



CITY OF HOBOKEN
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FAX SHEET

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SEP-29-2010 WED 04:02 PM

C. ELSTON AND ASSOCIATE

FAX No. 732-280-6955

P. 003

CITY OF HOBOKEN

REQUEST FOR PUBLIC RECORDS

Name: Mitesh M. Patel, Esq.
Dated: September 29, 2010
Via Facsimile: (201) 420-2085

(1)

Liston 8/3/10 \$ 150,000
Bryan 8/14/09 46,100
Juan Melli 5/11/09 25,000

Information Requested:

Other [specify]:

(1) The hiring dates, hiring titles, and hiring salaries of city employees Juan Melli, Dan Bryan, and Arch Liston. The Current base salaries of all three employees, segregating any supplemental income received by them and dates of same.

(2) "Department of Administration Employee Action Forms" from January 2010 to July 2010 regarding any salary increases and approvals for salary increases.

Mike Koeman

(3) Any and all documentation regarding City Employees that are scheduled to retire or have submitted notification of retirement.

Koeman

(4) Any salary ordinances, which had 1st or 2nd readings in July 2010. Also, include any salary ordinance plans.

Jimmy

(5) City of Hoboken Job Descriptions for: (1) Confidential Aide to the Mayor; (2) Communications Manager; and (3) Public Information Officer.

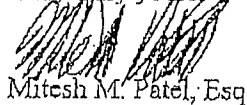
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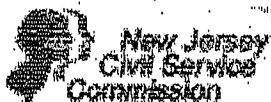
Attadine

Thank you for your courtesy and anticipated cooperation in providing the above-requested information.

Very truly yours,


Mitesh M. Patel, Esq.

(2)



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

Job Specification 02927

PUBLIC INFORMATION OFFICER

DEFINITION:

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 agency or jurisdiction 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.

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

Determines the objectives of the informational program and the methods by which they will be put into effect in terms of available resources and agency priorities; plans media coverage and methods to present the desired information to the public.

Plans public information programs and disseminates information to inform the public or affected groups about the work of the agency.

Writes, edits, or oversees the writing and editing of copy; reviews and evaluates for policy and content; styles informational and promotional materials such as press releases, publications, radio and television programs, and photographs; assesses the value and effectiveness of written material in achieving agency's information and program objectives.

Incorporates the basic philosophy of management in speeches and in other written or printed material; interprets facts as presented.

May arrange and direct press conferences, radio, or television interviews of management officials.

May conduct information programs to inform employees of activities, agency performance, and of applicable administrative decisions.

Establishes and maintains liaison and cooperative working relationships with media representatives and with interested public, private, and voluntary groups to ensure understanding of the agency's programs and to create and maintain a favorable public image.

May supervise technical assistants and other employees; may be responsible for effectively recommending the hiring, firing, promoting, demoting, and/or disciplining of employees.

Selects appropriate subject matter; collects data relating to issues from varied sources, draws reasonable unbiased conclusions, and utilizes facts pertinent to specific cases to prepare clear, concise, and informative articles and news releases for publication.

May arrange for, and/or conduct meeting and public contact programs to familiarize residents, community groups, business concerns, nonprofit organizations, and other government agencies

with the activities of the agency; may select speakers for public meetings.

May conduct or oversee public surveys and other information gathering activities designed to identify public or consumer interests, attitudes, and habits.

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

EDUCATION

Graduation from an accredited college with a Bachelor's degree.

NOTE: Applicants who do not meet the above educational requirements may substitute additional experience as indicated below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE:

Three (3) years of experience in work involving the dissemination of information in the field of news media, public relations, publicity, and/or advertising.

LICENSE

Appointee 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 duties of the position.

KNOWLEDGE AND ABILITIES

Knowledge of the principles and techniques involved with the use of varied modern media.

Knowledge of objectives of public information programs.

Knowledge of the surveys, techniques and other information gathering processes to determine the attitudes and reactions to agency programs.

