

**RESOLUTION**  
of the  
**BOROUGH OF NEW PROVIDENCE**  
Resolution No. 2015-146

Council Meeting Date: 03-23-2015

Date Adopted: 03-23-2015

TITLE: RESOLUTION APPROVING SALARY STEP GUIDE FOR THE YEAR  
2015 APPLICABLE TO EMPLOYEES HIRED AFTER JANUARY 1, 2015.

Councilperson Madden submitted the following resolution, which was duly  
seconded by Councilperson Muñoz.

BE IT RESOLVED by the Mayor and Borough Council of the Borough of New  
Providence, County of Union and State of New Jersey that the attached Salary Step  
Guide shall be applicable for employees hired after January 1, 2015.

APPROVED, this 23<sup>rd</sup> day of March, 2015.

RECORD OF VOTE

	AYE	NAY	ABSENT	NOT VOTING
GALLUCCIO	X			
GENNARO	X			
KAPNER	X			
MADDEN	X			
MUÑOZ	X			
ROBINSON	X			
MORGAN			TO BREAK COUNCIL TIE VOTE	

I hereby certify that the above resolution was adopted at a meeting of the Borough Council held on the 23<sup>rd</sup> day of March, 2015.

Wendi B. Barry, Borough Clerk

STEP		2015 Salary Scales for Non-Bargining Employees					
		A	B	C	D	E	F
		1/1/2015	1/1/2015	1/1/2015	1/1/2015	1/1/2015	1/1/2015
<b>LEVEL 1</b>							
CIVILIAN DISPATCHER ADMINISTRATIVE AID <i>Part-time</i>		\$35,000 \$9.00	\$37,000 \$10.00	\$39,000 \$11.00	\$41,000 \$12.00	\$43,000 \$13.00	\$52,295 \$45,000 \$14.00
<b>LEVEL 2</b>							
ADMINISTRATIVE ASSISTANT <i>Part-time</i>		\$42,000 \$15.00	\$44,000 \$16.00	\$46,000 \$17.00	\$48,000 \$18.00	\$50,000 \$19.00	\$52,500 \$20.00
<b>LEVEL 3</b>							
COURT ADMINISTRATOR FINANCE OFFICER MANAGER INFORMATION OFFICER/ECONOMIC DEVELOPMENT SENIOR ADMINISTRATIVE ASSISTANT TAX COLLECTOR/DEPUTY BOROUGH CLERK <i>Part-time</i>		\$52,000 \$52,000 \$46,000 \$20.00	\$54,000 \$54,000 \$48,000 \$21.00	\$56,000 \$56,000 \$50,000 \$22.00	\$58,000 \$58,000 \$52,000 \$23.00	\$60,000 \$60,000 \$54,000 \$24.00	\$62,903 \$62,500 \$62,500 \$56,000 \$77,988 \$25.00
<b>LEVEL 4</b>							
PUBLIC WORKS MANAGER CONSTRUCTION/ZONING OFFICIAL <i>Part-time</i>		\$105,000 \$95,000 \$25.00	\$107,000 \$97,000 \$26.00	\$109,000 \$99,000 \$27.00	\$111,000 \$101,000 \$28.00	\$112,000 \$103,000 \$29.00	\$112,001 \$105,068 \$30.00
<b>LEVEL 5</b>							
BOROUGH ADMINISTRATOR DEPUTY BOROUGH ADMINISTRATOR/CLERK <i>Part-time</i>		\$105,000 \$30.00	\$107,000 \$31.00	\$109,000 \$32.00	\$111,000 \$33.00	\$113,000 \$34.00	\$128,562 \$114,016 \$35.00
<b>POLICE</b>							
POLICE CHIEF							\$160,152

<b>Level 1</b>	
<i>Part-time</i>	<i>\$8.50 – \$12.00 per hour</i>
<b>Level 2</b>	
<i>Part-time</i>	<i>\$10.00 – \$20.00 per hour</i>
<b>Level 3</b>	
<i>Part-time</i>	<i>\$15.00 - \$25.00 per hour</i>
<b>Level 4</b>	
<i>Part-time</i>	<i>\$20.00 - \$30.00 per hour</i>
<b>Level 5</b>	
<i>Part-time</i>	<i>\$30.00- \$35.00 per hour</i>

**Level 1** – Clerical responsibilities with a skill set that includes proficiency with office productivity software, including; Word, Excel, Power Point, Access and Outlook. Level 1 includes seasonal help.

**Level 2** – Same as Level 1 with at least one certification required by law, rule or regulation, or someone who works with minimal supervision.

**Level 3** – Same as Level 2 with up to three certifications as required by law, rule or regulation. Responsible to coordinate office operations with no supervision.

**Level 4** – Department Head Level Administrative Assistant. Is required to work independently and provide direction or oversight to other employees. Manage staff, budget and resources. Assists with various functions of department head and is assigned tasks with the authority of the department head. Manage a core function of the government.

**Level 5** – Senior Management (Administrator or Deputy Administrator) administrative assistant. Confidential Employee, who performs tasks as assigned, including independent research and analysis. Manages staff, budget and resources. Assists with various functions of senior management and is assigned tasks with the authority of the manager.