

**POSITION CLASSIFICATION PLAN**  
Budget Ordinance 20-06-17-001 Attachment B – Amendment 2

<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 – 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	22	55,611	82,797	A
		<b>5</b>				
<b>DEVELOPMENT SERVICES</b>						
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	20	50,440	75,099	
Code Enforcement Officer/Planner	20160	1	17	43,572	64,873	
Planning Technician	20465	1	17	43,572	64,873	
		<b>6</b>				
<b>FINANCE</b>						
Finance Director	10120	1	33	95,113	141,610	E
Finance Officer	20056	1	25	64,376	95,847	A
Accounting Manager	20050	1	23	58,391	86,936	E
Accountant	20010	1	21	52,962	78,854	
Accounting Technician	20040	1	15	39,521	58,842	
Customer Service Clerk	20300	1	11	32,514	48,409	
		<b>6</b>				
<b>FIRE</b>						
Fire Chief	10130	1	33	95,113	141,610	E
Battalion Chief	30085	3	25	64,376	95,847	
Fire Captain	30080	12	21	52,962	78,854	
Fire Lieutenant	30120	12	19	48,039	71,523	
Firefighter	30100	15	17	43,572	64,873	
Administrative Assistant - Fire	20600	1	12	34,140	50,830	
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**HUMAN RESOURCES**

Assistant Human Resources Director	-	1	27	70,975	105,672	A
Human Resources Technician	20080	<u>2</u>	17	43,572	64,873	
		<b>3</b>				

**PARKS, RECREATION & CULTURAL PROGRAMS**

Parks & Recreation Director	10220	1	31	86,270	128,445	E
Athletic Supervisor	20510	2	18	45,751	68,117	
Recreation Activities Coordinator	20500	1	17	43,572	64,873	
Administrative Assistant – Parks & Rec	20600	<u>1</u>	11	32,514	48,409	
		<b>5</b>				

**POLICE**

Police Chief	10170	1	33	95,113	141,610	E
Deputy Police Chief	30250	1	30	82,162	122,328	E
Police Division Commander (Captain)	30160	1	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	3	20	50,440	75,099	
Police Officer	30260	21	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	
		<b>40</b>				

**PUBLIC WORKS**

Public Works Director	10210	1	31	86,270	128,445	E
Stormwater Technician	20747	1	22	55,611	82,797	
Grounds Maintenance Supervisor	20450	1	21	52,962	78,854	E
Operations Supervisor	20670	1	21	52,962	78,854	E
Crew Leader	20660	1	18	45,751	68,117	
Maintenance Worker II	20430	7	14	37,639	56,040	
Maintenance Worker I	20420	<u>2</u>	11	32,514	48,409	
		<b>14</b>				

**TOTAL NUMBER OF POSITIONS**

**123**

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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 FY21 include:
  - Incorporation of salary study results
  - Addition of 19 new positions resulting from the merger with Eastern Wake Fire:
    - Fire Captain (6)
    - Fire Lieutenant (6)
    - Firefighter (6)
    - Administrative Assistant
  - Addition of 10 new positions:
    - Battalion Chef
    - Fire Captain (3)
    - Fire Lieutenant (3)
    - Firefighter (3)
  - Potential addition of 5 new positions if financial conditions merit, to be assessed in January 2021. These 5 positions are not shown within the plan.
    - Maintenance Worker I (2)
    - Police Officer (3)
  - Revision to previous positions:
    - Title/class revision for Accountant to Accounting Operations Manager
    - Conversion of 1 of 2 vacant Police Officer positions to a new Detective position
- 11/18/2020 Revisions include:
  - Addition of Maintenance Worker II position
  - Elimination of Recreation Program Supervisor position
  - Conversion of 1 of 2 Captain positions to a new Deputy Police Chief position
- 01/20/2021 Revisions includes:
  - Addition of Human Resources Technician position
  - Addition of 4 contingent positions (5<sup>th</sup> position filled in 2020 when Maintenance Worker returned from active military duty)
    - Maintenance Worker I (1)
    - Police Officer (3)
  - Revision of 2 Finance position titles as follows:
    - Business Analyst to Accountant
    - Accounting Operations Manager to Accounting Manager