Knowledge of the procedures involved to collect, analyze, and interpret complex, factual data.

Ability to arrange and/or conduct information programs, interviews, press conference, surveys, and other programs utilized to disseminate public information.

Ability to utilize communication and media for the dissemination of information.

Ability to evaluate the public information potential of written materials, illustrations, photographs, and television.

Ability to gather, analyze, and interpret information on a variety of subjects relevant to agency operations.

Ability to analyze, select, and present information in a suitable form for presentation and use by varied public information media.

Ability to plan, organize, and direct various public information programs.

Ability to establish liaison and maintain cooperative working relationships with representatives of the press, radio, television, public official, community groups, and officials.

Ability to organize assignments and coordinate various activities and the individuals involved in committee operations.

Ability to analyze and interpret basic law, relations, policies, and standards and apply them to specific situations.

Ability to utilize the English language with the skill and discrimination necessary to prepare written material that is understandable to individuals with varied educational levels, occupational interests, and backgrounds.

Ability to effectively write and edit brochures, bulletins, and other publications relating to agency activities.

Ability to review and edit written material, correct, proof, and select illustrations.

Ability to maintain records and files.

Ability 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 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.

CODES: LG - 02927 MER 12/04/08

This job specification is for local government use only.

Sponsored by:

M. M. 6-16-10

Seconded by:

[Signature]

CITY OF HOBOKEN
ORDINANCE NO. Z-47

AN ORDINANCE TO AMEND AN ORDINANCE ESTABLISHING A SCHEDULE OF CLASSIFICATIONS AND ALLOCATIONS OF TITLE FOR ALL POSITIONS IN THE CITY OF HOBOKEN AND DESIGNATING THE APPROPRIATE STANDARDIZED TITLE FOR EACH POSITION

THE MAYOR AND COUNCIL OF THE CITY OF HOBOKEN DO ORDAIN AS FOLLOWS;

1. The Alphabetical List of Titles, City of Hoboken, set forth in City Code to which this Ordinance is an amendment shall be, and the same is hereby, amended so that the titles, salaries and ranges contained therein shall be established as follows on the attached list, which is incorporated by reference.
2. If the Alphabetical List of Titles, City of Hoboken, herein set forth contains any position or positions which are not enumerated in the Plan for the Standardization of Municipal Class Titles, which is a part of the Code to which this Ordinance is an amendment, then in that event, the duties of the said position or positions shall be those which pertain to the particular position and positions set forth in any other ordinance adopted and now in force and effect in any statute of the State of New Jersey.
3. The provisions of this Ordinance shall in no way affect the tenure or Civil Service status of any employees presently employed by the City of Hoboken in any of the various positions set forth in the Alphabetical List of Titles, City of Hoboken.
4. The Alphabetical List of Titles referred to herein as well as the salary ranges for all positions in the City shall be on file in the Office of the City Clerk.
5. All ordinances or parts of ordinances inconsistent herewith are herewith repealed.
6. This ordinance shall take effect as provided by law.

Date: June 16, 2010

Adopted:

7-14-10

[Signature]
City Clerk James J. Farina

Approved:

7-15-10

[Signature]
Mayor Dawn Zimmer

Reviewed:

[Signature]
Arthur Liston, Business Administrator

Approved as to form:

