continuing Studies

CENTER FOR GOVERNMENT SERVICES

PUBLIC WORKS MANAGER PROGRAM

This series of nine courses is designed for municipal and county public works supervisors who manage public works operations.

PROGRAM SPONSORS

New Jersey Department of Community Affairs, Division of Local Government Services

Public Works Association of New Jersey

Rutgers University, Center for Government Services

ADMISSION REQUIREMENTS

All participants in the Public Works Manager Program must be high school graduates or hold a high school equivalency certificate. It is highly recommended that individuals entering the program have a minimum of three years of experience in supervision.

ELIGIBILITY REQUIREMENTS FOR THE CPWM STATE EXAM

All nine courses are required before taking the New Jersey State Certified Public Works Manager (CPWM) exam. This state licensing exam is administered by the Department of Community Affairs (DCA) two times per year. The DCA application form is available at www.nj.gov/dca/divisions/dlgs, or applicants can call 609-292-4656. **Completed applications must be received at DCA one month before the exam date.**

All applicants must:

1. Be a high school graduate or hold a high school equivalency certificate
2. Complete all nine public works manager courses offered by CGS
3. Have five years of supervisory experience as a public or private sector public works manager within the last 10 years
4. Be a minimum of 21 years of age
5. Be a United States citizen
6. Be a person of good moral character

PREREQUISITE INFORMATION

All students entering the program must first successfully complete the three Section A (Management) courses before taking the three Section B (Technical) courses the next semester. Section B courses must be completed before taking any courses in Section C (Government). The Review Course is optional.

REGISTRATION INFORMATION

Courses are scheduled during the fall, spring and summer semesters throughout the state. Announcements containing specific course information are available each semester and may be found on the Center's website: www.cgs.rutgers.edu.

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Enrollment: A student may enroll in a CGS course in several different ways. Mail-in registrations, faxed registrations, in-person registrations at the CGS offices, and on-line registrations (with credit card or e-check only) are accepted prior to the start of the course. Before a student is officially enrolled in a course, payment must be authorized or secured, and the student must meet all prerequisites associated with the course. A student who has a delinquent account with CGS will not be permitted to enroll in any additional CGS courses until the delinquency is resolved.

Students may now register online with a credit card or e-check. Go to www.cgs.rutgers.edu and click on the "Register Now" link in the left column.

To ensure that course materials are available at the first session of the course, it is strongly recommended that all students register at least one week prior to the course start date.

In-person registrations at the course location at the first class are considered "walk-ins." Walk-ins are accepted but not encouraged and will be assessed a \$15 late registration fee. In addition, walk-in students must complete an "Agreement-to-Pay Form" and will be contacted by CGS immediately after the first class. Walk-ins must make full payment of all fees or provide a valid purchase order within five business days of the first class. Walk-ins already on financial hold will not be permitted to complete their registration unless the delinquency is resolved.

Course Fees and Payment: Payment for a student's participation in a course can be obtained using any of the following three methods:

- 1) Credit card payment (Visa, MasterCard, Discover or American Express) AVAILABLE ONLY THROUGH ONLINE REGISTRATION at cgs.rutgers.edu
- 2) Check or money order payment by mail or in person
- 3) Authorized voucher or purchase order received via mail or fax

Actual course fees vary per course as courses have different hours of instructional time and the cost of study materials are dissimilar. Upon receipt of a completed registration form and payment, a class space is reserved for the student. Confirmation letters regarding registration will not be sent.

Financing: If financing is needed, apply for the Sallie Mae Smart Option Student Loan as soon as possible at www.salliemae.com/00262990. Continuing education loans are available from the Rutgers Federal Credit Union. Contact them at www.rutgers.fcu.org.

Veterans' Registration: This program has been approved by the Veterans Administration and may be available for GI benefits. Go to lifelonglearning.rutgers.edu for additional information and instructions.

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Late Fees: Students are required to register for classes before the date of the first class session. Any student who attempts to register on (or after) the day of the first class will be considered a late registrant and will be assessed a \$15 late fee for the processing of the registration.

