

POSITION CLASSIFICATION PLAN
Budget Ordinance 24-06-18-001 Attachment B

Position/Class Title	NCLM Class Code	Number of Positions	Salary Grade	Salary Minimum*	Salary Maximum	Exempt Status
ADMINISTRATION						
Town Manager	10040	1	n/a	n/a	n/a	A
Assistant Town Manager – Administration	10070	1	42	160,450	238,889	A
Assistant Town Manager – Operations	10070	1	42	160,450	238,889	A
Town Clerk	10080	1	24	66,670	99,263	A
Administrative Assistant	20610	1	19	52,238	77,775	
		<u>5</u>				
COMMUNITY RELATIONS						
Community Relations Director	-	1	38	132,003	196,535	A
Communications & Marketing Manager	-	1	27	77,179	114,910	A
Business Support Specialist	20070	1	20	54,850	81,664	
		<u>3</u>				
DEVELOPMENT SERVICES						
Development Services Director	10160	1	38	132,003	196,535	E
Senior Planner	20475	4	26	73,504	109,438	
Planner	20470	2	22	60,472	90,035	
Planning Technician	20465	1	21	57,592	85,747	
		<u>8</u>				
FINANCE						
Finance Director	10120	1	38	132,003	196,535	E
Assistant Finance Director	-	1	32	98,503	146,657	A
Business Analyst	20060	1	26	73,504	109,438	A
Accountant	20010	1	24	66,670	99,263	
Accounting Technician	20040	2	18	49,751	74,072	
		<u>6</u>				

POSITION CLASSIFICATION PLAN
Budget Ordinance 24-06-18-001 Attachment B

Position/Class Title	NCLM Class Code	Number of Positions	Salary Grade	Salary Minimum	Salary Maximum	Exempt Status
FIRE						
Fire Chief	10130	1	39	138,603	206,361	E
Assistant Fire Chief – Administration	30030	1	33	103,428	153,990	E
Assistant Fire Chief – Fire & Life Safety	30130	1	33	103,428	153,990	E
Battalion Chief	30085	3	31	93,812	139,673	
Fire Captain	30080	13	26	73,504	109,438	
Fire Lieutenant	30120	12	24	66,670	99,263	
Firefighter	30100	24	22	60,472	90,035	
Administrative Assistant - Fire	20600	1	17	47,381	70,545	
		56				
HUMAN RESOURCES						
Human Resources Director	10150	1	38	132,003	196,535	A
Assistant Human Resources Director	-	1	32	98,503	146,657	A
Human Resources Technician	20080	3	21	57,592	85,747	
		5				
PARKS, RECREATION & CULTURAL PROGRAMS						
Parks & Recreation Director	10220	1	38	132,003	196,535	E
Assistant Parks & Recreation Director	-	1	32	98,503	146,657	E
Recreation Supervisor	20520	1	25	70,004	104,226	
Athletic Supervisor	20510	2	25	70,004	104,226	
Recreation Activities Coordinator	20500	1	21	57,592	85,747	
		6				
POLICE						
Police Chief	10170	1	39	138,603	206,361	E
Deputy Police Chief	30250	1	35	114,029	169,774	E
Police Captain	30160	2	33	103,428	153,990	E
Police Lieutenant	30275	4	31	93,812	139,673	
Police Sergeant	30270	8	29	85,090	126,688	

Effective 07/01/2024

POSITION CLASSIFICATION PLAN
Budget Ordinance 24-06-18-001 Attachment B

Position/Class Title	NCLM Class Code	Number of Positions	Salary Grade	Salary Minimum	Salary Maximum	Exempt Status
POLICE CONTINUED						
Police Corporal	-	4	27	77,179	114,910	
Detective	30210	5	25	70,004	104,226	
Police Officer	30260	25	23	63,496	94,536	
Accreditation Manager	-	1	22	60,472	90,035	A
Evidence Custodian	-	1	20	54,850	81,664	
Records Clerk	30220	1	17	47,381	70,545	
Administrative Assistant - Police	20610	1	17	47,381	70,545	
		54				
PUBLIC WORKS						
Public Works Director	10210	1	38	132,003	196,535	E
Assistant Public Works Director	-	1	32	98,503	146,657	E
Stormwater Program Manager	20744	1	28	81,038	120,655	
Grounds Maintenance Supervisor	20450	1	27	77,179	114,910	E
Operations Supervisor	20670	1	27	77,179	114,910	E
Stormwater Technician	20747	1	25	70,004	104,226	
Infrastructure Inspector	-	1	23	63,496	94,536	
Team Leader	-	1	21	57,592	85,747	
Customer Service Clerk – Public Works	20305	1	17	47,381	70,545	
Maintenance Worker	20430	11	15	42,976	63,986	
		20				
TOTAL NUMBER OF POSITIONS		163				

NOTES:

- Starting salary up to Step 20 with the Town Manager’s approval. Starting salaries over Step 20 require Town Council approval.
- 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.
- Positions may be hired at a probationary rate set 5% below the base step at the recommendation of the Human Resources Director and discretion of Town Manager.
- Police Officer position Career Ladder Minimum Steps:
 - Senior Officer Step 5
 - Master Officer Step 10

POSITION CLASSIFICATION PLAN
Budget Ordinance 24-06-18-001 Attachment B

- Revisions for FY25 include:
 - Addition of 10 new positions
 - Business Support Specialist (1)
 - Assistant Fire Chief – Administration (1)
 - Fire Captain (1)
 - Assistant Human Resources Director (1)
 - Police Sergeant (3)
 - Detective (2)
 - Maintenance Worker (1)
 - Reclassification of Fire Marshal to Assistant Fire Chief – Fire & Life Safety
 - Reclassification of Human Resources Analyst to Human Resources Technician

Effective 07/01/2024