

CITY OF CAPE MAY, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

ORDINANCE NO. 421-2021

**AN ORDINANCE TO UPDATE THE UNIFORM SALARY
AND CLASSIFICATION PLAN FOR THE DEPARTMENT
OF PERSONNEL POSITIONS IN THE CITY OF CAPE MAY**

WHEREAS, pursuant to N.J.S.A. 40A:9-165, City Council shall fix and determine the salaries, wages or compensation to be paid to the officers and employees of the municipality, including the members of the governing body and the mayor or other chief executive, who by law are entitled to salaries, wages, or compensation; and

WHEREAS, regulations promulgated by the New Jersey Department of Personnel require the governing body to adopt by ordinance an updated Uniform Salary and Classification Plan for all positions of employment in the municipal government of the City of Cape May. Said regulations provide that copies of the following schedules and specifications be placed on file in the Office of the City Clerk upon the introduction of this ordinance, which copies are to remain on file, are made a part hereof without the inclusion of the test thereof herein, and they are to be available during all regular business hours for examination by the public:

Schedule 1 – Alphabetical listing of titles and salary ranges in the UNCLASSIFIED service, with statutory provisions placing positions in said unclassified service.

Schedule 2 – ALPHABETICAL listing of titles and salary ranges in the classified and unclassified service and including a list of Stipends

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Cape May as follows:

Section 1. All ordinances concerning salary, wages, and payroll classifications heretofore adopted are specifically repealed, and any titles not listed herein are abolished.

Section 2. The following alphabetical listings of all positions and salary ranges are hereby adopted and are applicable to all employees of the City of Cape May. (See Schedules 1 and 2)

Section 3. The adoption of this ordinance shall operate to establish minimum and maximum limits of salary ranges for each title only to those employees who have satisfactorily performed the duties of their positions; and that any changes in salary may be granted or withheld at the discretion of the appointing authority.


Section 4. Payments on the basis of the salary ranges and titles hereby adopted for each and every class on the schedules are contingent upon budgetary appropriations and availability of funds.

Section 5. This ordinance shall take effect after publication, public hearing, and final passage as required by law.

CITY OF CAPE MAY, a municipal corporation
of the State of New Jersey


ATTEST:


Emily Dillon, Deputy City Clerk

BY: 
Zachary M. Mullock, Mayor

NOTICE

Ordinance 421-2021 was **reintroduced** at a regular meeting of the City Council of the City of Cape May, held on November 3, 2021, 2021 and will be further considered for final passage during a meeting of the City Council, to be held at the Cape May City Hall Auditorium, 643 Washington Street, Cape May, New Jersey, on December 7, 2021, 6:00 P.M. at which time a Public Hearing will be held.


Emily Dillon, Deputy City Clerk

Roll Call	Ayes	Nays	Absent	Abstain	Motion	Second
Baldwin	X					
Meier		X			X	
Sheehan		X				
Yeager	X					X
Mullock	X					

Introduced: April 20, 2021
First Publication: April 27, 2021
Tabled: May 18, 2021
Tabled: June 1, 2021
Tabled: June 15, 2021
Reintroduced: November 3, 2021
First Publication: November 10, 2021
Public Hearing/Adoption: December 7, 2021
Final Publication: December 15, 2021
Effective: January 4, 2022

SCHEDULE 1

**ALPHABETICAL LISTING OF TITLES AND SALARY RANGES
IN UNCLASSIFIED SERVICE, WITH THE STATUTORY PROVISIONS
PLACING POSITIONS IN UNCLASSIFIED DIVISION**

N.J.S.A.	CaCd	TITLE	MIN.	MAX.
		Administrative Officer	5,000	15,000
40:69A-122	07451	Asst. Dir. of Mktg, Comm & Event Sales	65,000	80,000
40:69A-93	01233	Chief Financial Officer	40,000	110,000
	06977	City Manager	25,000	122,000
	06977	Confidential Assistant	35,000	53,000
40:69A-117	01381	Confidential Assistant - (P/T)	15.00	32.00
	01509	Council Member	8,000	10,000
	07584	Deputy Municipal Clerk	35,000	55,500
	10103	Deputy Municipal Manager	20,000	65,000
		Director of Mktg, Comm & Event Sales	75,000	100,000
2A:8-5	02219	HPC Compliance Officer	5,000	35,000
40:69A-117	02428	Judge of Municipal Court	30,000	50,000
40:69A-133	02521	Mayor	8,000	15,000
40:69A-122	05079	Municipal Clerk	40,000	85,000
		Municipal Emergency Management Coordinator - (P/T)	2,000	6,000
	06935	Recreation Director	55,000	90,000
	03125	School Traffic Guard (P/T)	5,000	9,000
40:55D-24	07419	Secretary Board/Commission	15,000	55,000
40:69A-122	06895	Special Law Enforcement Officer - (P/T)	11.00	18.00
40:69A-122	06895	Special Law Enforcement Officer	15,000	40,000
40:69A-122	04120	Tax Assessor	40,000	80,000
40:69A-122	04120	Tax Assessor (P/T)	12,500	40,000
40:69A-122	04124	Tax Collector	40,000	88,000

