

New Jersey Department of Community Affairs
Division of Local Government Services
Certification Unit

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Website:
<http://www.nj.gov/dca/divisions/dlgs/programs/certification.html>

Certification Unit

- Certified Municipal Finance Officers (CMFO)
- Certified County Finance Officers (CCFO)
- Qualified Purchasing Agents (QPA)
- Registered Municipal Clerks (RMC)
- Certified Tax Collectors (CTC)
- **Certified Public Works Managers (CPWM)**

Certified Public Works Managers (CPWM)

- Certification/Exam Requirements
 - Renewal Requirements

Certification/Exam Requirements

- 6 Requirements:
 - 21 Years of Age
 - U.S. Citizen
 - Person of Good Moral Character
 - High School Diploma or Equivalent
 - Completion of the Rutgers Center for Government Services CPWM Program
 - *Public Works Manager*

Definition of Public Works Manager

- N.J.S.A. 40A:9-154.6:
 - "A person who in at least 5 of the last 10 years has served in a position of public or private public works, construction management or civil engineering position where no less than 50% of the person's work time was directly spent in daily, direct supervision of public works activities."

The State Exam

- April and October
- Applications are due 30 days prior to the exam date
- T/F, M/C, Matching, Fill-In, Short Answer, Practical/Pictorials
- 80% to pass
- Failing examinees are given an opportunity to review their exams at DCA

Renewal Requirements

- 20 hours every 3 years:
 - "Technical" – 5 hours
 - "Management" – 3 hours
 - "Government" – 3 hours
 - "Ethics" – 3 hours
 - "IT" – optional

Renewal Requirements

- Applications for renewal can be found on DLGS website:
 - <http://www.nj.gov/dca/divisions/dlgs/programs/certification.html>
- Make sure you are using the most updated application!
- \$50 renewal fee

Renewal Requirements

- Every renewal “cycle” stands alone
 - No “banking” of hours from one cycle to the next
- 6-month grace period
 - Automatic
 - \$50 late fee

Questions?

Local Government Ethics Law

Annual Financial Disclosure
Statement

Local Government Ethics Law

- N.J.S.A. 40A: 9-22.1 et seq. was enacted in 1991. 26 years of filing FDS's!
- The requirement for Local Government Officers (LGOs) to file a FDS is in the original law
- Local Finance Board is charged with enforcement of LGEL

LFB Duties

- Annual Financial Disclosure Statements
- Review local ethics codes
- Advisory Opinions
- Complaints
- Appeals

Financial Disclosure Statements

- 26th year of filing Financial Disclosure Statements
- Forms are maintained for 5 years
- 33,000 to 35,000 Local Government Officers file each year

Financial Disclosure Statements

- File online at fds.nj.gov
- Information carries over from year to year
- Only have to file one form for multiple positions
 - LGO's have to submit all PINs on the FDS system
- Real-time filing means LGO knows right away the FDS was submitted & can check it themselves

Who has to file?

N.J.S.A. 40A: 9-22.3.g

- (1) elected to any office of a local government agency;
- (2) serving on a local government agency, which has the authority to enact ordinances, approve development applications or grant zoning variances;
- (3) who is a member of an independent municipal, county or regional authority; or
- (4) who is a managerial executive employee of a local government agency

Who has to file?

- N.J.S.A. 40A: 9-22.3.g
- Department heads, including executive directors, division directors, deputy directors, and assistant directors

Who has to file?

- 1. Business administrator;
- 2. Municipal or county manager;
- 3. Chief financial officer;
- 4. Treasurer;
- 5. Municipal clerk or clerk of governing body;
- 6. Department heads, including executive directors, division directors, deputy directors, and assistant directors;
- 7. Chief or acting chief of police and paid fire departments, or “officer in charge” in lieu of a chief or acting chief title;
- 8. Deputy chiefs and assistant chiefs of police and paid fire departments;

Who has to file?

- 9. Chief or acting chief of a beach patrol;
- 10. Municipal and county engineer;
- 11. Health officer;
- 12. Municipal attorney and county counsel;
- 13. Planning board or zoning board of adjustment attorney;
- 14. Local government agency attorney;
- 15. Municipal and county emergency management coordinators;
- 16. Trustees on a library board of trustees;
- 17. Municipal prosecutor;
- 18. County prosecutors;
- 19. County agriculture board members;
- 20. County college board of trustees;
- 21. Board of recreation commissioners;

Who has to file?

