

CITY OF VINELAND

ORDINANCE NO. 2014- 54

AN ORDINANCE TO AMEND AND SUPPLEMENT
ORDINANCE NO. 8, WHICH ESTABLISHED THE
CLASSIFICATION AND COMPENSATION PLANS FOR
THE CITY OF VINELAND (TECHNICAL ASSISTANT TO
THE CONSTRUCTION OFFICIAL)

WHEREAS, on July 3, 1952, City Council adopted Ordinance No. 8, entitled “An Ordinance Adopting a Schedule of Classified Positions and Applicable Salary Ranges in the Civil Service of the City of Vineland in accordance with the classification and compensation plan contained in reports of the classification surveys submitted by the Civil Service Commission of the State of New Jersey, said Ordinance having been heretofore amended; and

WHEREAS, it becomes necessary and in the best interest of the City of Vineland to establish the salary ranges and/or hourly wage rates for classified and unclassified positions of the Civil Service of the City of Vineland as identified on the attached Schedule No. 7 – 2014, now, therefore,

BE IT ORDAINED by the Council of the City of Vineland that Ordinance No. 8, an Ordinance entitled “An Ordinance Adopting a Schedule of Classified Positions and Applicable Salary Ranges in the Civil Service of the City of Vineland in accordance with the classification and compensation plans contained in reports of the classification surveys submitted by the Civil Service Commission of the State of New Jersey,” be amended as follows:

Section 1. The salary ranges and/or hourly wages rate for classified and unclassified positions of the Civil Service of the City of Vineland identified on the attached Schedule No. 7 – 2014, incorporated herein and on file in the office of the City Clerk, be and the same are hereby established.

Section 2. This ordinance shall take effect upon publication and passage in the manner provided by law.

Passed first reading:

Passed final reading:

President of Council

Approved by the Mayor:

Mayor

ATTEST:

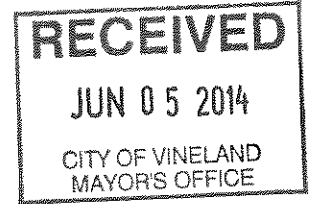
City Clerk

CITY OF VINELAND

SCHEDULE NO. 7 – 2014

**I.B.E.W., LOCAL 210, UNIT #3
NEW CLASSIFICATION:**

<u>TITLE</u>	<u>SALARY RANGE</u>
Technical Assistant to the Construction Official	\$49,700 - \$66,734



June 5, 2014

MEMORANDUM TO: Mayor Ruben Bermudez
FROM: Robert Aussenberg, Director of Licenses and Inspections/
Construction Official
RE: Replacement of Kathleen Franzoi

Kathleen Franzoi will be retiring from her position as Technical Assistant to the Construction Official/Assistant Zoning Officer at the end of 2014. Therefore, I am requesting permission to replace Kathleen in her capacity as Technical Assistant to the Construction Official, effective January 1, 2015.

The position of Technical Assistant to the Construction Official is an integral part of the U.C.C. Division of the Department of Licenses and Inspections. As indicated on the attached NJ Department of Community Affairs Construction Process Chart, the Technical Assistant is a key player throughout the permitting process.

It is my understanding that the title of Technical Assistant to the Construction Official has to be established by Ordinance, a salary range set, and approved by the Union for placement in the Unit 3 Grade Classification and Wage Schedule. Since it is critical that the position be filled no later than January 1, 2015, this process must be implemented as soon as possible.

Sincerely,

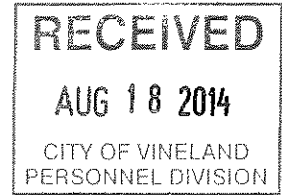
A handwritten signature in black ink, appearing to read "Robert Aussenberg".

Robert Aussenberg
Director of Licenses and Inspections
Construction Official

cc: William Lutz, Business Administrator
Rosie Gonzalez, Personnel

Enclosure

Olc
Approved
A handwritten signature in black ink, appearing to read "Mayor Ruben Bermudez".



August 18, 2014

MEMORANDUM TO: Rosie Gonzalez, Personnel Director
FROM: Robert Aussenberg, Director of Licenses and Inspections
Construction Official
RE: Technical Assistant to the Construction Official position

With respect to the establishment of the title and compensation for the position of Technical Assistant to the Construction Official, please be advised of the following:

Technical Assistant to the Construction Official is a pivotal position within the Uniform Construction Code Office. As you can see by reviewing the attached flow chart of the construction process, as provided by the Department of Community Affairs, the Technical Assistant plays a major role throughout the permit process from the acceptance of an application through the issuance of a certificate.

