

TO: Town Meeting  
Select Board  
Finance Committee  
Town Administrator

cc: Personnel Board  
Director of Human Resources

FROM: Steve Levinsky - Chair, Personnel Board

DATE: September 17, 2021

Re: Revised FY 2022 Classification and Pay Plan

The Personnel Board is charged with presenting a Classification and Pay Plan to Town Meeting. Attached you will find the proposed revised pay plan for fiscal year 2022.

This plan covers the general government, non-union employees of the town - roughly 65 full-time employees. The pay plan creates the structure for compensation for town employees. Actual funding for town departments and employees are handled in other warrant articles. Establishing individual employee salaries is the responsibility of the Town Administrator.

This warrant article does not seek any funding.

### **FULL-TIME PAY PLAN**

Based on a compression analysis and a market salary survey, the Personnel Board proposes increasing the Full-time Pay Plan maximum in each salary grade by approximately 10%.

Position titles added or modified were:

Grade 1 – Remains unchanged.

Grade 2 – Remains unchanged except:

- Associate Project Coordinator – new title

Grade 3 – Remains unchanged except:

- Planner/Conservation Agent change title to Open Space Planner/Conservation Agent – title change
- Assistant to Town Administration- new title

Grade 4 – Remains unchanged except:

- Chief Diversity Officer – new title and addition to headcount

Grade 5 – Remains unchanged:

Grade 6 – Remains unchanged:

Revised Full time job descriptions were accepted for these positions.

Grade 1 – Remains unchanged

Grade 2 – Remains unchanged except:

- Assistant Director, Farm

Grade 3 – Remains unchanged except:

- Regulatory Compliance Coordinator
- Communication/Information Officer
- Facility Manager

Grade 4 – Remains unchanged except:

- Director of Public Health
- Chief Diversity Officer

Grade 5 – Remains unchanged except:

- Deputy Chief of Police

All full-time, non-union job descriptions can be accessed on-line at the Town's website at <https://www.natickma.gov/285/Non-Union-Full-Time-Job-Descriptions> .

### **PART-TIME PAY PLAN**

Proposed changes to the Part-time Pay Plan salary ranges to reflect the new state minimum wage that will go into effective 1/1/2022.

Position titles added or modified were:

Grade 1 – Remains unchanged except:

- Lifeguard moved from Grade 1 to Grade 2

Grade 2 – Remains unchanged except:

- Lifeguard added
- Beach Manager moved from Grade 2 to Grade 3

Grade 3 – Remains unchanged except:

- Beach manager added

Revised Part time job descriptions were accepted for these positions.

Grade 1 – Remains unchanged except:

- Receptionist
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Grade 2 – Remains unchanged except:

- Community Garden Coordinator
- Lifeguard

Grade 3 – Remains unchanged except:

- Beach Manager

Premium Positions

- Golf Instructor
- Recreational Professional