Returned Check Fee Policy: There is a \$25 fee for all returned checks. Failure to pay the fee will prevent future course registrations and the withholding of the course certificate.

Withdrawals/Transfers: All requests to change registration status, either by withdrawal or transfer, must be submitted in writing at least 2 business days before the course start date and will incur a \$25 processing fee. Withdrawals will be refunded, minus the \$25 fee. Failure to notify CGS within the time frame will result in forfeiture of all fees.

Course Cancellation Policy: CGS reserves the right to cancel any course or seminar. CGS will notify all students enrolled in a course that has been cancelled and the information will be posted on the CGS website. Students will be given the choice of receiving a full refund for courses cancelled by CGS or the option to enroll in the same or another course in this or the following semester. In the event there is a difference in course fees between the course that was cancelled and the alternate course, an adjustment will be made. A student may not select an alternative course that has a prerequisite if the prerequisite has not been met.

CPE Continuing Education Credit: Selected courses in the CGS program are approved by the New Jersey State Board of Accountancy for CPE credit under Rutgers University sponsor #703.

Certificates: Certificates are mailed to students after the successful completion of each course, which is defined as 80% attendance of the class hours, a passing grade (if an examination is required) and full payment of all fees. A permanent record of courses taken is maintained by Rutgers. Certificates will not be issued to students if any fees are outstanding or delinquent.

Special Needs Students: Students with special needs are encouraged to contact CGS so that appropriate accommodations may be made.

For More Information: Visit CGS at www.cgs.rutgers.edu, the Public Works Association of New Jersey at www.pwanj.com, and the New Jersey State Department of Community Affairs at www.nj.gov/dca/divisions/dlgs.

PROGRAM COURSES

A. MANAGEMENT UNIT

Management Tasks, Responsibilities, and Practices – 30 Hours

This management course examines the role of a public works manager. The course is based on systematic approaches to individual, group, and organizational performance relative to planning, leadership, ethics, personnel performance, and decision-making skills development.

Managing and Developing Human Resources – 24 Hours

Prerequisite: Management Tasks, Responsibilities, and Practices

Human resources are vital to the quality of public works operations. This course covers topics in human resources planning, development programs, labor relations, hiring and interviewing practices, performance appraisal techniques, disciplinary practices, safety requirements, and the laws covering these areas.

Public Relations – 18 Hours

Prerequisite: Managing and Developing Human Resources

Public works supervisors and personnel are visible in the community as they go about their daily tasks. This course includes developing effective communication skills with co-workers, colleagues, elected officials, and the general public. The responsibilities and parameters related to public relations in a municipality are defined.

B. TECHNICAL UNIT

Operations Resource Management – 42 Hours

Public works performance is directly affected by the resources available to management. In this course, operational procedures are discussed and reviewed to increase efficiency through effective planning, evaluation of performance objectives, and inventory development. The technologies of public works operations are addressed through the areas of road maintenance, snow removal, leaf collection, recycling, parks, buildings and grounds maintenance, sewers, water, and fleet maintenance.

Management Accountability – 6 Hours (formerly Information Systems)

Public works departments must maintain accountability within their operations and community. Topics include monitoring and recording daily work activities, establishing performance standards, and reviewing formulas and calculations to document performance.

PLEASE PHOTOCOPY THIS FORM FOR MULTIPLE REGISTRATIONS • ONLINE REGISTRATION AVAILABLE AT CGS.RUTGERS.EDU

Mail registration form and payment to:
PUBLIC WORKS MANAGER PROGRAM
RUTGERS CENTER FOR GOVERNMENT SERVICES
303 George Street, Suite 604
New Brunswick, NJ 08901-2020
Or fax to: 732-932-3586

GENERAL INFORMATION

If home or employer information has changed since your last registration, check here.