The Technical Assistant must have knowledge of the provisions of the New Jersey Uniform Construction Code as they relate to the activities of the Uniform Construction Code (U.C.C.) office. The Technical Assistant provides support, technical assistance, and guidance to both professional and clerical staff. The Technical Assistant must have the ability to read and interpret laws, rules, and regulations and apply them to specific situations. It is the responsibility of the Technical Assistant to aid the general public by providing information of a technical nature concerning the requirements and standards relating to the Uniform Construction Code and to determine and request prior approvals and plan review in accordance with the Uniform Construction Code.

The Technical Assistant to the Construction Official in the Department of Licenses and Inspections has historically been charged with supervisory responsibilities for the entire clerical staff that includes Code Enforcement, Zoning, Licensing, and, of course, U.C.C.

Over the past twenty three (23) years, Sharon Paterno has assisted current Technical Assistant to the Construction Official/Assistant Zoning Officer, Kathleen Franzoi, in all aspects of the position of Technical Assistant to the Construction Official and performed the entire scope of these duties whenever she was unavailable. Outside of Kathleen Franzoi, Sharon Paterno is the only L & I employee that is certified by the Department of Community Affairs as a Technical Assistant.



MEMORANDUM TO: Rosie Gonzalez, Personnel Director
RE: Technical Assistant to the Construction Official position

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At this point in time, Kathleen Franzoi's salary is \$87,451. Ten percent of her salary is dedicated to the Zoning aspect of her position. Sharon Paterno's current salary as a Clerk 3 is \$51,734.80. Based on the significant impact of this position with regard to the operation of this department, Sharon's years of service, and her excellent performance of the duties of this position, it is my judgment that her additional compensation should be no less than \$15,000. and that the salary range should be set accordingly.

I remain available to discuss this matter in greater detail with all necessary parties.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Aussenberg", written over a horizontal line.

Robert Aussenberg
Director of Licenses and Inspection
Construction Official

Enclosure



You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

Job Specification 05193

TECHNICAL ASSISTANT TO THE CONSTRUCTION OFFICIAL

DEFINITION

Under direction provides technical assistance in the issuance of construction permits to ensure compliance with the provisions of the New Jersey Uniform Construction Code and model codes; does other related duties.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Reviews applications for construction permits to ensure all necessary information and documents are included and requests additional information as instructed or directed by the appropriate Sub-Code or Construction official.

Issues construction permits after approval and authorization have been granted by the appropriate Sub-Code official.

Aids the general public by providing information of a technical nature concerning the requirements and standards relating to the Uniform Construction Code.

Calculates routine fees, collects fees and penalties as directed by Sub-Code and/or Construction Official and issues receipts.

Determines and requests prior approvals and plan review in accordance with the Uniform Construction Code.

Determines the type of certificate required at job conclusion.

Consults with solicitors, architects, owners, and contractors on compliance problems.

Reviews inspection logs for overdue inspections, and may take appropriate action for non-compliance according to Uniform Construction Code regulations.

Gathers information and data to answer inquiries and to prepare reports.

Maintains inspection logs for all subcodes.

Monitors plan review deadlines.

Provides a variety of code services to the general public in one or more functional areas.

Prepares reports, narratives, and correspondence.

Go Back to Agenda

Maintains records and files.

Provides support and technical assistance to staff; may provide guidance to clerical staff.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EXPERIENCE:

Two (2) years of experience in work involving the processing, review, and issuance of construction permits.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of provisions of the New Jersey Uniform Construction Code as they relate to the activities of the office of the local construction official.

Ability to establish and maintain cooperative working relationships with local and state government officials, staff members, and the public.

Ability to review applications and other documents for completeness and accuracy.

Ability to provide support, technical assistance and guidance to appropriate levels of professional and clerical staff.

Ability to establish and maintain essential logs, records and files.

Ability to gather and compile information and data.

Ability to perform routine calculations.

Ability to prepare narratives, reports and correspondence.

Ability to read and interpret laws, rules and regulations and applies them to specific situations.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

