

TO: Town Meeting
Select Board
Finance Committee
Town Administrator

cc: Personnel Board
Director of Human Resources

FROM: Steve Levinsky - Chair, Personnel Board

DATE: March 9, 2023

Re: Revised 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.

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

There are no proposed changes to the Full-time Pay Plan salary ranges.
Position titles added or modified were:

Grade	New title & description	Modified description
6	Executive Director of Public Works & Facilities	
5		Director of Facilities Management Director of Public Works
4		
3	Assistant Director - Programs Assistant Director - Resource Allocation Assistant Director - Programs & Services Assistant Director - Services & Outreach Information Technology Manager	Business Manager
2	Case Manager	Payroll Manager
1	Assistant Superintendent - Golf Course	Animal Control Officer

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

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

Thank you for your time and consideration.