Last Name _____

First Name _____ Middle Initial _____

Gender Female Male

Employer _____

Title _____

Business Address

Street _____

City _____

State _____ Zip _____

Home Address

Street _____

City _____

State _____ Zip _____

Phone Numbers (required – check box for preferred)

Mobile _____ Home _____

Business _____ Ext. _____

E-mail Addresses (required – check box for preferred)

Business _____

Home _____

COURSE INFORMATION

I wish to register for:

Title _____

Code _____ Fee _____

Location _____

Title _____

Code _____ Fee _____

Location _____

Title _____

Code _____ Fee _____

Location _____

Title _____

Code _____ Fee _____

Location _____

Title _____

Code _____ Fee _____

Location _____

Prerequisite(s) (if applicable) _____

Completion Date _____ Location _____

PAYMENT INFORMATION

Check or voucher must accompany registration form. Make check or voucher payable to: Rutgers, The State University of New Jersey. Mail to above address.

In accordance with University policies, credit card information is no longer accepted on registration forms. Students paying course fees with a credit card must register online at: <http://cgs.rutgers.edu>. Click on the red "Register Now" button.

There is a \$25 fee for course withdrawals and/or returned checks.

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Municipal Planning and Urban Development – 12 Hours

The New Municipal Land Use Law (40:44D-1 et seq.) is reviewed as part of the municipal planning process. Subdivisions, site plans, development ordinances, and municipal master plans are discussed as applicable to the public works function.

C. GOVERNMENT UNIT

Local Government in New Jersey – 12 Hours

Public works managers function within the structure of both state and local government. This course describes the historical development of counties, municipalities, school districts, and special districts in New Jersey. Attention is devoted to local governmental functions, the realities of working in a political environment, and the relationships within a two-party system.

Municipal Budget Process – 12 Hours

This course focuses on public works finance, as a large portion of the municipal budget is devoted to public works. Municipal finance relates to both the municipal budget process and the public works budgetary system. Participants gain a better understanding of the entire municipal budget process after completing this course.

Public Works Purchasing – 12 Hours

Public works purchasing involves large sums of taxpayer dollars and purchasing practices must be effective within the department. The course covers public purchasing functions, practices, public contract laws, cooperative purchasing procedures, change order regulations, and the certification of funds.

CPWM REVIEW

Public Works CPWM Review – 12 Hours

This optional three-day review course prepares students for the CPWM exam administered by the New Jersey Department of Community Affairs. The course covers topics from each of the nine CPWM courses and is scheduled before the state exam each semester.

**PUBLIC WORKS MANAGER PROGRAM
SUMMER & FALL 2017
SCHEDULE OF COURSES**

A. MANAGEMENT UNIT

**Management Tasks, Responsibilities, and Practices – \$912
30 Hours**

PW-1301-FA17-1 Bordentown

Rutgers EcoComplex, 1200 Florence-Columbus Road
Tues/Thurs, September 5, 7, 12, 14, 19
8:30 a.m. – 3:30 p.m.
5 Sessions
Instructor: Donald Hansen

PW-1301-FA17-2 New Brunswick

Rutgers University, Public Safety Building
55 Commercial Avenue, Room 205B
Tues/Wed/Thurs, Sept. 5, 6, 7, 12, 13, 14, 19, 20, 21, 26
5:00 p.m. – 8:00 p.m.
10 Sessions
Instructor: Donald Hansen

**Managing and Developing Human Resources – \$736
24 Hours**

PW-1302-FA17-1 Bordentown

Rutgers EcoComplex, 1200 Florence-Columbus Road
Tues/Thurs, October 3, 5, 10, 12
8:30 a.m. – 3:30 p.m.
4 Sessions
Instructor: Howard Dill

PW-1302-FA17-2 New Brunswick

Rutgers University, Public Safety Building
55 Commercial Avenue, Room 205B
Tues/Wed/Thurs, October 3, 4, 5, 10, 11, 12, 17, 18
5:00 p.m. – 8:00 p.m.
8 Sessions
Instructor: Roland Conte

**Public Relations – \$554
18 Hours**

PW-1303-FA17-1 Bordentown

Rutgers EcoComplex, 1200 Florence-Columbus Road
Mon*/Thurs, October 23*, 26, 30*
8:30 a.m. – 3:30 p.m.
3 Sessions
Instructor: Gary Sylvester

PW-1303-FA17-2 New Brunswick

Rutgers University, Public Safety Building
55 Commercial Avenue, Room 205B
Mon*/Tues/Wed/Thurs, October 24, 25, 26, 30*, Nov. 1, 2
5:00 p.m. – 8:00 p.m.
6 Sessions
Instructor: Kenneth Schwartz

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B. TECHNICAL UNIT

Operations Resource Management – \$1,293

42 Hours

PW-1304-FA17-1 Bordentown

Rutgers EcoComplex, 1200 Florence-Columbus Road
Mon/Tues*/Thurs**, September 5*, 7**, 11, 12*, 18, 25, 28**
8:30 a.m. – 3:30 p.m.

