

– MOTION HANDOUT –

Presented by Personnel Board

Created 4/26/2023

ARTICLE 5.

NEW CLASSIFICATION & COMPENSATION PLAN FOR REGULAR-STATUS POSITIONS

Please see Page 7 of this handout for details of how the Plan contained below differs from the Plan as printed in the 2023 Finance Committee Report, Appendix Six

➤ **MOTION: Dr. Cobbs moves the Town take affirmative action under Article 5 by adopting the following new Classification & Compensation Plan for Regular-Status Positions:**

**Classification & Compensation Plan
Effective 7/1/2023**

Hourly rates control calculations; Annual rates illustrate base compensation at 40 hours per week for 52 weeks.

Grade	Classification Title		Base Pay Rates		
			Minimum	Mid-Point	Maximum
18	Chief Financial Officer	<i>Annual</i>	\$138,174	\$165,807	\$193,440
	Chief Technology Officer	<i>Hourly</i>	\$66.43	\$79.72	\$93.00
	Deputy Town Manager				
17	Assistant Town Manager	<i>Annual</i>	\$129,126	\$154,950	\$180,773
	Director of Public Works	<i>Hourly</i>	\$62.08	\$74.50	\$86.91
	Fire Chief				
	Police Chief				
16	Director of Community Development	<i>Annual</i>	\$120,682	\$144,820	\$168,958
	Director of Human Resources	<i>Hourly</i>	\$58.02	\$69.63	\$81.23
	Director of Library Services				
15	Assistant Fire Chief	<i>Annual</i>	\$112,778	\$135,335	\$157,893
	Building Commissioner	<i>Hourly</i>	\$54.22	\$65.07	\$75.91
	Facilities Director				
	Highway & Grounds Superintendent				
	Recreation Director				
	Police Captain				
	Town Engineer				
	Water/Sewer Superintendent				

14	Public Health Director	<i>Annual</i>	\$102,045	\$122,450	\$142,854
	Special Projects Manager/Systems Manager Town Accountant Town Assessor	<i>Hourly</i>	\$49.06	\$58.87	\$68.68
13	Assistant Town Engineer	<i>Annual</i>	\$97,178	\$116,615	\$136,053
	Assistant Water/Sewer Superintendent	<i>Hourly</i>	\$46.72	\$56.07	\$65.41
	Beede Center General Manager				
	IT Operations Manager				
	Natural Resources Director				
	Police Lieutenant				
	Senior Services Director Town Planner				
12	Assistant Director of Library Services	<i>Annual</i>	\$92,539	\$111,051	\$129,563
	Assistant Facilities Director	<i>Hourly</i>	\$44.49	\$53.39	\$62.29
	Assistant Highway & Grounds Superintendent				
	Customer Service Manager				
	Financial Manager/Accountant				
	Town Clerk				
11	Assistant Human Resources Director	<i>Annual</i>	\$88,150	\$105,778	\$123,406
	Assistant Recreation Director	<i>Hourly</i>	\$42.38	\$50.86	\$59.33
	Budget & Purchasing Director				
	Business Manager				
	Deputy Treasurer/ Collector				
	GIS Program Manager				
	Operations Manager				
	Sustainability Director				
10	Childcare Services Manager	<i>Annual</i>	\$85,259	\$102,305	\$119,350
	HVAC Technician/Master Plumber	<i>Hourly</i>	\$40.99	\$49.19	\$57.38
	Media Manager				
	Municipal Archivist/Records Manager				
	Public Health Nurse				
	Public Works Supervisor				
	Senior Public Works Engineer				

9	Assistant Natural Resources Director	<i>Annual</i>	\$80,434	\$96,522	\$112,611
	Aquatics Manager	<i>Hourly</i>	\$38.67	\$46.41	\$54.14
	Communications Manager				
	Community Services Coordinator				
	Customer Service Supervisor				
	Economic Vitality Manager				
	Energy Efficiency & Electrification Coordinator				
	Environmental Health & Safety Manager				
	Local Inspector				
	Risk & Compliance Programs Manager				
	Senior Environmental & Regulatory Coordinator				
	Senior Public Health Inspector				
	Senior Treatment Systems Operator				
	Social Services Supervisor				
	Tourism Manager				
8	Administrative & Operations Supervisor	<i>Annual</i>	\$75,899	\$91,073	\$106,246
	Assistant Assessor	<i>Hourly</i>	\$36.49	\$43.79	\$51.08
	Assistant Town Accountant				
	Assistant Town Clerk				
	Assistant Treasurer				
	Associate Financial Manager/Accountant				
	Crew Leader				
	Crew Leader/Electrician & Carpenter				
	HVAC Technician				
	Land Manager				
	Management Analyst				
	Public Works Engineer				
	Senior Financial Analyst				
	Senior Information Systems Technician				
	Senior Master Mechanic				
Senior Planner					
Senior Utility Electrician					

