

BACKGROUND SUMMARY

**DEGREES,
CERTIFICATIONS &
LICENSES:**

- **Juris Doctor**, Rutgers School of Law, 2008
- **Bachelor of Science**, Major Education, Secondary Major, 2004
- **QPA Certification**, 2021
- **CMFO Certification**, 2024 (In Progress)
- **Pennsylvania Licensed Attorney**, 2011
- **State of New Jersey, QPA License**, 2021

**SUMMARY of
QUALIFICATIONS:**

- 9+ years of Management
- 6+ years of Legal experience
- Strong leadership, strategic planning, decision-making, and problem-solving abilities
- Strong oral and written communication, and teamwork and people skills

CAPABILITIES:

- Finance
- Operations

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PROFESSIONAL EXPERIENCE.

Township of Irvington, Irvington, NJ **July 2014 - Present**
Business Administrator

Responsible for all personnel decisions, including hiring, discipline, reduction in force and termination based upon applicable bargaining contract and laws/regulation. Creates/modifies policy, practice and procedure based on changed laws/regulations and modifications to existing collective bargaining agreements, via negotiations. Conducts workplace investigations, ensure Township compliance with various Federal and State agencies and manage the implementation and renewals of health-related benefits and property/casualty and other related insurance policies.

Key Accomplishments:

Managing the day-to-day operations for a township of over 55k residents, while managing almost 700 staff members across 7 departments and 4 divisions. Oversee the Township budget of approximately \$115 million. Re-negotiated and reached settlement with 8 of 9 bargaining units, including Police and Fire within 1 year of appointment and have consistently maintained bargaining groups under contract prior to expiration of the current agreement until 2020. Won every EEOC complaint made against the Administration; and have settled the only civil rights complaint between 07.01.2014 through 10.20.2020 for \$10,000.00. Improved information technology network infrastructure, upgraded telecommunication capabilities through network connectivity integration, managed multiple State and local emergencies, including direct planning, response, and prioritization for emergency events, such as snowstorms and COVID-19

Finance Director June 2018 - Present

Assumed responsibility for the day-to-day management of the Finance Department to reduce Audit findings year-to-year. Manage activities of the CFO, Comptroller and Tax Collector to address deficiencies in operations and create procedures to ensure regular compliance with appropriate fiscal management.

Rent Control Officer July 2015 - Present

Responsible for ensuring the enforcement of ordinance as applied to all rent control disputes within the township, including, but not limited to, reviewing documents, holding hearings, and rendering written decisions related to compliance. Ensure annual compliance, maintain records and overseeing modifications to ordinance related to changing market conditions.

- Personnel
- Policy
- Law Enforcement
- Legal

TECHNICAL SKILLS:

OS: Windows

Applications: Lexis Nexis, West Law, Microsoft Office and Edmunds

Police Director

February 2014 – November 2014

Responsible for directing the day-to-day actions of the 150 staff members of the Irvington Police Department through the issuance of general and special orders, reviewing reports, highlights and the U.C.R. and oversee COMSTAT to review officer performance, give feedback and modify operations accordingly. Served as the hearing officer for administrative disciplinary matters involving all police personnel (uniformed and civilian). Attended regional meetings with outside law enforcement agencies (FBI, DEA, BON, and Newark Police Department) to facilitate inter-agency cooperation.

Under my leadership, the department produced monthly reductions in year-to-year overall comparisons of 3-10% for violent and non-violent crime on a weekly and monthly basis. Led the creation of the Summer Crime Plan, reorganized the department hierarchy and division structure to reduce redundant functions, and engaged various county and federal law enforcement agencies, such as the DEA, FBI, and Essex County Sheriff for assistance. Reduced year to year overtime by \$300k. Made several changes to assist officers in the execution of their job duties: 1. Modified IA tolerances to give officers more latitude to conduct FIRs and engage in other tactics to address potential criminal actors; 2. Obtained departmental access to grant and other funds to purchase necessary equipment; and 3. Engaged a vendor to provide surveillance vehicles to the department on an as needed basis.

Key Accomplishments:

- Violent crime under my tenure, specifically murders, were reduced by approximately 25% year to year.

Irvington Board of Education, Irvington, NJ

May 2013 – June 2014

Manager of Human Resources

Responsible for managing the day-to-day personnel actions for the school district, including, but not limited to, hiring, transfers, temporary re-assignments, re-classifications, and terminations.

Created and facilitated a training program for Secretaries that saved the district thousands of dollars in 3rd party vendor fees. Supervised and directed a reduced District Medical Staff without a decrease in the services provided, in addition to bringing in outside vendors to expand some services without incurring additional costs. Directed and oversaw all personnel actions for the district, including but not limited to, affirmative action investigations, 504 accommodations, and disciplinary actions. Created new procedures, issue administrative directives, new job descriptions, new staff evaluation tools, and draft new policies/procedures.

Made personnel recommendations to the CSA based on applicable laws, including NJLAD, Title 18A, and Title 6A, which has resulted in no litigation filed against the district relative to employment law violations. Made personnel recommendations to the CSA based on applicable labor contracts, which has resulted in one litigation matter filed against the district relative to labor law grievances; participate as member of the labor negotiations committee on behalf of the district and perform various other function as needed.

Hunt, Hamlin & Ridley, Newark, NJ
Associate at General Practice Firm

June 2006 – November 2012

Conducted day-to-day, time sensitive legal research based on emergent issues referred to the firm by directors and administrators of public entities. Researched and drafted policies and practices to insulate public entities from liability. Created training materials for supervisory staff with updates to existing regulatory/statutory (ADA, NJLAD, NJFLA, FMLA, ADEA, and Title VII) compliance. Drafted and reviewed contracts for professional services vendors, created templates for independent contractor agreements, and drafted requests for bids/proposals. Performed document reviews.

Investigated claims against public entities (grievances/arbitrations) brought pursuant to CBA or under EEOC/PERC, including allegations of breach of regulations and statutes against directors and officers. Provided updates to liability/excess carriers and reviewed insurance contracts to avoid coverage disputes. Drafted documents related to all aspects of legal defense in the Superior Court of New Jersey (and other administrative bodies), including initial pleadings/responses, discovery, depositions, motion practice (pre-answer, discovery, dispositive and *in limine*), settlement negotiations (Mediations) and trial and post-trial motions/relief. Experienced in Appellate Division motions/briefs and Briefs for the New Jersey District (Newark Vicinage) and 3d Circuit Court of the Federal Government.

Essex County Superior Court, Newark, NJ
Mediator

September 2008 – December 2008

Negotiated disputes between adverse parties in matters ranging from Landlord/Tenant to Personal Injury. Drafted settlement agreements.