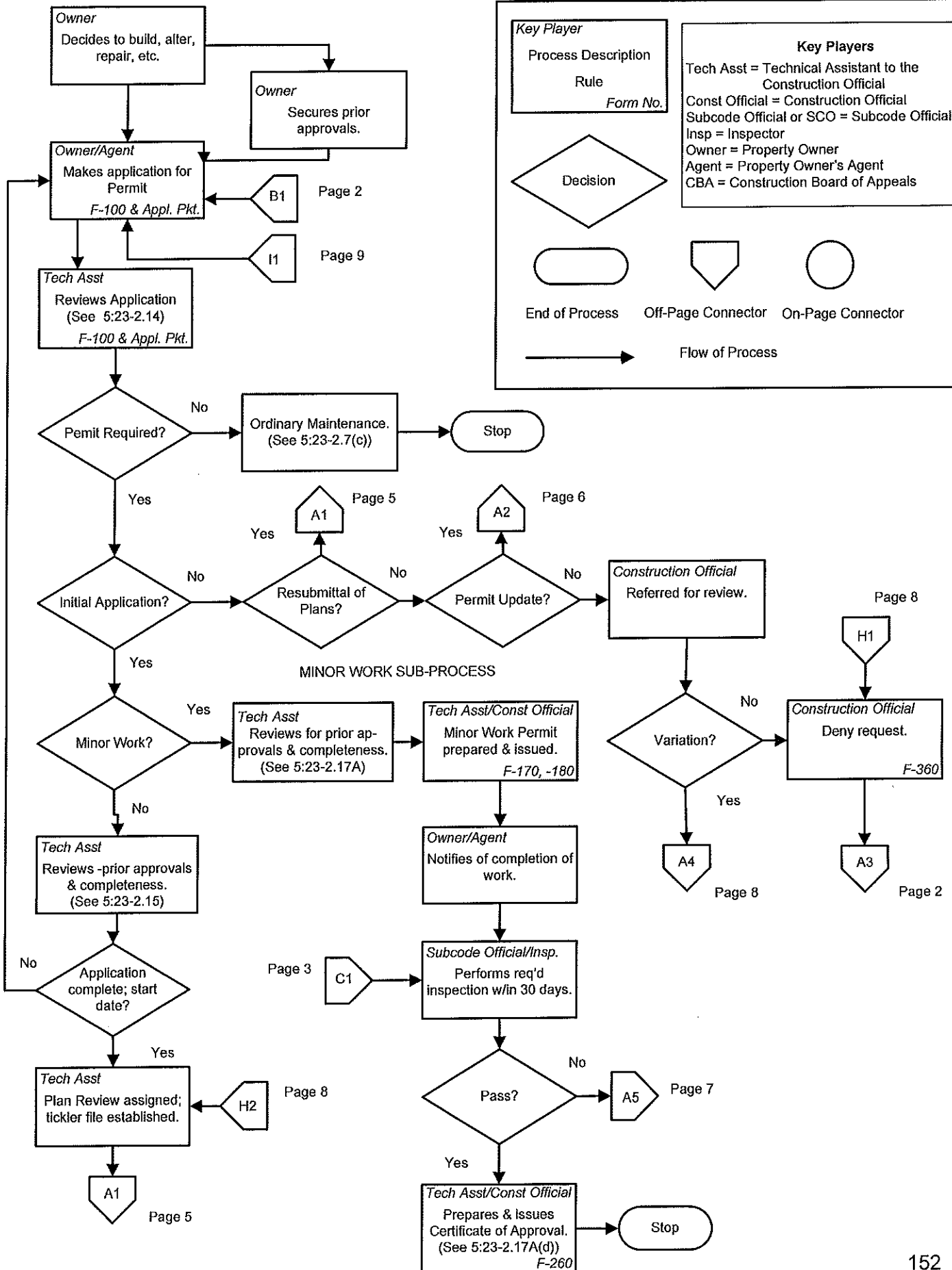
Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG - 05193 MCK 1/10/00

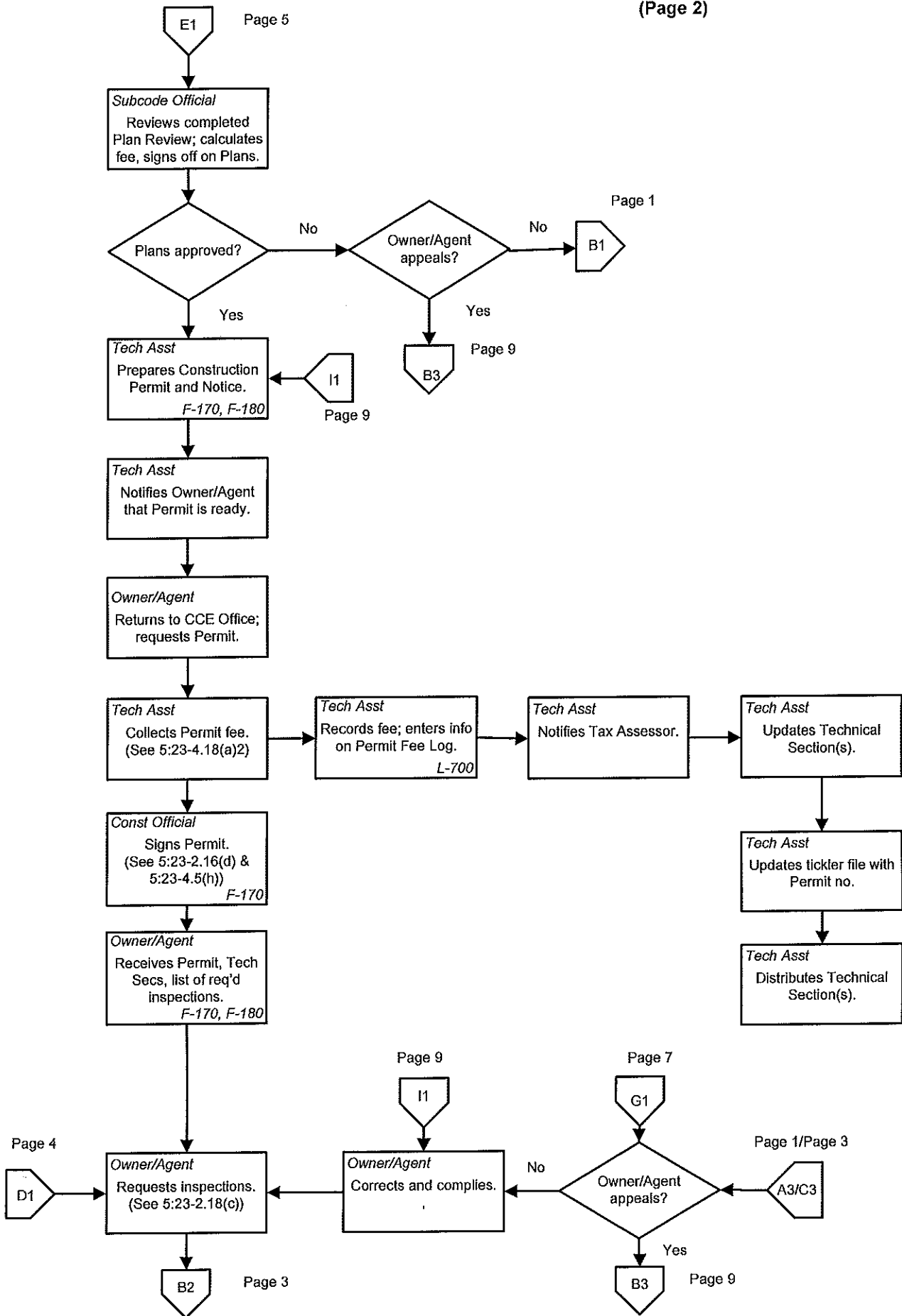
This job specification is for local government use only.

