

CENTER FOR
GOVERNMENT SERVICES

Certified Public Works Manager Program

COURSES FOR NEW JERSEY LOCAL
GOVERNMENT || SPRING 2012 SCHEDULE



RUTGERS
Continuing Studies

RUTGERS

Continuing Studies

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

CONTACT INFORMATION

Center for Government Services
Rutgers, The State University of New Jersey
303 George Street, Suite 604
New Brunswick, NJ 08901-2020
732-932-3640
www.cgs.rutgers.edu

SERVING NEW JERSEY FOR SIXTY YEARS

The Center for Government Services (CGS) is affiliated with the Rutgers Division of Continuing Studies and was formerly a part of the Edward J. Bloustein School of Planning and Public Policy. The Center was established in 1991 from the consolidation of the Bureau of Government Research (created in 1950) and the Department of Government Services.

The organization's mission is to improve the knowledge, competency and professionalism of state and municipal officials and employees and has performed that function for over 60 years. It has trained thousands of public sector officials in a variety of areas affecting public services. The areas include municipal finance, housing inspection and code enforcement, education facilities management, public purchasing, planning and zoning and municipal administration (i.e. municipal clerks and registrars) to name a few.

The Center trains approximately 8,000 individuals each year through 18 separate programs, over 150 separate courses and 850 individual sessions. Courses are held throughout the state during the year. Participants in the Center's programs are taught by practicing professionals whose expertise reflects both theoretical and practical considerations.

CGS collaborates with a variety of partners that provide funding for training. It also has extensive relationships with professional advisory bodies to ensure that the training reflects state-of-the-art knowledge.

The Center has been frequently designated by the New Jersey legislature to offer state mandated training for municipal officials. As a result, it is often called upon to certify that participants in its programs have demonstrated the competence and skills to perform their duties and responsibilities in a professional manner that is appropriate for public services and consistent with the standards for high quality public services. It continues to be the focus for public sector training in New Jersey.

RUTGERS
Continuing Studies

CENTER FOR GOVERNMENT SERVICES

REGISTRATION FORM

PLEASE PHOTOCOPY THIS FORM FOR MULTIPLE REGISTRATIONS

Mail registration form and payment to:
CERTIFIED PUBLIC WORKS MANAGER PROGRAM
CENTER FOR GOVERNMENT SERVICES
Rutgers, The State University of New Jersey
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 _____

Social Security Number _____

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 _____

Work _____ Extension _____

E-mail (required) _____

COURSE INFORMATION

I wish to register for:

Course Title _____

Course ID _____ Fee _____

Course Location _____

Course Title _____

Course ID _____ Fee _____

Course Location _____

Prerequisite Course(s) (if applicable) _____

Completion Date _____ Location _____

PAYMENT INFORMATION

Check, voucher, or credit card information must accompany registration form. Make check or voucher payable to Rutgers, The State University of New Jersey and send to above address.

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

Check Voucher

VISA MasterCard AmEx Discover

Total Amount \$ _____

Credit Card # _____

Expiration Date _____ Security Code _____

Signature _____

CERTIFIED 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

New Jersey State League of Municipalities

Public Works Association of New Jersey

Rutgers University, Center for Government Services

ADMISSION REQUIREMENTS

All participants in the Certified Public Works Manager (CPWM) 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 CPWM exam. This state licensing exam is administered by the Department of Community Affairs (DCA) in April and October of each year. The DCA application form is available at www.state.nj.us/dca/lgs, or applicants can call 609-292-9757. 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.

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.

Information Systems – 6 Hours

The basic concepts of personal computers are presented with a computer demonstration and discussion of applications related to improving public works operations. A detailed plan for developing a database field is featured in this workshop.

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 – 18 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.

REGISTRATION INFORMATION

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

Enrollment: A student may enroll in a CGS course in several different ways. Mail-in registrations, faxed registrations, and in-person registrations at the CGS offices 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.

In-person registrations at the course location on the night of 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 by mail, in-person or fax (Visa, Master card, Discover or American Express)
- 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 occur.

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

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 checks that are returned to CGS. Failure to pay the fee will prevent future course registrations and the withholding of the course certificate.

Withdrawal Policy: CGS will refund the full course fees minus a \$25 charge for processing to students who notify CGS of their intent to withdraw from a class in writing at least 2

CERTIFIED PUBLIC WORKS MANAGER PROGRAM

business days before the class is scheduled to start. Failure to notify CGS within that time period will result in forfeiture of all fees.

Class Cancellation Policy: The Center 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 a choice of receiving a full refund for courses cancelled by CGS or exercising the option to enroll in the same course at a different location (if one is available) or another course that is offered during the same 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.

If the student wishes to enroll in a course that is offered during a future semester, the tuition payment will be held in an escrow account and the student will pay the difference in costs if the registration fee of the alternative course is more expensive. If the fees for the alternative course are less, the student will receive a refund for the difference. A student may not select an alternative course that has a prerequisite if the prerequisite has not been met.

Education Credit: Selected courses in the CGS program qualify for continuing education credit toward renewal of certain professional licenses and academic credit. The CGS website lists the specific courses where continuing education credit is available.

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 number 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.

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.state.nj.us/dca/lgs.

