

TO: Town Meeting
Board of Selectmen
Finance Committee
Town Administrator

cc: Personnel Board
Director of Human Resources

FROM: Steve Levinsky - Chair, Personnel Board

DATE: September 6, 2023

Re: Revised FY 2024 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 2024.

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 1 – Remains unchanged.

Grade 2 –

- Development Review Planner, retitled to Associate Planner with some added responsibilities and no change in pay grade. The new title is more in line with industry standards.

Grade 3 –

- Director Recreation Programs/Special Events, retitled to Assistant Director of Programs & Special Events with some added responsibilities and no change in pay grade. The retitling of this position will be in-line with the department's organizational restructure.
- Budget Analyst, retitled to Budget & Financial Analyst with some added responsibilities and no change in pay grade.
- Business Manager, retitled to Business & Special Projects Manager with some added responsibilities and no change in pay grade.
- Assistant Treasurer/Collector, retitle to
 - Assistant Treasurer- bifurcation of the collector and treasurer job duties with enhanced treasury functions assigned.
 - Assistant Collector – bifurcation of the collector and treasurer job duties.
- Community Planner, is a new position created for the implementation of the Community Preservation Act, in addition to support the function of housing and arts and cultural. (Funding was approved in Spring TM).
- Open Space Planner/Conservation Agent, retitled to Conservation Agent/Environmental Planner with some added responsibilities and no change in pay grade. The new title is more in line with industry standards.
- Environmental Health & Safety Manager, title added (Funding was approved in Spring TM).
- Local Building Inspector Amendments to the Local Building Inspector job description that reflects the creation of a hierarchy when the Building Commissioner and Senior Building Official are absent; a differentiation in backgrounds (education and experience); and updates to general language to keep consistency between standard language in the CED job descriptions.
- Senior Building Inspector Official, title added to elevate one of the two Local Building Inspectors to create a hierarchy when the Building Commissioner is absent; and updated the job description language to keep consistency between standard language in the CED job descriptions.
- Senior Planner retitled to Transportation/Economic Development Planner with some added responsibilities and no change in pay grade. The new title is more in line with industry standards.

- Town Clerk title added, Spring TM approved position to be changed from elected to an appointed position.

Grade 5 – Remains unchanged.

Grade 6 – Remains unchanged.

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.

Position titles added or modified were:

Grade 1 – Remains unchanged.

Grade 2

Building Monitor II job description was updated.

Grade 3 – Per Diem Public Health Nurse was added.

Under Premium category:

- Traffic Constable Position was added.

Thank you for your time and consideration.