

TO: Town Meeting
Select Board
Finance Committee
Town Administrator

cc: Personnel Board
Director of Human Resources

FROM: Steve Levinsky - Chair, Personnel Board

DATE: September 1, 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

The below positions reflect additions and/or modifications by grade:

Grade 1:

- **Police Records Coordinator**

As agreed by Clerical Union and Town Administration, this position was created to move the current clerical union-Administrative Assistant position to the personnel board.

Grade 2:

- **Removal of the Data Analyst position**

The responsibilities of the Data Analyst position is no longer applicable with what the department needs, therefore, the position is required to be elevated to Business Manager with specialized responsibilities (classified in Grade 3).

Grade 3:

- **Business Manager**

The duties and responsibilities of the Data Analyst position no longer meet the needs of the department. The Business Manager position seeks to encompass increased

responsibilities. With the added specialized responsibilities required of this position, this position will be classified in Grade 3.

- **Communication Information Officer title change to Communication Director**

Slight modifications to the job description and retitled the position to Communication Director.

- **Community & Economic Development Administrator title change to Community & Economic Development Office Manager**

Job description modified to reflect added responsibilities. Job title change.

Grade 4:

- **Director of Senior Center & Community Services title change to Deputy Community Services Council on Aging & Human Services**

Job description modified to reflect added responsibilities. Job title change.

- **Director of Recreation & Parks title change to Deputy Community Services Director Recreation & Parks**

Job description modified to reflect added responsibilities. Job title change.

- **Deputy Director of Public Works**

Position is being added to the pay plan-funding for this position was previously approved at TM.

Grade 5:

- **Director of Strategic Initiatives & Partnerships eliminated. Director of Community Services reinstated.**

Added responsibilities to prior job description.

PART-TIME PAY PLAN

There are no proposed changes to the Part-time Pay Plan salary ranges.