

CITY OF VINELAND

ORDINANCE NO. 2015- 32

AN ORDINANCE TO AMEND AND SUPPLEMENT
ORDINANCE NO. 8, WHICH ESTABLISHED THE
CLASSIFICATION AND COMPENSATION PLANS FOR
THE CITY OF VINELAND (CODE ENFORCEMENT
OFFICER)

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. 9 – 2015, 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. 9 – 2015 incorporated herein and on file in the office of the City Clerk, are 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

SCHEDULE NO. 9 – 2015

**I.B.E.W., LOCAL 210 UNIT #2
NEW CLASSIFICATION:**

<u>TITLE</u>	<u>SALARY RANGE</u>
Code Enforcement Officer	\$29,399 - \$41,664

Grade and Classification Wage Schedule

Grade and Classification	Step	2010	2011	2012	2013
2-W III					
▪ Assistant Violations Clerk, Typing*	1	26,029	26,094	26,616	27,148
▪ Medical Records Clerk	2	26,918	26,985	27,525	28,076
▪ Recreation Leader, Sr. Citizens (Recreation Leader)	3	27,807	27,877	28,434	29,003
	4	28,698	28,770	29,345	29,932
▪ Sr. Clerk Typist, Bilingual (Keyboarding Clerk 2, Bilingual)	5	29,588	29,662	30,255	30,860
	6	30,478	30,554	31,165	31,789
▪ Permit Clerk, Typing (Clerk 2)	7	31,367	31,445	32,074	32,716
	8	33,776	33,860	34,538	35,228
2-W IV					
▪ Sr. Account Clerk, Typing (Sr. Account Clerk)	1	27,122	27,190	27,734	28,288
	2	28,578	28,649	29,222	29,807
▪ Sr. Cashier	3	30,032	30,107	30,709	31,323
▪ Sr. Clerk Transcriber	4	31,487	31,566	32,197	32,841
▪ Sr. Purchasing Assistant, Typing	5	32,942	33,024	33,685	34,359
▪ Sr. Tax Clerk, Typing (Clerk 2-A)	6	34,398	34,484	35,174	35,877
	7	35,853	35,943	36,661	37,395
▪ Sr. Medical Records Clerk	8	38,827	38,924	39,703	40,497
3-W I					
▪ Assessor Trainee	1	28,187	28,257	28,823	29,399
▪ Computer Operator, Trainee	2	29,650	29,724	30,319	30,925
▪ Engineering Aide	3	31,113	31,191	31,815	32,451
▪ Sr. Engineering Clerk	4	32,574	32,655	33,309	33,975
→ Code Enforcement Officer Trainee	5	34,038	34,123	34,806	35,502
	6	35,500	35,589	36,301	37,027
	7	36,965	37,057	37,799	38,555
	8	39,946	40,046	40,847	41,664
3-W II					
▪ Computer Operator	1	29,220	29,293	29,879	30,476
▪ Principal Account Clerk	2	30,656	30,733	31,347	31,974
▪ Principal Assessing Clerk, Typing (Clerk 3)	3	32,090	32,170	32,814	33,470
	4	33,527	33,611	34,283	34,969
▪ Principal Clerk Typist* (Keyboarding Clerk 3*)	5	34,963	35,050	35,751	36,466
	6	36,399	36,490	37,220	37,964
	7	37,833	37,928	38,686	39,460
	8	40,788	40,890	41,708	42,542
3-W III					
▪ Animal Control Officer	1	30,408	30,484	31,094	31,716
▪ Code Enforcement Officer	2	31,836	31,916	32,554	33,205
▪ Field Rep. Housing Inspector	3	33,260	33,343	34,010	34,690
▪ Principal Account Clerk, Typing (Principal Account Clerk-A)	4	34,686	34,773	35,468	36,178
	5	36,113	36,203	36,927	37,666
▪ Principal Cashier	6	37,540	37,634	38,387	39,154
▪ Principal Timekeeper	7	38,964	39,061	39,843	40,639
▪ Sr. Computer Operator	8	41,909	42,014	42,854	43,711
▪ Sr. Permit Clerk* (Clerk 3-A)					
▪ Violations Clerk, Typing (Violations Clerk)					



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Job Specification

CODE ENFORCEMENT OFFICER TRAINEE

DEFINITION:

Under close supervision in a trainee program, performs productive work while receiving formal and/or on-the-job training in seeing that residents, business establishments, and citizens comply with various ordinances (other than the State Sanitary Code, State Uniform Construction Code, or any of its subcodes, State Uniform Fire Code or any other code for which a license, registration, or certification is required by state law); does related work as required.

NOTE: The definition and 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:

Under direct supervision of a code enforcement officer and as a trainee performs the following:

Reviews laws (ordinances) establishing minimum standards to interpret the code standards and to understand their application.

Compares conditions, structures, hazards, and so forth to code standards, contracts, and so forth to determine conformance.

May interview witnesses and other persons to obtain factual information.

Conducts routine inspections for the purpose of ensuring compliance with a variety of local codes and ordinances.

Walks or rides in a vehicle to examine conditions(s) which violate a local ordinance intended to control such activities as refuse disposal, display of permits/license, housing and property maintenance practices, multiple housing practices, and so forth.

Records the nature of complaints, names, and personal observations to document the need for corrective action.

Issues notices of violation to inform individuals of their failure to comply with code standards.

Prepares written reports of inspections and other work reports to keep supervisors informed on status of work.

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

REQUIREMENTS:

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 the essential

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duties of the position.

KNOWLEDGE AND ABILITIES:

Ability to read and understand laws, standards, and regulations pertaining to the safety and health of inhabitants of a community (occupancy in multiple dwelling or zoning districts, property maintenance practices, handling of refuse, posting of licenses/permits, and so forth).

Ability to apply laws, standards, and regulations to actual conditions and situations.

Ability to interview persons of varying background.

Ability to use tact and courtesy in explaining the need for compliance.

Ability to observe and reconcile significant conditions in practices pertaining to property maintenance, multiple dwelling occupancy, or zoning district practices, and so forth.

Ability to compile inspection reports and work status reports.

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, or communicate in English sufficiently to perform the 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 the 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.

ADVANCEMENT

Appointees who successfully complete the 12 month training period will be eligible for advancement to the title of Code Enforcement Officer.

The inability of an employee in this title to attain a level of performance warranting advancement to the title listed above shall be considered as cause for separation.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
07594		L	C		N/A	00		-

This job specification is for **local** government use only. Salary range is only applicable to state government. Local salaries are established by individual local jurisdictions.

CAH 2/18/1997