- 22. Local ethics board members;
- 23. Rent leveling board members;
- 24. Special improvement district executive director/director and its members;
- 25. Special taxing district executive director/director and its commissioners;
- 26. Joint insurance fund executive director/director and its commissioners;
- 27. Local pension board commissioners;
- 28. Tax collector;
- 29. Qualified purchasing agent;
- 30. Construction official; and
- 31. Tax assessor.

N.J.S.A. 40A:9-22.6

What's on the FDS?

- (1) Sources of income exceeding \$2000
 - All sources of income-no exceptions
- (2) fees and honorariums exceeding \$250
- (3) source of gifts, reimbursements or prepaid expenses having an aggregate value exceeding \$400 from any single source, excluding relatives,

N.J.S.A. 40A:9-22.6

- (4) name and address of all business organizations in which the local government officer or a member of his immediate family had an interest
- (5) address and brief description of all real property in the State

What's on the FDS?

Information used to fill out the FDS is from the **previous** calendar year.

To fill out the form in 2017 use your sources of income and business organizations from **2016**.

FDS Violations

For 2015, 33,720 LGOs were listed on the roster.
Only 1400 Notice of Violations were issued.

FDS Violations

- FDS violations have always been enforced
- 1st case ever decided under the LGEL was a FDS violation
 - Appellate Division upheld the filing requirement for Library Board trustee.
- FDS Violations are violations of the Local Government Ethics Law.

The Process for non-filers

Local Finance Board votes at a meeting to issue a Notice of Violation. NOVs are then sent to the Clerk to distribute to the LGO.

The Process

LGO's can then choose to either

- A) Submit a written request for a hearing
- B) Pay the fine.

Either way, the FDS has to be filed.

For 2015, the Board waived fines:

- Multiple Positions
- Filed other ethics forms
- Filed using the 2013 form
- Medical Hardship
- Non-notice by the Clerk
- Error by the Clerk

No blanket rules though.

FDS Violations

Board has become stricter on LGO's who incorrectly fill out their FDS finding violations and fines.

Ex. Don't list sources of income or business organizations claiming they "forgot"

Certified Public Works Manager

RECORD OF CONTINUING EDUCATION / CERTIFICATION RENEWAL APPLICATION

Part I: Please complete the following contact information:

Name: _____ CPWM No. _____ Exp. Date _____

Address of Record: _____

Home Phone: _____ Work Phone: _____ E-Mail of record: _____

IMPORTANT – Please note that the address and email you provide will be entered into the Division database as your **ADDRESS/E-MAIL OF RECORD**. Such address and email may then be provided to any member of the public who requests it. Therefore, if you do not wish your home address or email to be your address/email of record, please provide an alternative address and email. Your address of record must include a street address. **Please notify the Division of any future changes to your address/e-mail of record.**

Part II: As you complete an approved course for continuing education contact hours, fill in each row as appropriate. List the number of approved hours in the appropriate subject column.

Course No.	Course Date	Course Name	Course Sponsor	Technical	Management	Government	Ethics	Information Technology

CONTINUE ON NEXT PAGE

As you complete an approved seminar for continuing education contact hours, fill in each row as appropriate. List the number of approved hours in the appropriate subject column.

As you complete an approved seminar for continuing education contact hours, fill in each row as appropriate. List the number of approved hours in the appropriate subject column.				Technical	Management	Government	Ethics	Information Technology
Course No.	Course Date	Course Name	Course Sponsor					

Renewal requires completion of 20 contact hours of continuing education credits. Applicants for renewal must obtain a minimum of three (3) contact hours in "Ethics", "Management" and "Government" and five (5) contact hours in "Technical". "Information Technology" is an optional category.

Part III: Certification of Attendance:

I, _____, CPWM # _____ certify that I have

PRINT NAME

attended the educational programs noted above which are required for the renewal of my certified public works manager certificate. I understand that any willful misrepresentation on my part may be grounds for suspension or revocation of my certification. Further, I understand that the Division of Local Government Services may request proof of my attendance at the above seminars anytime within six (6) months after the renewal date of my certification.

Signature: _____ Date: _____

Upon completion of the continuing education requirements, please forward the application to: Certification Unit, Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625-0803. Applications must be accompanied by a check or money order for \$50.00 made payable to the State Treasurer. THE APPLICATION FEE IS NOT REFUNDABLE. If you have any questions concerning completion of the application, please contact the Division of Local Government Services at (609) 292-4656. Revised, January 2015.

APPLICATIONS SUBMITTED AFTER THE EXPIRATION DATE REQUIRE AN ADDITIONAL \$50.00