**CITY OF CAPE MAY SALARY ORDINANCE
ALPHABETICAL LISTING OF TITLES**

CaCd	Full Title	Min.	Max.
00001	Account Clerk	30,000	37,000
00020	Administrative Clerk	33,000	73,000
07907	Administrative Clerk/Zoning Officer	30,000	51,000
	Administrative Officer	5,000	15,000
00112	Administrative Secretary	35,000	50,000
00264	Animal Control Officer (P/T- Per Hr)	11.00	18.00
07858	Animal Control/Principal Clerk	26,400	35,000
00295	Assessing Clerk (P/T) - Per Hr.	12.00	15.00
00295	Assessing Clerk	24,300	35,000
00312@	Asst. Animal Control Officer	26,400	36,000
05728	Asst. Construction Official	35,000	50,000
	Asst. Dir. of Mktg, Comm & Event Sales	50,000	80,000
05038	Asst. Mun. Tax Collector/Treasurer	35,000	50,000
00617	Asst. Municipal Clerk	35,000	58,000
00671	Asst. Public Works Superintendent	40,000	80,000
06601	Asst. Supervisor - Carpenter	38,000	80,000
06651	Asst. Supervisor - Public Works	38,000	81,000
06817	Asst. Supervisor - Traffic Maintenance	38,000	68,000
06705	Asst. Supervisor - Sewer & Water	38,000	68,000
06467	Asst. Supervisor - Building Service	38,000	68,000
00811	Asst. W/S Utility Superintendent	40,000	66,000
00857	Beach Tag Inspector (P/T - Per Hr)	12.00	17.00
00863	Beach Supervisor - Lifeguards	25,000	60,000
00863	Beach Supervisor - Tag Inspectors (P/T - Per Hr)	12.00	24.00
00924	Building Inspector	28,623	45,000
00924	Building Inspector (P/T - Per Hr)	25.00	50.00
05048	Building Sub-code Official	37,500	77,000
05048	Building Sub-code Official (P/T - Per Hr)	25.00	50.00
06630	Bldg. Sub-code Off. /Fire Prot Sub-code Off	28,623	47,000
00970	Carpenter	33,000	45,000
00970	Carpenter (P/T - Per Hr)	12.00	15.00
07451	Chief Financial Officer	40,000	110,000
01220	Chief Water Treatment Plant Operator	37,500	85,000
01233	City Manager	25,000	130,000
01245	Clerk 1	26,500	34,000
01245	Clerk (P/T - Per Hr)	12.00	16.00
03247	Clerk 2	28,000	39,000
02773	Clerk 3	30,000	51,000
01260	Clerk-Stenographer	26,100	32,000
01268	Clerk-Typist	24,300	37,000
01268	Clerk Typist - (P/T- Per Hr)	12.00	25.00
07594	Code Enforcement Officer Trainee (P/T- Per Hr)	12.00	15.00
07594	Code Enforcement Officer Trainee	31,000	40,000
01285	Code Enforcement Officer	33,000	71,000

