

**POSITION CLASSIFICATION PLAN**  
Budget Ordinance 25-06-18-001 Attachment B

<b>Position/Class Title</b>	<b>NCLM Class Code</b>	<b>Number of Positions</b>	<b>Salary Grade</b>	<b>Salary Minimum*</b>	<b>Salary Maximum</b>	<b>Exempt Status</b>
<b>ADMINISTRATION</b>						
Town Manager	10040	1	n/a	n/a	n/a	A
Assistant Town Manager	10070	3	42	165,263	246,054	A
Town Clerk	10080	1	24	68,670	102,240	A
Administrative Assistant	20610	1	19	53,805	80,108	
		<b>6</b>				
<b>COMMUNITY RELATIONS</b>						
Community Relations Director	-	1	38	135,962	202,429	A
Communications & Marketing Manager	-	1	27	79,494	118,356	A
Business Support Specialist	20070	1	20	56,495	84,113	
Administrative Assistant	20610	1	17	48,803	72,660	
		<b>4</b>				
<b>DEVELOPMENT SERVICES</b>						
Development Services Director	10160	1	38	135,962	202,429	E
Assistant Development Services Director	-	1	32	101,457	151,056	A
Senior Planner	20475	3	26	75,709	112,720	
Planner	20470	3	22	62,286	92,735	
Planning Technician	20465	2	21	59,320	88,319	
		<b>10</b>				
<b>FINANCE</b>						
Finance Director	10120	1	38	135,962	202,429	E
Assistant Finance Director	-	1	32	101,457	151,056	A
Business Analyst	20060	1	26	75,709	112,720	A
Accountant	20010	1	24	68,670	102,240	
Accounting Technician	20040	2	18	51,243	76,293	
		<b>6</b>				

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<b>FIRE</b>						
Fire Chief	10130	1	39	142,760	212,550	E
Assistant Fire Chief – Administration	30030	1	33	106,530	158,608	E
Assistant Fire Chief – Fire & Life Safety	30130	1	33	106,530	158,608	E
Battalion Chief	30085	3	31	96,626	143,862	E
Fire Captain	30080	16	26	75,709	112,720	
Fire Lieutenant	30120	15	24	68,670	102,240	
Firefighter	30100	27	22	62,286	92,735	
Administrative Assistant - Fire	20600	1	17	48,803	72,660	
		<b>65</b>				
<b>HUMAN RESOURCES</b>						
Human Resources Director	10150	1	38	135,962	202,429	E
Assistant Human Resources Director	-	1	32	101,457	151,056	A
Human Resources Technician	20080	4	21	59,320	88,319	
		<b>6</b>				
<b>PARKS, RECREATION &amp; CULTURAL PROGRAMS</b>						
Parks & Recreation Director	10220	1	38	135,962	202,429	E
Assistant Parks & Recreation Director	-	1	32	101,457	151,056	E
Athletic Superintendent	-	1	27	79,494	118,356	E
Recreation Supervisor	20520	1	25	72,104	107,352	
Athletic Supervisor	20510	2	25	72,104	107,352	
Recreation Activities Coordinator	20500	1	21	59,320	88,319	
		<b>7</b>				
<b>POLICE</b>						
Police Chief	10170	1	39	142,760	212,550	E
Deputy Police Chief	30250	1	35	117,449	174,866	E
Police Captain	30160	3	33	106,530	158,608	E
Police Lieutenant	30275	4	31	96,626	143,862	

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<b>POLICE CONTINUED</b>						
Police Sergeant	30270	8	29	87,642	130,487	
Police Corporal	-	4	27	79,494	118,356	
Detective	30210	5	25	72,104	107,352	
Police Officer	30260	28	23	65,400	97,372	
Accreditation Manager	-	1	22	62,286	92,735	A
Evidence Custodian	-	1	20	56,495	84,113	
Records Clerk	30220	1	17	48,803	72,660	
Administrative Assistant - Police	20610	1	17	48,803	72,660	
		<b>58</b>				
<b>PUBLIC WORKS</b>						
Public Works Director	10210	1	38	135,962	202,429	E
Assistant Public Works Director	-	1	32	101,457	151,056	E
Stormwater Program Manager	20744	1	28	83,469	124,274	
Grounds Maintenance Supervisor	20450	1	27	79,494	118,356	E
Operations Supervisor	20670	1	27	79,494	118,356	E
Stormwater Technician	20747	1	25	72,104	107,352	
Infrastructure Inspector	-	1	23	65,400	97,372	
Team Leader	-	1	21	59,320	88,319	
Customer Service Clerk – Public Works	20305	1	17	48,803	72,660	
Maintenance Worker	20430	13	15	44,265	65,905	
		<b>22</b>				
<b>TOTAL NUMBER OF POSITIONS</b>		<b>184</b>				

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.

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- Police Officer position Career Ladder Minimum Steps:
  - Senior Officer Step 5
  - Master Officer Step 10
- Revisions for FY26 include:
  - Addition of 20 new positions
    - Administrative Assistant (1)
    - Planning Technician (1)
    - Planner (1)
    - Fire Captain (3)
    - Fire Lieutenant (3)
    - Firefighter (3)
    - Human Resources Technician (1)
    - Athletic Superintendent (1)
    - Police Captain (1)
    - Police Officer (3)
    - Maintenance Worker (2)

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