Key Player	Key Players
Process Description	Tech Asst = Technical Assistant to the Construction Official
Rule	Const Official = Construction Official
Form No.	Subcode Official or SCO = Subcode Official
	Insp = Inspector
	Owner = Property Owner
	Agent = Property Owner's Agent
	CBA = Construction Board of Appeals



APPLICATION INTAKE, ROUTING AND FILE SETUP

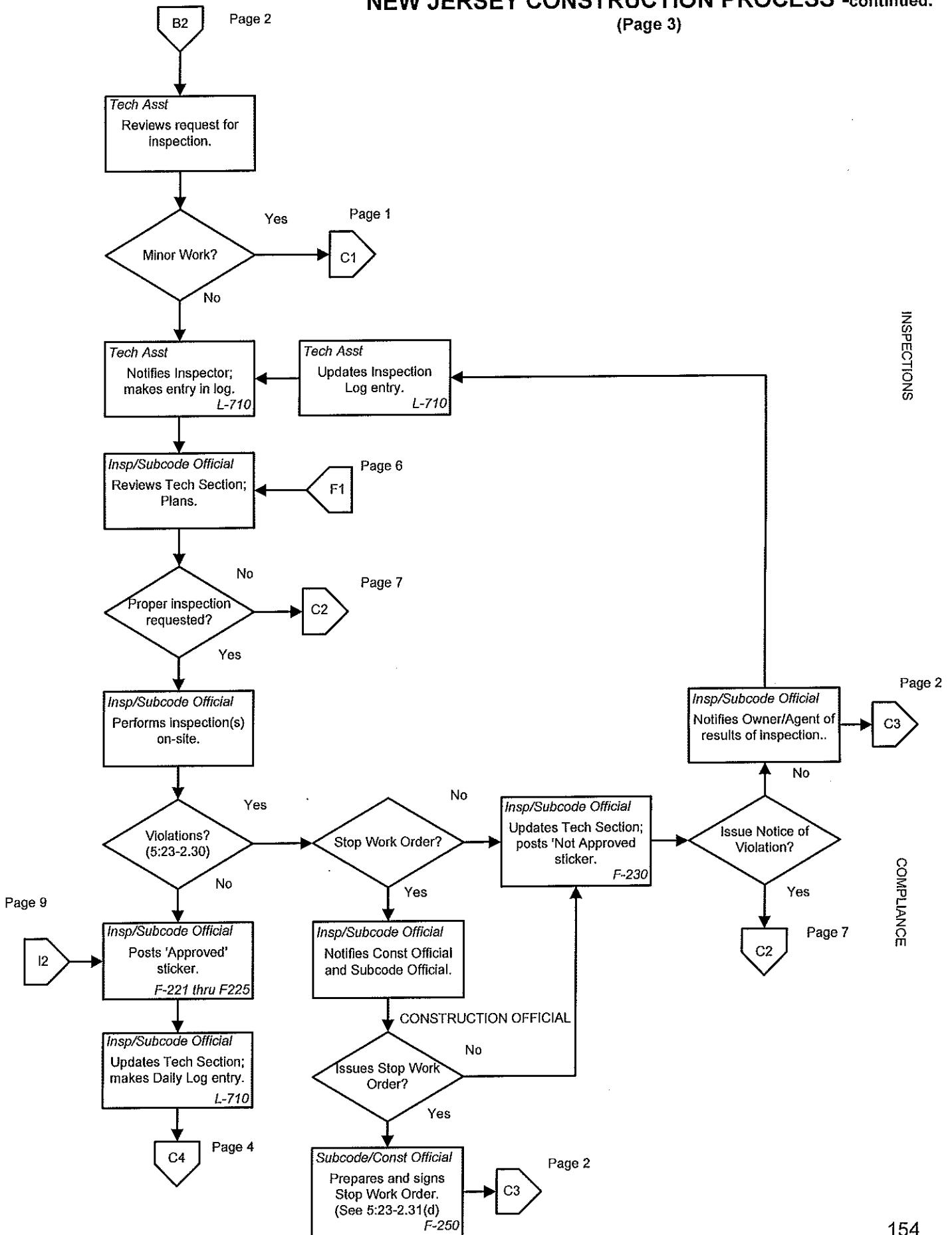
NEW JERSEY CONSTRUCTION PROCESS -continued. (Page 2)