[Signature]
Michael B. Kates, Corporation Counsel

Title	Minimum	Max. 01/01/08
Additional Municipal Court Judge	\$24,000.00	\$62,922.78
Administrative Clerk	\$31,500.00	\$53,949.89
Administrative Clerk (40 hour week)	\$35,500.00	\$61,256.22
Administrative Secretary	\$38,000.00	\$68,121.25
Administrative Secretary (40 hour week)	\$40,000.00	\$69,493.97
Administrator, Cultural & Heritage Affairs	\$40,000.00	\$70,000.00
Alde to the Mayor	\$20,000.00	\$65,000.00
Assessor	\$62,000.00	\$108,947.46
Assessor Trainee	\$25,000.00	\$50,000.00
Assistant Assessor	\$41,000.00	\$71,020.55
Assistant City Attorney (Zoning)	\$40,000.00	\$61,869.97
Assistant Comptroller	\$54,000.00	\$90,000.00
Assistant Corporation Counsel	\$35,000.00	\$56,301.84
Assistant Health Officer	\$35,000.00	\$76,500.00
Assistant Library Director	\$45,000.00	\$85,968.66
Assistant Payroll Supervisor	\$50,000.00	\$65,000.00
Assistant Superintendent Recreation	\$27,000.00	\$66,832.44
Assistant Violations Clerk	\$29,000.00	\$50,291.88
Assistant Zoning Officer	\$21,000.00	\$56,624.00
Assistant Zoning Officer P/T	\$2,000.00	\$12,860.93
Assistant Superintendent, Water/Sewer	\$38,000.00	\$65,953.39
Building Inspector	\$50,000.00	\$65,000.00
Building Service Supervisor	\$28,000.00	\$63,030.54
Business Administrator	\$62,432.00	\$150,000.00
Chief Financial Officer	\$50,000.00	\$110,821.33
Chief Financial Officer P/T	\$10,000.00	\$16,086.18
Chief Field Rep. Property Improvement	\$38,000.00	\$65,835.96
Chief Fire Alarm Operator	\$25,000.00	\$51,463.08
City Attorney	\$50,000.00	\$109,317.90
City Clerk	\$56,000.00	\$110,821.33
Confidential Aide to Mayor	\$28,840.00	\$90,028.51
Confidential Assistant to Mayor	\$28,840.00	\$70,000.00
Construction Code Official	\$60,000.00	\$114,265.83
Coordinator of Maintenance Services	\$33,500.00	\$57,646.48
Coord. of Housing/Neigh. Preservation	\$42,000.00	\$73,414.16
Cultural Affairs Coordinator	\$20,000.00	\$39,444.95
Deputy City Clerk	\$35,500.00	\$79,231.00
Deputy Court Administrator	\$30,000.00	\$58,592.36
Deputy Mun. Emergency Mgmt. Coord.	\$30,000.00	\$97,614.69
Electrical Sub-Code Official	\$45,000.00	\$77,165.58
Elevator Inspector	\$45,000.00	\$77,165.58
Elevator Sub-Code Official	\$45,000.00	\$77,165.58
Emergency Management Coordinator	\$10,000.00	\$16,086.18
Environmental Health Specialist	\$21,000.00	\$61,138.36
Environmental Health Specialist P/T	\$25.00 / hour	
Fire Sub Code Official	\$49,000.00	\$83,937.33
General Supv. Env. Services	\$42,000.00	\$79,784.53
Health Officer	\$56,000.00	\$96,517.17
Management Specialist	\$35,000.00	\$67,560.02
Management Info. Systems Specialist	\$40,000.00	\$69,348.15
Mechanic Supervisor	\$34,000.00	\$58,521.58