CERTIFIED PUBLIC WORKS MANAGER PROGRAM SPRING 2012 SCHEDULE OF COURSES

New Student Orientation

All new students must attend the Orientation on **February 21, 2012 from 10 a.m. – 12 noon** at the Center for Government Services, Rutgers University, 303 George Street, Suite 600, Classroom A, New Brunswick, NJ. Please call 732-932-3640 to confirm your attendance. Parking will be available in the parking lot behind the building.

A. MANAGEMENT UNIT

Management Tasks, Responsibilities, and Practices – 30 Hours

PW-1301-SP12-1 Bordentown

Rutgers EcoComplex, 1200 Florence-Columbus Road

Thurs, March 1, 8, 15, 22, April 5

8:30 a.m. – 3:30 p.m.

5 Sessions

Instructor: Donald Hansen

\$927

PW-1301-SP12-2 New Brunswick

Rutgers University, 303 George Street, Suite 600, Room C

Tues/Thurs, March 1, 6, 8, 13, 15, 20, 22, April 3, 5, 10

5:30 p.m. – 8:30 p.m.

10 Sessions

Instructor: Donald Hansen

\$927

Managing and Developing Human Resources – 24 Hours

PW-1302-SP12-1 Bordentown

Rutgers EcoComplex, 1200 Florence-Columbus Road

Thurs, April 12, 19, 26, May 3

8:30 a.m. – 3:30 p.m.

4 Sessions

Instructor: Howard Dill

\$703

PW-1302-SP12-2 New Brunswick

Rutgers University, 303 George Street, Suite 600, Room C

Tues/Thurs, April 12, 17, 19, 24, 26, May 1, 3, 8

5:30 p.m. – 8:30 p.m.

8 Sessions

Instructor: Roland Conte

\$703

Public Relations – 18 Hours

PW-1303-SP12-1 Bordentown

Rutgers EcoComplex, 1200 Florence-Columbus Road

Thurs, May 10, 17, 24

8:30 a.m. – 3:30 p.m.

3 Sessions

Instructors: Howard Dill and Stephen Bonanni

\$583

PW-1303-SP12-2 New Brunswick

Rutgers University, 303 George Street, Suite 600, Room C

Tues/Thurs, May 10, 15, 17, 22, 24, 29

5:30 p.m. – 8:30 p.m.

6 Sessions

Instructor: Kenneth Schwartz

\$583

B. TECHNICAL UNIT

Operations Resource Management – 42 Hours

PW-1304-SP12-1 Bordentown

Rutgers EcoComplex, 1200 Florence-Columbus Road

Tues, March 6, 13, 20, April 3, 10, 17, 24

8:30 a.m. – 3:30 p.m.

7 Sessions

Instructors: William Nese, Andrew Kapp, Donna Domico,
and William Foelsch

\$1,272

Operations Resource Management – 42 Hours

PW-1304-SP12-2 New Brunswick

Rutgers University, 303 George Street, Suite 600, Room B

Tues/Thurs, March 1, 6, 8, 13, 15, 20, 22, 27, and

April 3, 5, 10, 12, 17, 19

5:30 p.m. – 8:30 p.m.

14 Sessions

Instructors: Kenneth Schwartz and Donald Hansen

\$1,272

Information Systems – 6 Hours

PW-1305-SP12-1 Bordentown

Rutgers EcoComplex, 1200 Florence-Columbus Road

Tues, May 1

8:30 a.m. – 3:30 p.m.

1 Session

Instructors: Andrew Kapp and Philip Yoke

\$218

Municipal Planning and Urban Development – 12 Hours

PW-1306-SP12-1 Bordentown

Rutgers EcoComplex, 1200 Florence-Columbus Road

Tues, May 8, 15

8:30 a.m. – 3:30 p.m.

2 Sessions

Instructors: Kenneth Hetrick and Glenn Kienz

\$376

C. GOVERNMENT UNIT

Local Government in New Jersey – 12 Hours

PW-1307-SP12-1 Bordentown

Rutgers EcoComplex, 1200 Florence-Columbus Road

Thurs, March 8, 15

8:30 a.m. – 3:30 p.m.

2 Sessions

Instructors: Stephen Bonanni and Ernest Reock

\$376

Municipal Budget Process – 12 Hours

PW-1308-SP12-1 Bordentown

Rutgers EcoComplex, 1200 Florence-Columbus Road

Thurs, April 12, 19

8:30 a.m. – 3:30 p.m.

2 Sessions

Instructors: Kevin Sluka and Stephen Bonanni

\$383

Public Works Purchasing – 12 Hours

PW-1309-SP12-1 Bordentown

Rutgers EcoComplex, 1200 Florence-Columbus Road

Thurs, May 3, 10

8:30 a.m. – 3:30 p.m.

2 Sessions

Instructor: Kevin Sluka

\$368

CPWM REVIEW

Public Works CPWM Review* – 18 Hours

PW-1310-SP12-1 Bordentown

Rutgers EcoComplex, 1200 Florence-Columbus Road

Wed, March 14, 21, April 4

8:30 a.m. – 3:30 p.m.

3 Sessions

Instructors: Andrew Kapp and Robert DiMarco

\$593

**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.*