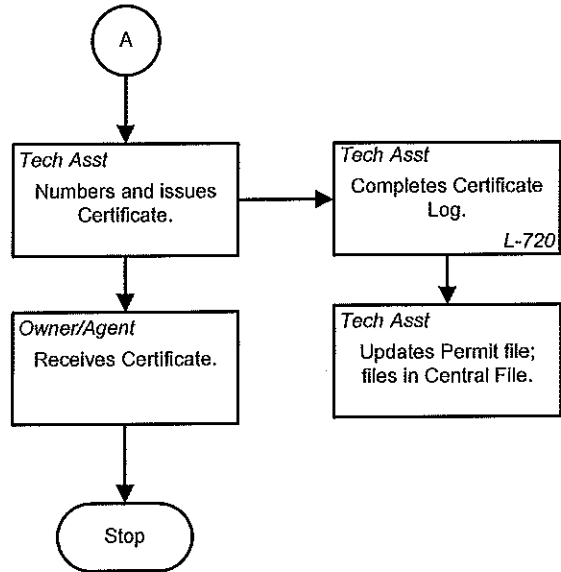
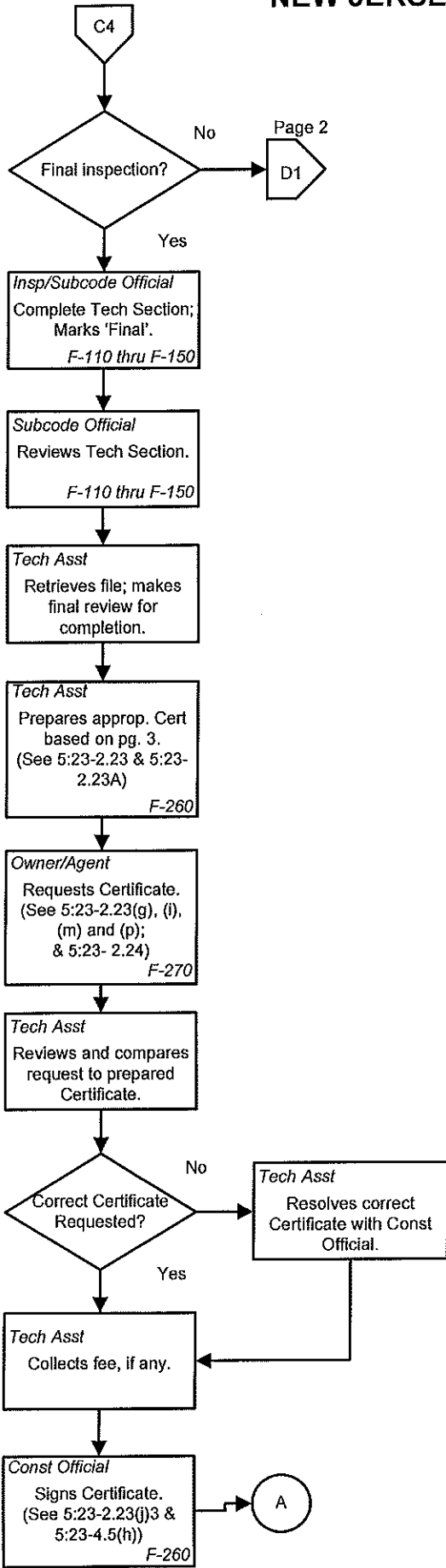
PLAN REVIEW

PERMIT RELEASE

NEW JERSEY CONSTRUCTION PROCESS -continued. (Page 3)