7	Business Systems Analyst	<i>Annual</i>	\$71,573	\$85,894	\$100,214
	Aquatics Supervisor	<i>Hourly</i>	\$34.41	\$41.30	\$48.18
	Assistant to the Beede Center General Manager				
	Facilities Custodial Supervisor				
	GIS Analyst				
	Production Manager				
	Program Analyst				
	Public Health Inspector				
	Recreation Facilities Coordinator				
	Recreation Supervisor				
	Senior Facilities/Landscape Maintainer				
	Treatment Systems Operator				
	Utility Electrician				
6	Energy Efficiency & Electrification Specialist	<i>Annual</i>	\$67,704	\$81,245	\$94,786
	Engineering Technician	<i>Hourly</i>	\$32.55	\$39.06	\$45.57
	Executive Assistant to the Select Board				
	Executive Assistant to the Town Manager				
	Facilities Maintainer/Skilled Carpenter				
	Human Resources Generalist				
	Information Systems Technician				
	Membership Coordinator				
	Office Administrator				
	Payroll & Finance Generalist				
	Public Health Generalist				
5	Environmental & Regulatory Coordinator	<i>Annual</i>	\$64,459	\$77,355	\$90,251
	Equipment/Line Operator	<i>Hourly</i>	\$30.99	\$37.19	\$43.39
	Geriatric Health Nurse				
	GIS Technician				
	Maintenance & Warehouse Coordinator				
	Office Accountant				
	Office Coordinator				
	Outreach Coordinator				
	Project & Procurement Coordinator				
	Senior Meter Technician				
	Senior Producer				
	Water/Sewer System Maintainer				

4	Accounts Payable Specialist	<i>Annual</i>	\$61,402	\$73,684	\$85,966
	Associate Engineer	<i>Hourly</i>	\$29.52	\$35.43	\$41.33
	Customer Services Specialist				
	Education Coordinator				
	Facilities/Landscape Maintainer				
	Meter Technician				
	Senior Administrative Specialist				
	Senior Finance Specialist				
3	Administrative Specialist	<i>Annual</i>	\$58,490	\$70,190	\$81,890
	Finance Specialist	<i>Hourly</i>	\$28.12	\$33.75	\$39.37
	Fitness Trainer				
2	Activity Coordinator	<i>Annual</i>	\$55,702	\$66,841	\$77,979
	Customer Support Specialist	<i>Hourly</i>	\$26.78	\$32.14	\$37.49
	Senior Building Custodian				
	Senior Crew Member				
	Senior Van Driver				
1	Building Custodian	<i>Annual</i>	\$53,040	\$63,648	\$74,256
	Crew Member	<i>Hourly</i>	\$25.50	\$30.60	\$35.70
	Finance Assistant				
	Office Assistant				
LP-17	Director of Concord Municipal Light Plant	<i>Annual</i>	\$170,955	\$205,140	\$239,325
		<i>Hourly</i>	\$82.19	\$98.63	\$115.06
LP-16	(No positions in grade)	<i>Annual</i>	\$148,637	\$178,370	\$208,104
		<i>Hourly</i>	\$71.46	\$85.76	\$100.05
LP-15	Assistant Director of Concord Municipal Light Plant	<i>Annual</i>	\$129,251	\$155,106	\$180,960
		<i>Hourly</i>	\$62.14	\$74.57	\$87.00
LP-14	Broadband Manager Power Supply & Rates Administrator	<i>Annual</i>	\$121,763	\$146,120	\$170,477
		<i>Hourly</i>	\$58.54	\$70.25	\$81.96
LP-13	Lead Electrical Engineer Line Supervisor	<i>Annual</i>	\$113,797	\$136,552	\$159,307
		<i>Hourly</i>	\$54.71	\$65.65	\$76.59
LP-12	Lead Lineworker	<i>Annual</i>	\$106,371	\$127,639	\$148,907
		<i>Hourly</i>	\$51.14	\$61.37	\$71.59
LP-11	Electrical Engineer Senior Network Engineer	<i>Annual</i>	\$99,403	\$119,278	\$139,152
		<i>Hourly</i>	\$47.79	\$57.35	\$66.90

