

AN ORDINANCE ESTABLISHING A POSITION CLASSIFICATION, PAY PLAN AND LONGEVITY PLAN FOR EMPLOYEES OF THE TOWN OF CHAPEL HILL AND BONDS OF OFFICIALS BEGINNING JULY 1, 2007 (2007-06-27/O-6)

BE IT ORDAINED by the Council of the Town of Chapel Hill that the salaries, bonds, wages, weekly work hours, certain benefits and the number of Officials and employees of the Town of Chapel Hill are hereby fixed as follows:

SECTION I: SCHEDULE OF SALARY GRADES

	STEP 0	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	OPEN RANGE	MAX
25	21,899	22,727	23,586	24,477	25,403	26,363		32,849
26	22,994	23,863	24,765	25,701	26,673	27,681		34,491
27	24,144	25,056	26,003	26,986	28,006	29,065		36,215
28	25,351	26,309	27,304	28,336	29,407	30,518		38,026
29	26,618	27,625	28,669	29,752	30,877	32,044		39,928
30	27,949	29,006	30,102	31,240	32,421	33,646		41,924
31	29,347	30,456	31,607	32,802	34,042	35,329		44,020
32	30,814	31,979	33,188	34,442	35,744	37,095		46,221
33	32,355	33,578	34,847	36,164	37,531	38,950		48,532
34	33,973	35,257	36,589	37,972	39,408	40,897		50,959
35	35,671	37,020	38,419	39,871	41,378	42,942		53,507
36	37,455	38,871	40,340	41,865	43,447	45,089		56,182
37	39,327	40,814	42,357	43,958	45,620	47,344		58,991
38	41,294	42,855	44,475	46,156	47,900	49,711		61,941
39	43,359	44,997	46,698	48,464	50,296	52,197		65,038
40	45,526	47,247	49,033	50,887	52,810	54,807		68,290
41	47,803	49,610	51,485	53,431	55,451	57,547		71,704
42	50,193	52,090	54,059	56,103	58,223	60,424		75,289
43	52,703	54,695	56,762	58,908	61,134	63,445		79,054
44	55,338	57,429	59,600	61,853	64,191	66,618		83,007
45	58,105	60,301	62,580	64,946	67,401	69,949		87,157
46	61,010	63,316	65,709	68,193	70,771	73,446		91,515
47	64,060	66,482	68,995	71,603	74,309	77,118		96,090
48	67,263	69,806	72,445	75,183	78,025	80,974		100,895
49	70,626	73,296	76,067	78,942	81,926	85,023		105,940
50	74,158	76,961	79,870	82,889	86,022	89,274		111,237
51	77,866	80,809	83,864	87,034	90,323	93,738		116,799
52	81,759	84,849	88,057	91,385	94,840	98,425		122,638
53	85,847	89,092	92,460	95,955	99,582	103,346		128,770
54	90,139	93,547	97,083	100,752	104,561	108,513		135,209
55	94,646	98,224	101,937	105,790	109,789	113,939		141,969

*Terms used in the salary schedule: Step 0 (Hiring Rate) is the minimum of the range, and is the salary at which most new hires should be paid. Steps are intermediate rates of pay between the hiring rate and the Job Rate; there is approximately 3.78% between steps. Movement from one step to the next is based on performance that meets standards. Step 5 (Job Rate) is approximately the midpoint of the salary range. Salary increases above this rate vary based on performance ratings of the employee. The open range is the range of salaries between the Job Rate and the maximum pay rate. There are no designated salary rates or steps in the open range. Maximum pay rate is the maximum that an employee within the salary grade would be paid.