NEW JERSEY CONSTRUCTION PROCESS -continued. (Page 4)

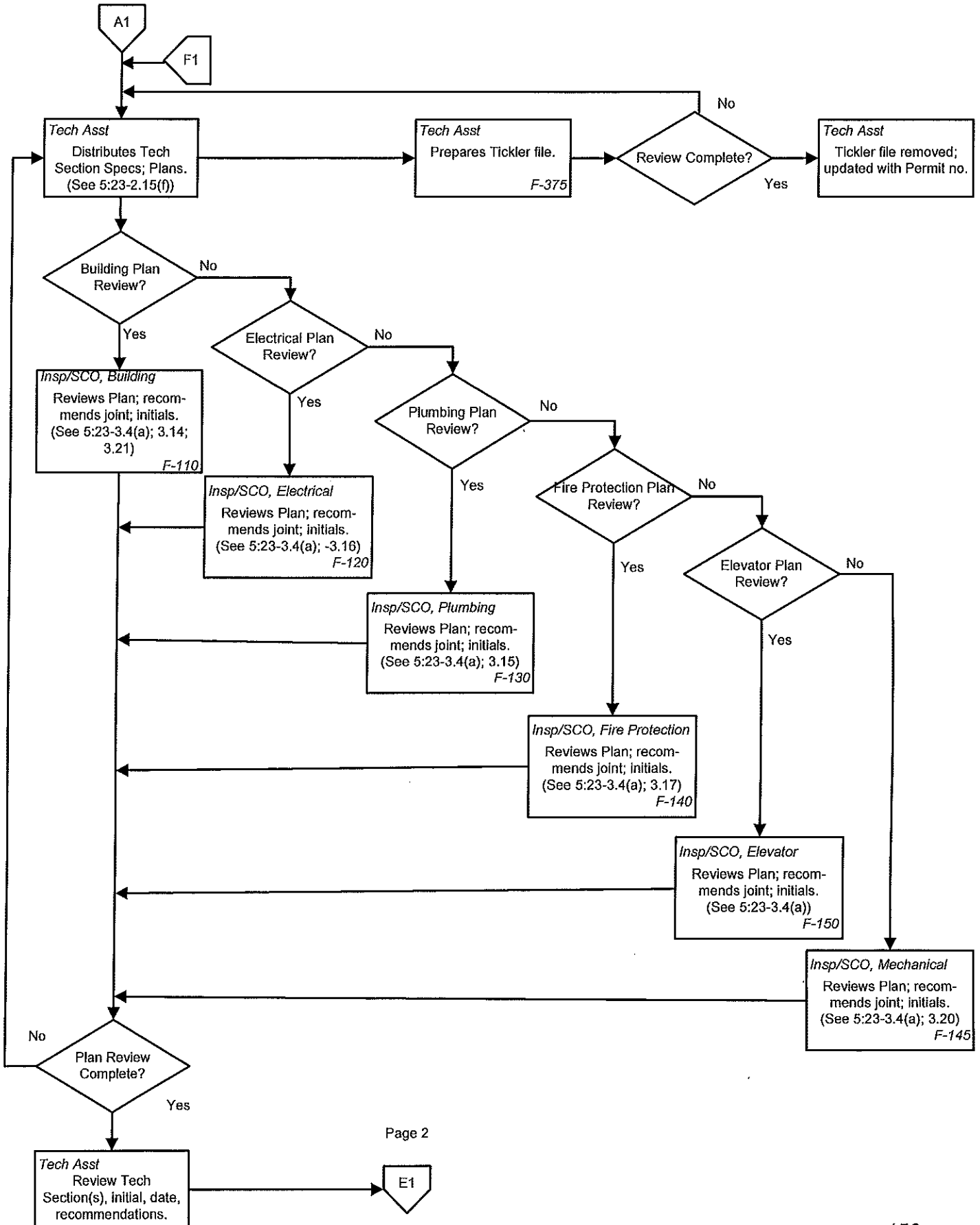


FINAL INSPECTIONS

