



**Office of the Administrator,
Robert W. Bruschi
Princeton Municipal Building
400 Witherspoon Street
Princeton, NJ 08540
609-924-5176**

Date: June 20 2013

To: Mayor and Council

FROM: Robert W. Bruschi

SUBJECT: 2013 Salary and Wage Ordinance

Attached for Council's consideration is the proposed 2013 Salary and Wage ordinance. This ordinance provides the ranges for the various non-contractual employees of the organization. All union personnel will be handled in conjunction with their individual contracts. Employee's compensation is then guided by the ranges and cannot be above the range unless the ordinance is amended.

In developing this overall plan we took into consideration our organizational structure, comparable salaries in the area as well as experience and tenure in certain positions. It will also allow for some modest leveling of positions. The establishment of the specific salaries will take place by resolution presumably the same evening after the Counsel adopts the ordinance. that the council adopts the ordinance.

The plan has been reviewed and endorsed by the Personnel Committee. I have also distributed copies of the ordinance to the staff. As noted above upon adoption of the plan the Counsel will then be asked to adopt a 2013 salary resolution.

Lastly, this plan does not include the proposed salary increase for the Mayor, Council President, and council members.

If you have any questions about this document please feel free to contact either Kathy Monzo or myself.

C: Kathy Monzo, Linda McDermott, Ed Schmierer

**ORDINANCE # 2013-
OF THE MAYOR AND COUNCIL OF PRINCETON
CONCERNING SALARIES AND COMPENSATION OF CERTAIN
PERSONNEL OF THE MUNICIPALITY OF PRINCETON**

BE IT ORDAINED by the Mayor and Council of Princeton:

1. Salary and Wage Classification Plan for full-time non-contractual personnel.

Class I

- Administrator

Class I-A

- Chief

Class II (Department Directors) **140,000- 160,000**

- Director of Planning and Engineering
- Captain
- Director of Infrastructure and Operations
- Deputy Admin./Director of Finance

Class III (Senior Division Directors) **110,000-127,000**

- Director of Public Works
- CFO
- Land Use Engineer

Class IV (Division Directors) **82,500-107,500**

- CBD/Parking Assistant Superintendent
- Assistant Public Works Superintendent
- Recreation Director
- Corner House Director
- Health Officer
- Construction Official / Building Sub-Code Off.
- Planning Director

Class V (Division Managers II) **80,000-100,000**

- Assistant Engineer
- Zoning Officer
- Court Administrator
- Municipal Clerk
- Fire/Housing
- Director of Emergency Services
- Chief Information Officer
- Assessor

Class VI (Field Operations Specialists) **70,000-100,500**

- Engineering Project Manager
- Construction Manager
- Infrastructure/Operations Construction Manager
- Construction Code Inspectors /Sub-code Officials

Class VII (Program Managers) **57,000-90,000**

- Affordable Housing Manager
- Human Services Director
- Historic Preservation Officer/Assistant Zoning Officer
- Tax Collector
- Parking Supervisor
- Arborist
- Recreation Assistant Director
- Development Compliance Official
- Director of Clinical Operations

Class VIII Program Specialists **50,000-82,500**

- CAD Design Manager/Surveyor
- CAD Design Inspectors
- Senior Environmental Health Specialist
- Grant Development Coordinator

Class IX (Supervisors) **50,000-80,000**

- Deputy Court Administrator
- Deputy Clerk
- Lead Mechanic
- Foreman (DWP, SOC, Buildings)
- Recreation Maintenance Foreman

Class X (Assistants Program and Operations) **46,000-70,000**

- Assistant to the Municipal Clerk
- Planning Administrative Coordinator/Assistant to Planner
- Construction Engineer
- Infrastructure/Operations Administrative
- Infrastructure/Operations Recycling
- Assistant to Zoning Officer / Board Secretary
- Land Use Development Review Official
- Recreation Program Supervisors

Class XI (Program Operations) **42,000-68,000**

- Animal Control Officer
- Assistant Recreation Maintenance Foreman
- Fire Prevention Inspectors
- Parking Supervisory Support

Class XII (Senior Technical Support) **40,000-72,500**

- Technical Assistant to the Construction Official
- Environmental Health Inspector
- Purchasing Agent
- Bookkeeper
- IT Coordinator
- Human Resource Manager
- Payroll & Benefits Coordinator
- Rental Housing Support
- Emergency Services Support
- Assistant to the Chief
- Police Administrative Coordinator
- Administrative Coordinator
- Prevention Coordinator

Class XIII (Technical Assistant) **40,000-60,000**

- Deputy Tax Collector
- Assistant Assessor
- IT Tech
- Registrar
- Outreach Coordinator
- Clinicians
- Recreation Maintenance

Class XIV (Administrative Support) **45,000-60,000**

- Recreation
- Finance
- Engineering
- Clerk
- Planning
- Construction
- Administrative Assistants (steps 5-12)

Class XV (Secretarial Support) **30,000—55,000**

- Violations Records Clerks
- Police Records Clerks
- Engineering
- Construction
- Recreation
- Secretary / Administrative Secretary (steps 0-12)
- Administrative Assistant (steps 0-4)

Unclassified

Judge

Crossing guards

Part time / Seasonal / Hourly /Per diem

2. The Administrator, with the approval of the Mayor and Princeton Council, may direct the payment of additional compensation.
3. Salaries and compensation to be effective as of January 1, 2013 unless currently applied.

The salaries and compensation provided for herein shall be effective as of January 1, 2013 or as currently applied for employees who were on the payroll as of the date of the final adoption of this ordinance.

4. Compensation of other personnel.

The salaries or compensation of any officers or employees for whom compensation is not fixed in this ordinance, or for whom compensation is not otherwise fixed by or pursuant to law, shall be fixed and determined by resolution of the Mayor and Council from time to time in such amounts as shall be commensurate with the nature and extent of their employment and the compensation hereinabove provided for similar personnel.

Linda McDermott
Municipal Clerk

Liz Lempert
Mayor