

**POSITION CLASSIFICATION PLAN**

Budget Ordinance 21-06-17-001 Attachment B – Amendment 3

<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
Communications & Marketing Manager	-	1	22	55,611	82,797	A
Town Clerk	10080	1	22	55,611	82,797	A
		<u>5</u>				
<b>DEVELOPMENT SERVICES</b>						
Development Services Director	10160	1	31	86,270	128,445	E
Senior Planner	20475	3	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	
		<u>7</u>				
<b>FINANCE</b>						
Finance Director	10120	1	33	95,113	141,610	E
Assistant Finance Director	-	1	27	70,975	105,672	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 - Finance	20305	1	15	39,521	58,842	
		<u>6</u>				
<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 Analyst	20460	1	21	52,962	78,854	
Human Resources Technician	20080	<u>1</u>	17	43,572	64,873	
		<b>3</b>				

**PARKS, RECREATION & CULTURAL PROGRAMS**

Parks & Recreation Director	10220	1	31	86,270	128,445	E
Assistant Parks & Recreation Director	-	1	25	64,376	95,847	E
Recreation Supervisor	20520	1	19	48,039	71,523	
Athletic Supervisor	20510	2	18	45,751	68,117	
Administrative Assistant – Parks & Rec	20600	<u>1</u>	12	34,140	50,830	
		<b>6</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	7	23	58,391	86,936	
Administrative Division Manager	-	1	22	55,611	82,797	A
Police Shift Supervisor (Sergeant)	-	4	20	50,440	75,099	
Detective	30210	3	20	50,440	75,099	
Police Officer	30260	20	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
Assistant Public Works Director	-	1	25	64,376	95,847	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
Construction Inspector	20320	1	21	52,962	78,854	
Customer Service Clerk – Public Works	20305	1	15	39,521	58,842	
Maintenance Worker	20430	<u>10</u>	14	37,639	56,040	
		<b>17</b>				

**TOTAL NUMBER OF POSITIONS**

**128**

*Effective 07/01/2021; Amended 07/21/2021; 11/01/2021; 11/17/2021*

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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 FY22 include:
  - Addition of 5 new positions:
    - Communications Manager
    - Senior Planner
    - Construction Inspector
    - Administrative Assistant – Public Works
    - Maintenance Worker I
  - Elimination of 1 position:
    - Public Information Officer
  - Revision to previous positions:
    - Title/Class revision of Finance Officer to Assistant Finance Director
    - Finance Customer Service Clerk NCLM Class Code Revision
    - Title/Class revision of 1 Human Resources Technician to Human Resources Analyst
    - Parks & Recreation Administrative Assistant NCLM Class Code Revision
    - Conversion of Operations Manager to Assistant Public Works Director
    - Conversion of Crew Leader to Operations Manager
- Amendment 1 includes:
  - Conversion of 1 Police Officer position to Lieutenant
  - Title revision of the new position of Communications Manager to Communications & Marketing Manager
  - Title/Class revision of Assistant Development Services Director to Senior Planner
- Amendment 2 includes:
  - Addition of Assistant Parks & Recreation Director
  - Consolidation of Maintenance Worker I and II positions
- Amendment 3 includes:
  - Title/Class revision of Public Works Administrative Assistant to Customer Service Clerk (as of 11/15/2021)
  - Conversion of Recreation Activities Coordinator position to Recreation Supervisor (as of 12/01/2021)