



**Town of Concord  
Human Resources Department**

**MEMORANDUM**

TO: Regular-Status, Non-Union Employees

CC: Kerry A. Lafleur, Town Manager  
Amy Foley, Human Resources Director

DATE: Friday, February 10, 2023

FROM: Kellie A. Hebert, HR Project Manager & Interim Assistant Town Manager

RE: **PROJECT UPDATE: CLASSIFICATION & COMPENSATION STUDY**

Over the past few weeks, our project team has worked into the new year to update the Town's Classification and Compensation System. I'm writing to update you about the project status and to thank you for your continued support and patience as we get closer to the finish line.

**Classifications:** Working with GovHR's President Joellen Cademartori and her consulting team, significant work has been accomplished to date. Approximately 200 non-union titles have been reviewed for accurate job scoring criteria, internal equity, and appropriate classifications for each eligible title within the Personnel Bylaw. Positions were analyzed with respect to pay equity laws and a new factor-based scoring methodology as outlined by the Job Analysis Questionnaires (JAQ's). Multiple meetings and many hours have been dedicated to the project. Individual meetings were held with department heads to help ensure that the job evaluation factors were consistently and fairly applied across all departments and among similar occupational groups. We remain hopeful that this detailed analysis and thorough review will help to ensure a smooth and timely implementation process.

**Compensation Plan:** GovHR has compiled and analyzed market survey data from our 28 comparative communities for approximately eighty (80) "benchmark" titles. A preliminary compensation plan has been reviewed by the Town Manager, Human Resources Team and Senior Managers. The Senior Management Team met this week to review GovHR's initial data and to provide feedback and suggested revisions to be incorporated into the proposed plan.

**Employee Presentations:** The preliminary plan will be presented on Tuesday, February 21<sup>st</sup> during two meeting times - 10am and 3pm - to help accommodate employee schedules. These will be in-person meetings with GovHR, however the presentations will be recorded and made available for remote participation. Employees will be notified about a formal review period and will be allowed the opportunity to request a reconsideration with GovHR regarding your title and placement into the new plan.

**Next Steps:** The Personnel Board will be meeting next week, and then again for its regular meeting on Wednesday, March 8<sup>th</sup> to determine remaining steps with the intent to implement a new plan for FY2024. The proposed plan must be voted by the Personnel Board and forwarded to Town Meeting for approval.

**For More Info:** Additional project updates will be provided as new information becomes available. In the meantime, if you have any questions about the project, please don't hesitate to contact me via email at [khebert@concordma.gov](mailto:khebert@concordma.gov) or on my office phone at 978-318-3013. Thank you.