CERTIFICATE

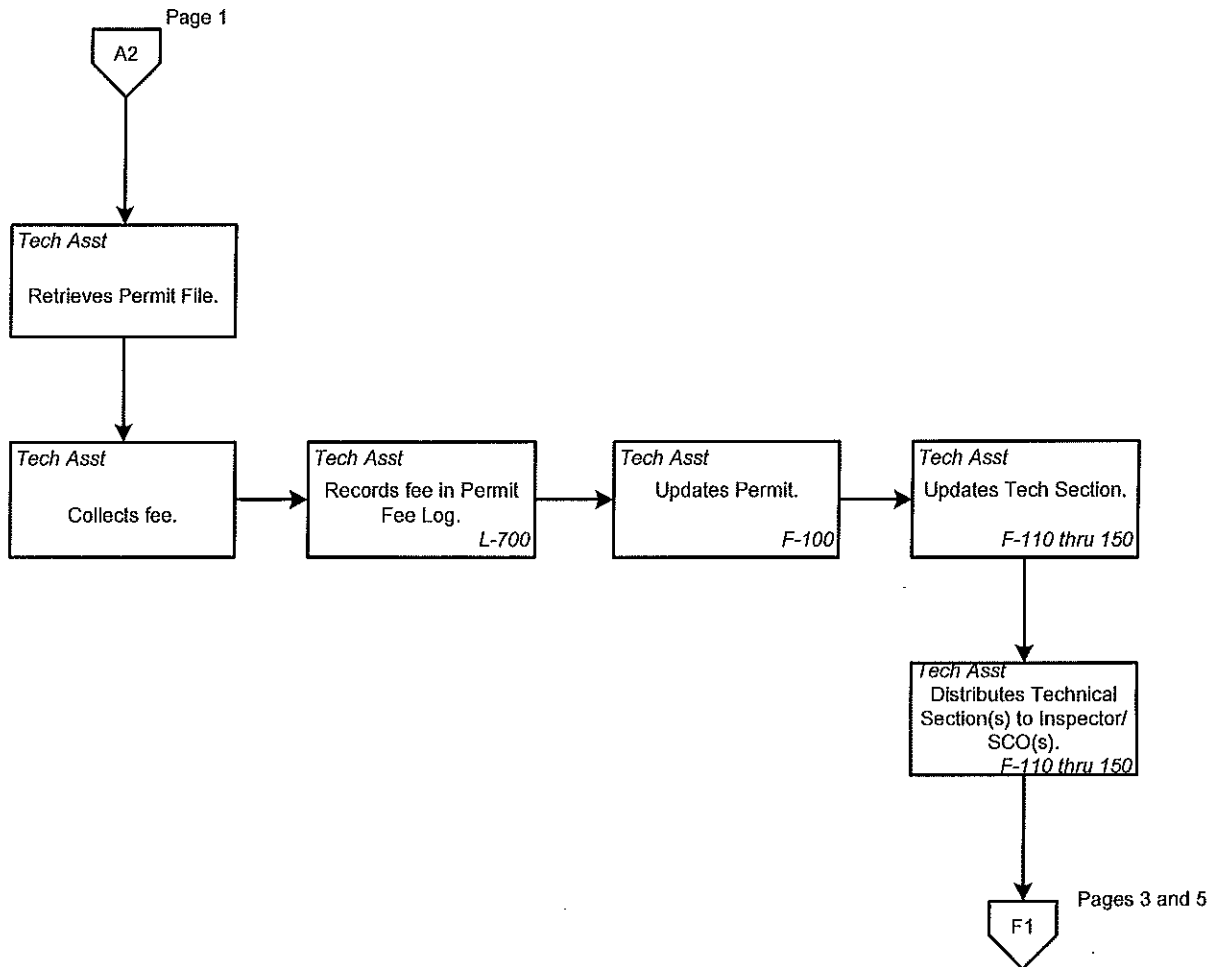
NEW JERSEY CONSTRUCTION PROCESS -Subroutine A: Plan Review (Page 5)