01285	Code Enforcement Officer (P/T- Per Hr)	12.00	25.00
05694	Code Enforcement Officer/Housing Inspect.	27,800	76,000
06977	Confidential Assistant	35,000	53,000
06977	Confidential Assistant – (P/T)	15.00	32.00
05045	Construction Official	40,000	105,000
05045	Construction Official (P/T- Per Hr)	25.00	50.00
01381	Council Member	8,000	10,000
01453	Custodial Worker	26,500	39,000
01506	Deputy Fire Chief	79,000	99,000
01509	Deputy Municipal Clerk	35,000	55,000
01210	Deputy Municipal Court Clerk (P/T)	12.00	15.00
07796	Deputy Municipal Court Admin.	33,000	46,000
05077	Deputy Mun. Emerg. Mgt. Coordinator (P/T)	1,000	2,000
07584	Deputy Municipal Manager	20,000	65,000
01520	Deputy Registrar of Vital Statistics	20,000	31,000
07422	Deputy Registrar of Vital Stats./Sec Boards & Comms	22,000	35,000
02440	Diesel Mechanic	35,000	61,000
	Director of Mktg, Comm & Event Sales	75,000	100,000
01650	Director of Public Assistance (P/T – Per Hr)	12.00	15.00
01699	Electrical Inspector (P/T- Per Hr)	25.00	52.00
05046	Electrical Sub Code Official (P/T- Per Hr)	25.00	50.00
01724	Emergency Medical Technician (P/T- Per Hr)	12.00	15.00
01746	Equipment Operator	33,000	57,000
	Event Sales & Operations Coordinator	40,000	55,000
	Event Services & Operations Clerk	24,300	45,000
01837	Fire Chief	79,000	128,000
01839	Fire Fighter –	36,000	93,000
01839	Fire Fighter (P/T-Per Hr)	12.00	25.00
01843	Fire Lieutenant	50,000	96,000
06350	Fire Official	25,000	89,000
06356	Fire Prevention Specialist	20,000	42,000
06356	Fire Prevention Specialist (P/T – Per Hr.)	12.00	25.00
05013	Fire Protection Sub Code Off.	25,000	72,000
05013	Fire Protection Sub Code Off. (P/T- Per Hr)	25.00	50.00
01883	Gardener	27,500	35,000
02001@	Heavy Equipment Operator	35,000	61,000
02071	Housing Inspector (P/T)	6,000	11,000
02219	Judge of Municipal Court	30,000	50,000
01268	Keyboarding Clerk 1	26,500	38,000
03256@	Keyboarding Clerk 2	28,000	47,000
02781	Keyboarding Clerk 3	30,000	53,000
02248	Laborer	26,500	39,000
02248	Laborer (P/T- Per Hr)	12.00	15.00
06634	Laborer 2	27,500	40,000
06633	Laborer 3	28,500	41,000
02292	License Inspector (P/T- Per Hr)	12.00	15.00
02297	Lifeguard (Per Day)	98.66	153.36
02297	Lifeguard (Lieutenant) (Per Day)	166.92	218.00
02297	Lifeguard (Captain)	20,000	45,000
02297	Lifeguard (Captain) (Per Day)	220.00	300.00
02328	Maintenance Repairer	26,500	34,000

02428	Mayor	8,000	15,000
02434	Mechanic	38,000	57,000
05565	Motor Broom Driver	29,000	35,000
06196	Motor Broom Driver/Public Works Repairer	29,000	39,000
02521	Municipal Clerk	40,000	85,000
02525	Municipal Court Administrator	40,000	70,000
07397	Mun. Emerg. Mgt. Coordinator (P/T)	2,000	6,000
03043	Mun. Recycling Coordinator (P/T)	3,500	6,000
02589	Painter	33,000	39,000
07305	Parking Enforcement Officer (P/T- Per Hr)	12.00	16.00
02685	Planning Aide (P/T- Per Hr)	12.00	15.00
02693	Plumber	33,000	60,000
	Plumbing Subcode Official (P/T – Per Hr)	25.00	50.00
02726	Police Captain	95,000	138,500
02719	Police Chief	95,000	147,000
02727	Police Lieutenant	93,500	130,000
02728	Police Officer - 1 st Year	38,706	109,000
02738	Police Records Clerk-Typing	26,500	35,000
02739	Police Sergeant	109,601	115,000
02755	Principal Account Clerk	33,000	66,000
02781	Principal Clerk -Typist	27,800	51,000
02777	Principal Clerk -Stenographer	27,800	51,000
04939	Principal Payroll/Personnel Clerk	33,000	88,000
04939	Principal Payroll Clerk/Clerk 3	35,000	88,000
04399	Program Coordinator-Special Events	40,000	55,000
02923	Public Information Assistant	40,000	75,000
02927	Public Information Officer	45,000	86,000
06229	Public Safety Telecommun. Trainee (P/T- Per Hr)	12.00	17.00
06229	Public Safety Telecommunicator Trainee	28,500	32,000
01296	Public Safety Telecommunicator	33,500	59,000
01296	Public Safety Telecommunicator (P/T- Per Hr)	16.00	19.00
02935	Public Works Repairer	33,000	54,000
02935	Public Works Repairer (P/T- Per Hr)	12.00	15.00
02936	Public Works Superintendent	55,000	102,000
02948	Purchasing Agent	42,644	76,000
02948	Qualified Purchasing Agent	42,644	76,000
56562	Records Support Technician 1	26,500	43,000
56563	Records Support Technician 2	28,000	45,000
56564	Records Support Technician 3	30,000	54,000
02983	Recreation Aide	26,500	30,000
02983	Recreation Aide (P/T- Per Hr)	12.00	32.00
06935	Recreation Director	55,000	90,000
02993	Recreation Leader	31,000	51,000
03018	Recreation Program Coordinator	33,000	50,000
03125	School Traffic Guard (P/T)	5,000	9,000
07419	Secretary Board/Commission	15,000	55,000
07419	Secretary Board/Commission (Per Mtg.)	40.00	200.00
03127	Secretarial Assistant	27,800	50,000
03165	Senior Account Clerk	31,000	47,000
05009	Senior Carpenter	35,000	49,000
03247	Senior Clerk	26,400	39,000

