



ARTICLE 5: Class & Comp Plan

Article 5

Purpose of Article 5:

To adopt, in accordance with the Personnel ByLaw, the new Classification and Compensation Plan for non-union, regular-status, Town positions, to be implemented effective as of 7/1/23

(Please see C & C Plan in the Public Hearing Meeting packet and on the Personnel Board: www/concordma.gov/PersonnelBoard)



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Clarification:

Not Covered by Article 5:

- How much \$ spent on salaries

Subject to Approval:

- Job Titles
- Groupings/Grades of Positions
- Salary Ranges



Components of Classification & Compensation Study:

1. Classification:

- Job Evaluation - Internal equity

2. Compensation:

- Salary Survey – External competitiveness and benchmarking of positions in comparable communities



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Current Status:

Personnel Board and Town Manager support adoption of the new Classification and Compensation Plan which includes:

- GovHR's recommended Plan
- A 3% range adjustment for FY24
- Amendments to be made by motion at Town Meeting
 - Amendments will be based on ongoing review of employee and public feedback



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Reminder:

- Town Meeting action on Article 5 will establish salary ranges (min - max), not actual salary increases
- Actual salary increases are set by a policy that is adopted after Town Meeting has approved the C&C Plan and the salary budgets.
 - The salary increase policy is jointly adopted by the Town Manager and the Personnel Board.



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Classification & Compensation Plan

Anticipated Motion:

That the Town take affirmative action on Article 5 as printed in the Finance Committee Report and may be amended at Town Meeting via Motion.



Back Up Slides

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1. Classification - Job Evaluation:

Establish Internal Equity (*how positions relate to each other*)

- Job evaluation considers the position, not the individual employee's qualifications or performance
- Information was gathered directly from employees & supervisors via questionnaires and individual interviews
- 185 positions reviewed using 9 job factors



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1. Classification - Job Evaluation

Factors used to establish Internal Equity, via grouping positions into 17 grades:

1. Education – Required Preparation and Training
2. Work Experience – Years of Experience Needed to Perform Job
3. Decision Making and Independent Judgment
4. Responsibility for Policy Development
5. Planning of Work
6. Contact with Others
7. Work of Others (Supervision Exercised)
8. Working Conditions
9. Use of Technology/Specialized Equipment



2. Compensation - Salary Survey:

Consideration of External Competitiveness:

- Data collected from **comparable communities** via pay plan reviews and surveys
- Salary range proposals based on 85th percentile of market using benchmark positions



2. Compensation Survey

- Establishment of comparable communities
 - The following eight criteria were used:
 - Population
 - Per Capita Income
 - Equalized Assessed Value Per Capita
 - Total Assessed Value
 - Tax Levy
 - Total Budget
 - State Aid
 - Proximity to Concord



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Comparable Communities

- Acton
- Andover
- Bedford
- Belmont
- Burlington
- Chelmsford
- Dedham
- Hopkinton
- Lexington
- Lynnfield
- Needham
- Reading
- Sudbury
- Wakefield
- Wayland
- Wellesley
- Westford
- Weston
- Westwood
- Winchester
- Municipal Light Plant
 - Danvers
 - Groton
 - Hingham
 - Ipswich
 - Marblehead
 - Mansfield
 - Shrewsbury
- Water
 - Lincoln
 - Littleton

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