7 Sessions

Instructor: Roland Conte

PW-1304-FA17-2 New Brunswick

Rutgers University, 303 George Street, 6th Floor
Mon*/Tues/Wed/Thurs, September 6, 7, 11*, 13, 14, 18*, 20,
21, 25*, 26, 27, 28, October 2*, 4

5:00 p.m. – 8:00 p.m.

14 Sessions

Instructors: Kenneth Schwartz and Donald Hansen

Management Accountability – \$213

6 Hours

PW-1305-FA17-1 Bordentown

Rutgers EcoComplex, 1200 Florence-Columbus Road
Tues, October 10

8:30 a.m. – 3:30 p.m.

1 Session

Instructors: Andrew Kapp and Philip Yoke

Municipal Planning and Urban Development – \$380

12 Hours

PW-1306-FA17-1 Bordentown

Rutgers EcoComplex, 1200 Florence-Columbus Road
Mon, October 23, 30

8:30 a.m. – 3:30 p.m.

2 Sessions

Instructors: Frank Vuoso

C. GOVERNMENT UNIT

Local Government in New Jersey – \$381

12 Hours

PW-1307-SP17-2 Bordentown

Rutgers EcoComplex, 1200 Florence-Columbus Road
Mon*/Fri, June 9, 12*

8:30 a.m. – 3:30 p.m.

2 Sessions

Instructor: Kevin Sluka

PW-1307-FA17-1 Bordentown

Rutgers EcoComplex, 1200 Florence-Columbus Road
Mon*/Fri, November 3, 13*

8:30 a.m. – 3:30 p.m.

2 Sessions

Instructor: Kevin Sluka

NO. 9

Municipal Budget Process – \$396

12 Hours

PW-1308-SP17-2 Bordentown

Rutgers EcoComplex, 1200 Florence-Columbus Road

Wed, June 21, 28

8:30 a.m. – 3:30 p.m.

2 Sessions

Instructor: Kevin Sluka

PW-1308-FA17-1 Bordentown

Rutgers EcoComplex, 1200 Florence-Columbus Road

Mon*/Wed, November 22, 27*

8:30 a.m. – 3:30 p.m.

2 Sessions

Instructor: Kevin Sluka

Public Works Purchasing – \$386

12 Hours

PW-1309-SU17-1 Bordentown

Rutgers EcoComplex, 1200 Florence-Columbus Road

Mon*/Tues, July 25, 31*

8:30 a.m. – 3:30 p.m.

2 Sessions

Instructor: Kevin Sluka

PW-1309-FA17-1 Bordentown

Rutgers EcoComplex, 1200 Florence-Columbus Road

Tues, December 12, 19

8:30 a.m. – 3:30 p.m.

2 Sessions

Instructor: Kevin Sluka

CPWM REVIEW

Public Works CPWM Review* – \$391

12 Hours

PW-1310-FA17-1 Bordentown

Rutgers EcoComplex, 1200 Florence-Columbus Road

Wed, September 6, 13, 20

8:30 a.m. – 12:30 p.m.

3 Sessions

Instructor: Paul McCall

PW-1310-FA17-2 Bordentown

Rutgers EcoComplex, 1200 Florence-Columbus Road

Wed, September 6, 13, 20

1:00 p.m. – 5:00 p.m.

3 Sessions

Instructor: Paul McCall

****The CPWM Review is open to students who have completed all nine courses. CPWM exam applications must be filed with the DCA one month before the exam date.***

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CENTER FOR GOVERNMENT SERVICES
Rutgers, The State University of New Jersey
303 George Street, Suite 604
New Brunswick, NJ 08901-2020