LP-10	Lineworker, Grade 1	<i>Annual</i>	\$96,595	\$115,918	\$135,242
		<i>Hourly</i>	\$46.44	\$55.73	\$65.02
LP-9	Network Engineer	<i>Annual</i>	\$89,877	\$107,848	\$125,819
		<i>Hourly</i>	\$43.21	\$51.85	\$60.49
LP-8	Lead Broadband Technician Meter Supervisor Senior Engineering Technician	<i>Annual</i>	\$83,595	\$100,318	\$117,042
		<i>Hourly</i>	\$40.19	\$48.23	\$56.27
LP-7	Lineworker, Grade 2 Senior Broadband Technician	<i>Annual</i>	\$77,771	\$93,319	\$108,867
		<i>Hourly</i>	\$37.39	\$44.87	\$52.34
LP-6	Broadband Technician	<i>Annual</i>	\$67,704	\$81,245	\$94,786
		<i>Hourly</i>	\$32.55	\$39.06	\$45.57
LP-5	Lineworker, Grade 3	<i>Annual</i>	\$64,459	\$77,355	\$90,251
		<i>Hourly</i>	\$30.99	\$37.19	\$43.39
LP-4	<i>(No positions in grade)</i>	<i>Annual</i>	\$61,402	\$73,684	\$85,966
		<i>Hourly</i>	\$29.52	\$35.43	\$41.33
LP-3	<i>(No positions in grade)</i>	<i>Annual</i>	\$58,490	\$70,190	\$81,890
		<i>Hourly</i>	\$28.12	\$33.75	\$39.37
LP-2	<i>(No positions in grade)</i>	<i>Annual</i>	\$55,702	\$66,841	\$77,979
		<i>Hourly</i>	\$26.78	\$32.14	\$37.49
LP-1	<i>(No positions in grade)</i>	<i>Annual</i>	\$53,040	\$63,648	\$74,256
		<i>Hourly</i>	\$25.50	\$30.60	\$35.70

(End of new Classification & Compensation Plan)

Article 5 – Supplemental Information

The new Classification & Compensation Plan reflected in the preceding pages of this motion handout is recommended by the Personnel Board and Town Manager based on a comprehensive analysis, conducted by GovHR, of job responsibilities and market data for non-union, regular-status benchmark positions. The new Plan considers internal pay equity and external competitiveness. To provide a general market-based increase effective 7/1/2023, all salary ranges in the recommended Plan are 3% above the ranges developed by GovHR.

A draft Plan was communicated to voters via a 3/27/2023 public hearing and an appendix in the Finance Committee Report for FY2024. Since then, the employee and stakeholder review process has continued. Based on that review process, the final proposal reflects some changes to the list of titles and grade assignments; those changes are outlined below.

This article does not determine FY2024 salary increases for individual employees; salary increases are determined after Town Meeting based on the approved budget.

The Classification & Compensation Plan contained in this handout differs from the Draft Plan presented at the 3/27/2023 Public Hearing and printed in the 2023 Finance Committee Report, Appendix Six, as follows:

Title/Grade in Draft Plan in Fin Com Report		Title/Grade in Plan as Moved	
Job Title	Grade	Job Title	Grade
Building Commissioner	14	Building Commissioner	15
Public Health Director	13	Public Health Director	14
Assistant Town Engineer	12	Assistant Town Engineer	13
Customer Service Manager	11	Customer Service Manager	12
Senior Public Works Supervisor	12	Asst Water/Sewer Superintendent	13
Assistant Facilities Director	11	Assistant Facilities Director	12
(new)	--	Public Health Nurse	10
HVAC Technician/Plumber	9	HVAC Technician/Master Plumber	10
(new)	--	Aquatics Manager	9
(new)	--	HVAC Technician	8
Custodial Supervisor	7	Facilities Custodial Supervisor	7
(new)	--	Public Health Generalist	6
Membership Coordinator	5	Membership Coordinator	6
Energy Efficiency & Electrification Specialist	5	Energy Efficiency & Electrification Specialist	6