03247	Senior Clerk (P/T - Per Hr)	12.00	15.00
03256	Senior Clerk-Typist	26,400	45,000
	Senior Equipment Operator	35,000	45,000
06354	Senior Fire Prevention Specialist	25,000	50,000
03459	Senior Mechanic	35,000	59,000
03515	Senior Plumber	35,000	62,000
03262	Senior Public Safety Telecommunicator	36,000	77,000
03541	Senior Public Works Repairer	35,000	45,000
05295	Senior Sewer Repairer/Sr. Water Repairer	35,000	45,000
03608	Senior Tax Clerk	26,400	41,000
03625	Senior Traffic Maintenance Worker	35,000	52,000
03641	Senior Water Meter Reader	35,000	48,000
05875	Sewer Repairer/Water Repairer	33,000	48,000
06705	Sewer Repairer 2/Water Repairer 3	38,000	65,000
03647	Senior Water Treatment Plant Operator	33,000	59,000
01746	Sewer & Water Equipment Operator	33,000	53,000
06895	Special Law Enforcement Officer (P/T- Per Hr)	12.00	18.00
06895	Special Law Enforcement Officer	15,000	40,000
03987@	Supervisor Buildings and Grounds	40,000	91,000
06664	Supervising Equipment Operator	38,000	61,000
06352	Supervising Fire Prevention Specialist (P/T)	25.00	50.00
05637	Supervising Tax Clerk	27,800	55,000
06544	Supervising Water Treatment Plant Operator	38,000	61,000
06650	Supervisor Public Works	40,000	91,000
06707	Supervisor Sewer/Supervisor Water	37,500	69,000
06816	Supervisor Traffic Maintenance	35,000	55,000
04120	Tax Assessor	40,000	80,000
04120	Tax Assessor (P/T)	12,500	40,000
04124	Tax Collector	40,000	88,000
04189	Traffic Maintenance Worker	29,000	40,000
05193	Technical Assistant to the Construction Official	33,000	58,000
04244	Violations Clerk	30,000	40,000
04244	Violations Clerk (P/T- Per Hr)	12.00	15.00
04273	Water Meter Reader	27,500	34,000
04278	Water Meter Repairer	27,500	34,000
05945	Water & Sewer Superintendent	55,000	105,000
04296	Water Treatment Plant Operator	35,000	70,000
04338	Zoning Officer	35,000	55,000
04338	Zoning Officer (P/T - Per Hr)	20.00	30.00

Stipend Title

Human Resource Assistant
 Claims Coordinator
 Switchboard/Weddings

Maximum Amount

\$10,000.00
 \$5,000.00
 \$10,000.00

Deputy Chief Financial Officer	\$5,000.00
Information Technology Administrator	\$15,000.00
Website Administrator	\$10,000.00
Special Projects Manager	\$10,000.00
COAH Administrator/Municipal Housing Liaison	\$5,000.00
Community Rating System Coordinator	\$3,500.00
Building Subcode – West Cape May	\$7,500.00
Floodplain – West Cape May	\$5,000.00
Board Meetings	\$10,000.00
Technical Assistant to Construction Official– West Cape May	\$7,500.00
Tourism Commission Secretary	\$4,000.00
Construction Official – West Cape May	\$7,500.00
Animal Control / Code Enforcement Assistant	\$5,000.00
Animal Control Officer	\$6,000.00
Public Information Officer	\$4,000.00
Shade Tree Secretary	\$10,000.00
Deputy OEM Coordinator	\$1,500.00

Stipend Descriptions

Human Resource Assistant- Under the direction of City Manager, assist in maintaining liaison between the City of Cape May and other government bodies in matters of personnel administration, and in coordinating personnel programs, policies, and practices for employees of the agency; does other related duties.

