

**POSITION CLASSIFICATION PLAN**  
Budget Ordinance 23-06-21-001 Attachment B

Position/Class Title	NCLM Class Code	Number of Positions	Salary Grade	Salary Minimum	Salary Maximum	Exempt Status
<b>ADMINISTRATION</b>						
Town Manager	10040	1	n/a	n/a	n/a	A
Assistant Town Manager – Administration	10070	1	39	134,568	200,353	A
Assistant Town Manager – Operations	10070	1	39	134,568	200,353	A
Town Clerk	10080	1	24	64,729	96,373	A
Administrative Assistant	20610	1	17	46,002	68,491	
		<u>5</u>				
<b>COMMUNITY RELATIONS</b>						
Community Relations Director	-	1	36	116,245	173,072	A
Communications & Marketing Manager	-	1	27	74,932	111,564	A
		<u>2</u>				
<b>DEVELOPMENT SERVICES</b>						
Development Services Director	10160	1	36	116,245	173,072	E
Senior Planner	20475	4	26	71,364	106,251	
Planner	20470	2	22	58,711	87,413	
Planning Technician	20465	1	19	50,717	75,511	
		<u>8</u>				
<b>FINANCE</b>						
Finance Director	10120	1	36	116,245	173,072	E
Assistant Finance Director	-	1	30	86,743	129,149	A
Business Analyst	20060	1	26	71,364	106,251	A
Accountant	20010	1	22	58,711	87,413	
Accounting Technician	20040	2	18	48,302	71,915	
		<u>6</u>				

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<b>FIRE</b>						
Fire Chief	10130	1	37	122,057	181,726	E
Battalion Chief	30085	3	29	82,613	122,999	
Fire Marshal	30130	1	29	82,613	122,999	
Fire Captain	30080	12	26	71,364	106,251	
Fire Lieutenant	30120	12	24	64,729	96,373	
Firefighter	30100	24	22	58,711	87,413	
Administrative Assistant - Fire	20600	1	17	46,002	68,491	
		<u>54</u>				
<b>HUMAN RESOURCES</b>						
Human Resources Director	10150	1	36	116,245	173,072	A
Human Resources Analyst	20460	1	24	64,729	96,373	
Human Resources Technician	20080	2	21	55,916	83,251	
		<u>4</u>				
<b>PARKS, RECREATION &amp; CULTURAL PROGRAMS</b>						
Parks & Recreation Director	10220	1	36	116,245	173,072	E
Assistant Parks & Recreation Director	-	1	30	86,743	129,149	E
Recreation Supervisor	20520	1	23	61,647	91,784	
Athletic Supervisor	20510	2	23	61,647	91,784	
Recreation Activities Coordinator	20500	1	19	50,717	75,511	
		<u>6</u>				
<b>POLICE</b>						
Police Chief	10170	1	37	122,057	181,726	E
Deputy Police Chief	30250	1	33	100,416	149,506	E
Police Captain	30160	2	31	91,081	135,607	E
Police Lieutenant	30275	4	29	82,613	122,999	
Police Sergeant	30270	5	27	74,932	111,564	
Police Corporal	-	4	25	67,966	101,192	

*Effective 07/01/2023; Amended 10/18/2023; 01/17/2024*

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<b>POLICE CONTINUED</b>						
Detective	30210	3	24	64,729	96,373	
Accreditation Manager	-	1	22	58,711	87,413	A
Police Officer	30260	25	21	55,916	83,251	
Evidence Custodian	-	1	20	53,253	79,286	
Records Clerk	30220	1	17	46,002	68,491	
Administrative Assistant - Police	20610	1	17	46,002	68,491	
		<b>49</b>				
<b>PUBLIC WORKS</b>						
Public Works Director	10210	1	36	116,245	173,072	E
Assistant Public Works Director	-	1	30	86,743	129,149	E
Stormwater Program Manager	20744	1	28	78,679	117,142	
Grounds Maintenance Supervisor	20450	1	25	67,966	101,192	E
Operations Supervisor	20670	1	25	67,966	101,192	E
Stormwater Technician	20747	1	22	58,711	87,413	
Construction Inspector	20320	1	22	58,711	87,413	
Team Leader	-	1	21	55,916	83,251	
Customer Service Clerk – Public Works	20305	1	17	46,002	68,491	
Maintenance Worker	20430	10	15	41,725	62,123	
		<b>19</b>				
<b>TOTAL NUMBER OF POSITIONS</b>		<b>153</b>				

**NOTES:**

- Starting salary up to Step 20 with the Town Manager’s approval. Starting salaries over Step 20 require Town Council approval.
- There is a 3% 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. 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 FY24 include:
  - Addition of 3 new positions:
    - Fire Marshal
    - Evidence Custodian
    - Team Leader

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- Addition of 1 new Planner position
- Addition of 6 new Police Officer positions (2 for summer/fall 2023, 4 for spring/summer 2024)
  
- Amendment 1 includes:
  - Addition of 3 Firefighter positions.
  - Reclassification of Parks & Recreation Administrative Assistant to Recreation Activities Coordinator.
  
- Amendment 2 includes:
  - Reclassification of Deputy Town Clerk to Administrative Assistant.
  - Reclassification of Finance Customer Service Clerk to Accounting Technician.