

POSITION CLASSIFICATION PLAN

Attachment B

Class Title	NCLM Class Code	Number of Positions	Salary Grade	Minimum	Maximum	Exempt Status
ADMINISTRATION						
Town Manager	10040	1	n/a	n/a	n/a	A
Assistant Town Manager	10070	1	35	104,862	156,125	A
Administrative Services Director	10070	1	35	104,862	156,125	A
Public Information Officer	10180	1	23	58,391	86,936	A
Town Clerk	10080	<u>1</u> 5	20	50,440	75,099	A
PUBLIC WORKS						
Public Works Director	10210	1	31	86,270	128,445	E
Grounds Maintenance Supervisor	20450	1	21	52,962	78,854	E
Operations Supervisor	20670	1	19	48,039	71,523	E
Crew Leader	20660	1	18	45,751	68,117	
Maintenance Worker II	20430	<u>7</u> 11	12	34,140	50,830	
HUMAN RESOURCES						
Assistant Human Resources Director		1	26	67,595	100,640	A
Human Resources Technician	20080	<u>1</u> 2	17	43,572	64,873	
FINANCE						
Finance Director	10120	1	31	86,270	128,445	E
Finance Officer	20056	1	23	58,391	86,936	A
Purchasing Agent	20060	1	22	55,611	82,797	A
Accountant	20020	1	21	52,962	78,854	E
Accounting Technician	20040	1	13	35,847	53,371	
Customer Service Clerk	20300	<u>1</u> 6	11	32,514	48,409	

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PARKS, RECREATION & CULTURAL PROGRAMS						
Parks & Recreation Director	10220	1	31	86,270	128,445	E
Recreation Program Supervisor	20520	1	19	48,039	71,523	
Athletic Supervisor	20510	2	18	45,751	68,117	
Recreation Activities Coordinator	20500	1	15	39,521	58,842	
Administrative Assistant – Parks & Rec	20600	<u>1</u>	11	32,514	48,409	
		6				
DEVELOPMENT SERVICES						
Development Services Director	10160	1	31	86,270	128,445	E
Senior Planner	20475	2	23	58,391	86,936	
Planner	20470	1	18	45,751	68,117	
Code Enforcement Officer/Planner	20160	1	17	43,572	64,873	
Planning Technician	20465	<u>1</u>	15	39,521	58,842	
		6				
FIRE						
Fire Chief	10130	1	33	95,113	141,610	E
Fire Captain	30080	3	21	52,962	78,854	
Fire Lieutenant	30120	3	19	48,039	71,523	
Firefighter	30100	<u>6</u>	17	43,572	64,873	
		13				
POLICE						
Police Chief	10170	1	33	95,113	141,610	E
Police Division Commander (Captain)	30160	2	27	70,975	105,672	E
Police Shift Commander (Lieutenant)	30270	5	23	58,391	86,936	
Administrative Division Manager		1	22	55,611	82,797	A
Police Shift Supervisor (Sergeant)		5	20	50,440	75,099	
Detective	30210	2	20	50,440	75,099	
Police Officer	30260	18	18	45,751	68,117	
Administrative Assistant - Police	30220	<u>1</u>	12	34,140	50,830	
		<u>35</u>				
TOTAL NUMBER OF POSITIONS		84				

Effective 07/01/2018; Amended 09/19/2018; 02/20/2019

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NOTES:

- Starting salary can be up to Step 20 with the Town Manager's approval. Starting salaries over Step 20 require Town Council approval.
- There is no COLA factor included. Performance increases are given in 1% increments for employees exceeding expectations at the discretion of the department director and within the budget amount for performance increases. 2% merit funding is included in the budget.
- Exempt Status is classified as E= Executive, A= Administrative, P= Professional, and C= Computer according to the Fair Labor Standards Act regulations.
- 09/19/2018 Amendments:
 - Addition of Assistant Parks and Recreation Director position
 - Removal of one of two Recreation Program Supervisor positions
- 02/20/2019 Amendments:
 - Removal of Assistant Parks and Recreation Director position
 - Removal of Engineering Director position