Claims Coordinator- Responsible for coordinating and supporting initiatives relative to the evaluation, processing, and handling of insurance claims for The City of Cape May. Acts as a liaison between the City of Cape May, its insurance provider and agents, claimants, and policy holders regarding the status and eligibility for coverage for all relevant claims.

Switchboard/Weddings- Answer incoming phone calls and direct them to the right person or department, answer customer questions and complaints, and direct visiting customers to various locations within the property. / Receive and review requests for facilities, coordinate with City officials to schedule their availability; receive and collect fees; prepare application, ceremony, and certificate paperwork.

Deputy Chief Financial Officer- Under direction of the Chief Financial Officer, manages a fiscal or financial operation in local government through reviewing expenditures for compliance with budget policies, verifying accuracy of processed fiscal actions, estimating revenues and expenditures, monitoring internal financial controls, developing budgeting systems, evaluating the organization's financial condition, and issuing bonds and notes; does other related duties as required.

Information Technology Administrator- Responsible for the effective management and efficient utilization of all City of Cape May Information Processing Resources; directs and coordinates overall work programs of the organization as established to provide comprehensive citywide computer and communications system development and production, networking, telecommunications, and information management services to all City Departments.

Website Administrator-Manage web environment design, deployment, development, and maintenance activities. Perform testing and quality assurance of web sites and web applications.

Special Projects – Manage and complete projects outside of normal job title as assigned.

COAH Administrator/Municipal Housing Liaison- Serve as the municipality's primary point of contact for inquiries, if any, from the State, affordable housing providers, Administrative Agents, and interested households, responsible for the implementation of the Affirmative Marketing Plan and affordability controls; supervising any contracting Administrative Agent; monitoring the status of all restricted units in the City of Cape May's Fair Share Plan; compiling, verifying, and submitting reports as required by the Settlement Agreement; coordinating meetings with affordable housing providers and Administrative Agents, as applicable; and attending continuing education opportunities on affordability controls, compliance monitoring, and affirmative marketing as offered or approved by DCA or another designated entity

Community Rating System Coordinator – City of Cape May's Chief Executive Officer to coordinate the community's Community Rating System activities and work with FEMA and the Insurance Services Office, Inc. to document and verify the community's program.

Building Subcode West Cape May- Serve as the Building Subcode Official of the Borough of West Cape May

Floodplain- West Cape May- Serve as the Floodplain Administrator of the Borough of West Cape May

Board Meetings- Attend Land use Board meetings.

Technical Assistant to Construction Official- West Cape May Serve as the Technical Assistant to the Construction Official of the Borough of West Cape May

Tourism Commission Secretary – Under direction, serves as the principal aide or assistant and performs complex clerical and confidential secretarial support duties related to the work of a board, commission, committee, advisory council, or similar body; does related work as required

Construction Official- West Cape May - Serve as the Construction Official of the Borough of West Cape May

Animal Control/ Code Enforcement Assistant- Assist the Code Enforcement and Animal Control Officers in performing clerical and office related tasks.

Animal Control Officer - Under direction, handles, captures and, when necessary, humanely destroys wild and strayed domesticated animals and birds; cares for impounded animals; cleans and maintains the impounding facility; may take the lead over one or more Assistant Animal Control Officers; does other related work.

Public Information Officer - Under direction, plans, directs, and performs work involved in the collection, preparation, and dissemination of information regarding the plans, goals, programs, and achievements of the City of Cape May through newspaper, radio, television, flyers, periodicals, and other media; furnishes advice and consultation to management concerning the information needs of the public; does other related duties.

Shade Tree Secretary - Under direction, serves as the principal aide or assistant and performs complex clerical and confidential secretarial support duties related to the work of a board, commission, committee, advisory council, or similar body; does related work as required.

Deputy OEM Coordinator - Under direction of the Municipal Emergency Management Coordinator, plans, organizes, and conducts varied emergency management operations within the municipality, and coordinates activities of the municipal emergency management staff; does other related duties as required.