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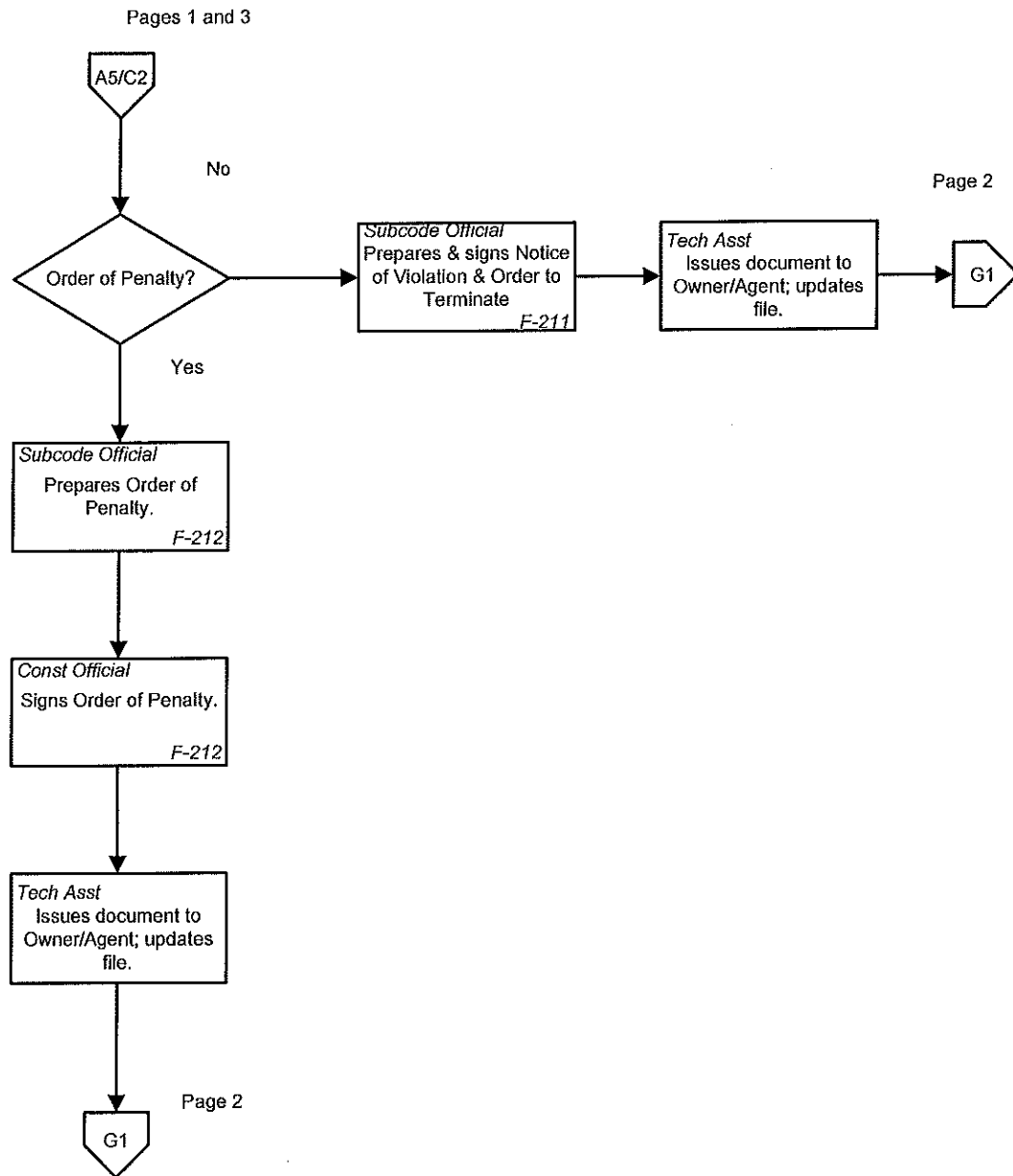


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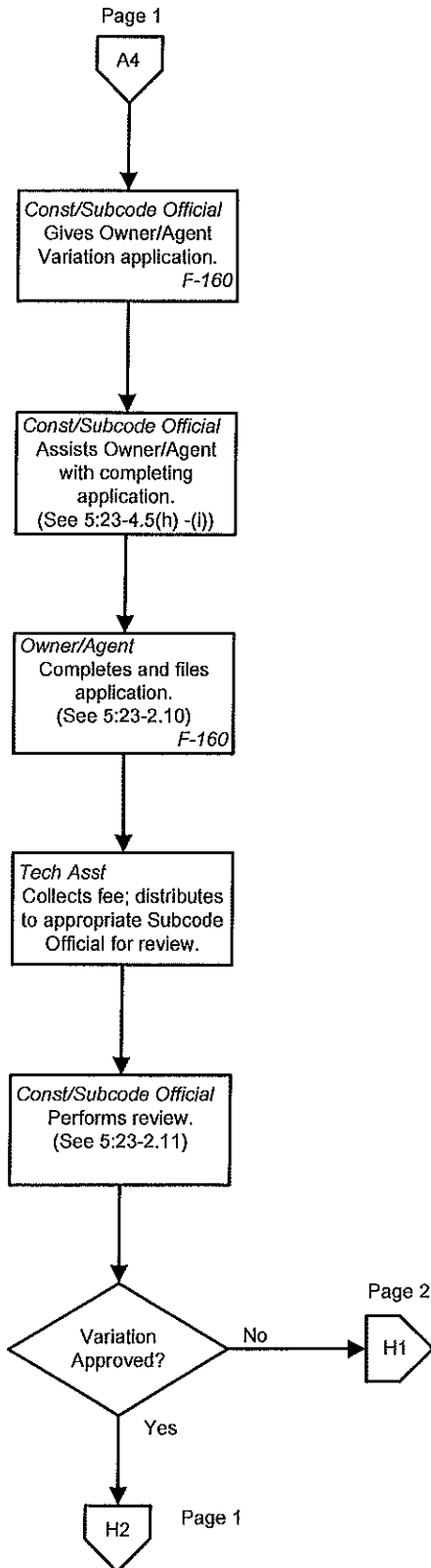
NEW JERSEY CONSTRUCTION PROCESS -Subroutine B: Permit Update (Page 6)



NEW JERSEY CONSTRUCTION PROCESS -Subroutine F: Notice and Order of Penalty; Notice of Violation and Order to Terminate (Page 7)



NEW JERSEY CONSTRUCTION PROCESS -Subroutine C: Variations (Page 8)



NEW JERSEY CONSTRUCTION PROCESS -Subroutine G: Appeal Process (Page 9)

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