Municipal Court Administrator	\$34,000.00	\$94,169.34
Municipal Court Director	\$37,000.00	\$78,638.98
Municipal Court Judge	\$41,284.00	\$94,169.34
Municipal Prosecutor	\$32,500.00	\$58,553.74
Parks Superintendent	\$43,000.00	\$74,287.66
Payroll Supervisor	\$42,000.00	\$78,818.34
Personnel Officer	\$35,000.00	\$88,261.28
Plumbing Sub-Code Official	\$48,500.00	\$83,524.34
Program Monitor	\$28,840.00	\$90,026.51
Project Coordinator, Construction	\$31,000.00	\$47,949.22
Public Defender	\$20,800.00	\$60,911.93
Public Information Officer	\$40,000.00	\$64,304.65
Purchasing Agent	\$55,000.00	\$94,909.00
Recreation Superintendent	\$41,000.00	\$70,779.25
Rent Regulation Officer	\$37,500.00	\$64,308.96
Right to Know Project Specialist	\$3,000.00	\$8,043.08
Senior Rep. Citizen Complaints	\$35,000.00	\$72,387.87
Signal System Superintendent	\$45,000.00	\$77,224.56
Signal Systems Technician 3	\$42,000.00	\$72,388.00
Supervising Accountant	\$38,505.00	\$69,037.12
Supervising Laborer	\$33,500.00	\$64,498.00
Supervising Maint. Repairer Carpenter	\$43,500.00	\$74,823.34
Supervising Parking Enforcement Officer	\$22,000.00	\$48,137.88
Supervisor of Accounts	\$45,526.00	\$70,417.31
Supervisor Senior Citizens Activities	\$38,000.00	\$65,835.97
Tax Collector	\$56,000.00	\$110,821.33
Transportation Inspector	\$20,600.00	\$38,000.00
Transportation Supervisor	\$30,000.00	\$48,602.11
Treasurer	\$2,500.00	\$16,086.18
Violations Clerk	\$32,000.00	\$55,276.56
Water & Sewer Superintendent	\$52,000.00	\$89,611.36
Zoning Officer	\$44,500.00	\$76,739.19
Account Clerk	\$20,000.00	\$40,990.13
Account Clerk Typing	\$20,000.00	\$42,445.25
Accounting (degree)	\$28,000.00	\$57,105.56
Agency Aide	\$20,000.00	\$40,462.79
Agency Aide P/T	Min. to \$12/hr	
Animal Control Officer	\$35,000.00	\$76,500.00
Assessing Clerk	\$20,000.00	\$39,732.47
Building Maintenance Worker	\$20,000.00	\$41,350.05
Buyer	\$35,000.00	\$63,206.12
Clerk	\$20,000.00	\$37,903.46
Clerk P/T	Min. to \$12/hr	
Clerk Stenographer	\$20,000.00	\$44,304.15
Clerk Typist	\$20,000.00	\$43,391.16
Clerk, Bd of Hlth, Registrar of Vital Stats.	\$26,000.00	\$58,934.55
Clerk Typist Bilingual Spanish/English	\$20,000.00	\$28,965.98
Code Enforcement Officer	\$20,600.00	\$32,640.00
Code Enforcement Officer P/T	\$10 to \$14/hr	
Communications Officer	\$20,800.00	\$46,133.16
Community Library Assistant	\$20,000.00	\$38,000.00
Community Service Worker	\$20,000.00	\$40,464.39
Community Service Worker Bilingual	\$20,000.00	\$52,389.09

Technical Asst. to Construction Official	\$25,000.00	\$60,030.35
Tax Clerk	\$20,000.00	\$31,081.93
Tlmekeeper	\$20,000.00	\$35,000.00
Traffic Maintenance Worker	\$20,000.00	\$40,623.58
Truck Driver	\$20,000.00	\$46,133.16
Fire Fighter	Hired before 07/01/2004	
	7/1/2006	
Step 1	37,298.00	
Step 2	51,388.00	
Step 3	64,373.00	
Step 4	70,831.00	
Step 5	81,365.00	
Step 6	82,210.00	
Fire Fighter	Hired after 07/01/2004	
	7/1/2006	
Step 1	37,298.00	
Step 2	44,066.00	
Step 3	52,583.00	
Step 4	60,919.00	
Step 5	70,831.00	
Step 6	81,365.00	
Step 7	82,210.00	
Fire Captain		
Step 1	\$105,229.00	
Step 2	\$106,873.00	
Step 3	\$108,436.00	
Battalion Fire Chief		
Step 1	\$128,247.00	
Step 2	\$129,892.00	
Step 3	\$131,170.00	
Fire Chief	\$185,000, incl. longevity, per Fiscal Monitor	
Police Division	Min.	Max.
Police Officer	\$34,449.00	\$80,542.00
Police Sergeant	\$82,542.00	\$93,429.00
Police Lieutenant	\$95,429.00	\$106,316.00
Police Captain	\$108,316.00	\$128,868.00
Police Chief	\$153,000 base, not incl. longevity per DCA	

