

TO: Town Meeting
Select Board
Finance Committee
Town Administrator

cc: Personnel Board
Director of Human Resources

FROM: Steve Levinsky - Chair, Personnel Board

DATE: March 29, 2022

Re: Revised FY 2023 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 2023.

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. There are no additions to headcount.

FULL-TIME PAY PLAN

Grade 1

Program Manager Volunteer Services

- Move position to Grade 2 (to be in line with other manager title positions)
- Minor Job Description updates/changes

Grade 2

Program Manager Volunteer Services

- Add position to this grade level

Grade 3

Procurement Manager position

- Retitle to **Director of Procurement** (added responsibilities)
- Move Retitled Director of Procurement to Grade 4 (added responsibilities)
- Minor Job Description updates/changes

Director, Bacon Free Library/Assistant Director of Morse Library

- Remove position from Grade 3
- Position retitled to Assistant Library Director Morse Institute Library

Assistant Library Director Morse Institute Library

- Add position to this grade level
- Minor Job Description updates

Bacon Free Director

- Minor Job Description updates

Benefits Manager

- Minor Job Description updates

Development Review Planner

- Minor Job Description updates

Senior Planner

- Minor Job Description updates

Grade 4

Director of Procurement

- Add position to this grade level

Chief Diversity Officer

- Retitling of the position
- No changes to job description except title change

Grade 5

Remains the same-No Changes

Grade 6

Remains the same -No Changes

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

Grade 1

Remains the same -No Changes

Grade 2

Remains the same -No Changes

Grade 3

Remains the same -No Changes

PREMIUM (Up to a Max of \$85.00)

Add **Subject Area Expert** position to the Premium positions