

POSITION CLASSIFICATION PLAN
Budget Ordinance 19-06-19-001 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 – Administration	10070	1	35	104,862	156,125	A
Assistant Town Manager – Operations	10070	1	35	104,862	156,125	A
Public Information Officer	10180	1	23	58,391	86,936	A
Town Clerk	10080	1	20	50,440	75,099	A
		<u>5</u>				
DEVELOPMENT SERVICES						
Development Services Director	10160	1	31	86,270	128,445	E
Assistant Development Services Director		1	25	64,376	95,847	E
Senior Planner	20475	1	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	1	15	39,521	58,842	
		<u>6</u>				
FINANCE						
Finance Director	10120	1	31	86,270	128,445	E
Finance Officer	20056	1	23	58,391	86,936	A
Business Analyst	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	1	11	32,514	48,409	
		<u>6</u>				
FIRE						
Fire Chief	10130	1	33	95,113	141,610	E
Battalion Chief	30085	2	25	64,376	95,847	E
Fire Captain	30080	3	21	52,962	78,854	
Fire Lieutenant	30120	3	19	48,039	71,523	
Firefighter	30100	6	17	43,572	64,873	
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HUMAN RESOURCES

Assistant Human Resources Director		1	26	67,595	100,640	A
Human Resources Technician	20080	<u>1</u>	17	43,572	64,873	
		2				

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				

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	19	18	45,751	68,117	
Records Clerk	20610	1	12	34,140	50,830	
Administrative Assistant - Police	30220	<u>1</u>	12	34,140	50,830	
		37				

PUBLIC WORKS

Public Works Director	10210	1	31	86,270	128,445	E
Grounds Maintenance Supervisor	20450	1	21	52,962	78,854	E
Stormwater Technician	20747	1	20	50,440	75,099	
Operations Supervisor	20670	1	19	48,039	71,523	E
Crew Leader	20660	1	18	45,751	68,117	
Maintenance Worker II	20430	6	12	34,140	50,830	
Maintenance Worker I	20420	<u>1</u>	11	32,514	48,409	
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TOTAL NUMBER OF POSITIONS

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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.
- Revisions for FY20 include:
 - Addition of 5 new positions:
 - Stormwater Technician
 - Assistant Fire Chief
 - Fire Inspector
 - Police Officer (pending grant approval)
 - Records Clerk
 - Revisions to previous positions:
 - Senior Planner to Assistant Development Services Director
 - Administrative Services Director to Assistant Town Manager – Administration
 - Assistant Town Manager to Assistant Town Manager – Operations
- 11/20/2019 Amendment: Change title of position in Finance Department from Purchasing Agent to Business Analyst
- 01/15/2020
 - Amendments to Fire Department:
 - Addition of 2 Battalion Chiefs
 - Removal of Assistant Fire Chief
 - Removal of Fire Inspector
 - Amendments to Public Works Department:
 - Removal of 1 Maintenance Worker II
 - Addition of 1 Maintenance Worker I