Public Works Repairer	\$20,000.00	\$42,475.16
Radio Dispatcher	\$20,800.00	\$46,133.16
Recreation Aide	\$20,000.00	\$37,826.26
Recreation Aide P/T	8.50 - 15. / hr	
Recreation Maintenance Worker	\$20,000.00	\$29,857.15
Recreation Supervisor	\$20,000.00	\$46,582.38
Rec. Leader Arts & Crafts P/T	\$8,534.00	\$13,738.78
Rec. Supervisor Cultural Services	\$28,000.00	\$53,095.27
Rep. Citizens Complaints	\$20,000.00	\$59,160.00
Rep. Rent Regulation	\$21,000.00	\$42,475.16
Sanitary Inspector	\$21,000.00	\$63,570.44
Sanitary Inspector P/T	\$25.00 / hour	
Sanitation Worker	\$20,000.00	\$45,217.86
School Traffic Guard	\$10/hr	
Secretarial Assistant	\$20,000.00	\$48,875.87
Secretarial Assistant (40 hour week)	\$21,000.00	\$53,095.27
Secretarial Assistant, Bilingual	\$20,000.00	\$49,215.00
Secretarial Assistant Typing	\$20,000.00	\$49,215.00
Secretary, Board Commission	\$2,000.00	\$56,498.82
Secretary to the Mayor	\$60,000.00	\$90,026.51
Security Guard	\$20,000.00	\$32,367.68
Senior Account Clerk, Typing	\$20,000.00	\$45,656.30
Senior Assessing Clerk	\$20,000.00	\$44,304.15
Senior Assistant Assessor	\$32,000.00	\$73,162.81
Senior Building Maintenance Worker	\$20,000.00	\$46,133.16
Senior Citizen Program Aide P/T	\$8,892.00	\$14,314.66
Senior Clerk	\$20,000.00	\$42,668.13
Senior Clerk - Licensing	\$20,000.00	\$57,376.00
Senior Clerk Stenographer	\$20,600.00	\$46,133.16
Senior Clerk Typist	\$20,000.00	\$43,390.47
Senior Customer Service Representative	\$21,000.00	\$50,121.27
Senior Field Rep. Prop. Improvement	\$25,000.00	\$52,533.86
Senior Guard Public Property	\$20,000.00	\$45,217.86
Senior Health Aide	\$20,000.00	\$41,561.47
Senior Housing Inspector	\$20,000.00	\$60,146.00
Senior Librarian	\$37,000.00	\$61,732.46
Senior Library Assistant	\$20,000.00	\$45,438.66
Senior Maintenance Repairer	\$24,000.00	\$54,362.87
Senior Pgm. Develop. Specialist Aging	\$40,000.00	\$90,026.51
Senior Mechanic	\$24,000.00	\$53,447.55
Senior Signal System Repairer	\$24,000.00	\$52,533.86
Senior Tax Clerk, Typing	\$20,000.00	\$45,299.90
Signal System Technician I	\$20,000.00	\$40,646.16
Signal System Technician II	\$24,000.00	\$54,362.51
Signal System Maintenance Worker	\$20,000.00	\$40,646.16
Senior Community Service Aide	\$20,000.00	\$36,357.58
Senior Rep. Rent Regulation	\$25,000.00	\$46,805.57
Senior Traffic Signal Electrician	\$25,000.00	\$60,446.37
Stable Worker	\$20,000.00	\$28,560.00
Stock Clerk	\$20,000.00	\$48,875.87
Student Assistant	Min. to \$10.hr	
Summer Youth Intern	Min. to \$10.hr	
Supervisor of Customer Service	\$25,000.00	\$59,514.96
Supervising School Traffic Guard	\$20,000.00	\$25,500.00