SECTION II: SCHEDULE OF HOURLY RATES AT THE MINIMUM OF THE GRADE

				37.5	38.5	40	42	56
	ANNUAL	WKLY	BI-WKLY	HRLY	HRLY	HRLY	HRLY	HRLY
25	21,899	421.13	842.27	11.2303	10.9386	10.5284	10.0270	7.5203
26	22,994	442.19	884.38	11.7918	11.4855	11.0548	10.5284	7.8963
27	24,144	464.30	928.60	12.3814	12.0598	11.6075	11.0548	8.2911
28	25,351	487.52	975.03	13.0004	12.6628	12.1879	11.6075	8.7056
29	26,618	511.89	1,023.78	13.6504	13.2959	12.7973	12.1879	9.1409
30	27,949	537.49	1,074.97	14.3330	13.9607	13.4372	12.7973	9.5980
31	29,347	564.36	1,128.72	15.0496	14.6587	14.1090	13.4372	10.0779
32	30,814	592.58	1,185.16	15.8021	15.3917	14.8145	14.1090	10.5818
33	32,355	622.21	1,244.42	16.5922	16.1612	15.5552	14.8145	11.1109
34	33,973	653.32	1,306.64	17.4218	16.9693	16.3330	15.5552	11.6664
35	35,671	685.98	1,371.97	18.2929	17.8178	17.1496	16.3330	12.2497
36	37,455	720.28	1,440.57	19.2075	18.7087	18.0071	17.1496	12.8622
37	39,327	756.30	1,512.59	20.1679	19.6441	18.9074	18.0071	13.5053
38	41,294	794.11	1,588.22	21.1763	20.6263	19.8528	18.9074	14.1806
39	43,359	833.82	1,667.64	22.2351	21.6576	20.8454	19.8528	14.8896
40	45,526	875.51	1,751.02	23.3469	22.7405	21.8877	20.8454	15.6341
41	47,803	919.28	1,838.57	24.5142	23.8775	22.9821	21.8877	16.4158
42	50,193	965.25	1,930.50	25.7400	25.0714	24.1312	22.9821	17.2366
43	52,703	1,013.51	2,027.02	27.0270	26.3250	25.3378	24.1312	18.0984
44	55,338	1,064.19	2,128.37	28.3783	27.6412	26.6047	25.3378	19.0033
45	58,105	1,117.40	2,234.79	29.7972	29.0233	27.9349	26.6047	19.9535
46	61,010	1,173.27	2,346.53	31.2871	30.4744	29.3316	27.9349	20.9512
47	64,060	1,231.93	2,463.86	32.8514	31.9981	30.7982	29.3316	21.9987
48	67,263	1,293.52	2,587.05	34.4940	33.5981	32.3381	30.7982	23.0987
49	70,626	1,358.20	2,716.40	36.2187	35.2780	33.9550	32.3381	24.2536
50	74,158	1,426.11	2,852.22	38.0296	37.0419	35.6528	33.9550	25.4663
51	77,866	1,497.42	2,994.83	39.9311	38.8939	37.4354	35.6528	26.7396
52	81,759	1,572.29	3,144.58	41.9277	40.8386	39.3072	37.4354	28.0766
53	85,847	1,650.90	3,301.80	44.0241	42.8806	41.2726	39.3072	29.4804
54	90,139	1,733.45	3,466.89	46.2253	45.0246	43.3362	41.2726	30.9544
55	94,646	1,820.12	3,640.24	48.5365	47.2758	45.5030	43.3362	32.5021

SECTION: III TITLES AND GRADES OF TOWN POSITIONS

25	29(con't)	33
21,899 26,363 32,849	26,618 32,044 39,928	32,355 38,950 48,532
CW I-Construction Worker Maintenance Assistant Streets Maintenance Worker Maintenance Assistant	Mechanic Helper Mechanic I-Maintenance Permit Technician Solid Waste Equipment Operator II Sign and Marking Technician Transit Operator II	Arborist Code Enforcement Officer Coordinator-Resident Activities Firefighter-Master GIS Technician, Senior Housing Officer II Human Resources Specialist II Inspector-Streets Mechanic III-Maintenance Mechanic, Senior Office Manager I Planning Technician, Senior Police Officer I Resident Services Officer Revenue Collector Superintendent-Assistant Parking Supervisor-Assistant Recreation Cnt. Supervisor-Construction Crew Supervisor-Customer Service/Operations Supervisor I-Landscape Supervisor-Transit Supervisor-Records Traffic Signal Technician II
26	30	
22,994 27,681 34,491	27,949 33,646 41,924	
Groundskeeper I Solid Waste Collector	Administrative Technician II CW IV- Lead Construction Worker Heavy Equipment Operator, Senior Horticulturalist Human Resources Specialist I Solid Waste Equipment Operator III Transit Operator III	
27	31	
24,144 29,065 36,215	29,347 35,329 44,020	
CW II- Construction Worker Drainage Maintenance Worker Streets Maintenance Worker Lifeguard Office Assistant Parking Attendant Recreation Assistant Service Attendant Solid Waste Equipment Operator I Transit Operator I Transit Reservationist	Accounting Technician II Administrative Assistant Alternative Sentencing Assistant Coordinator-ADA/Section 504 GIS Technician Housing Officer I Information Services Technician Inspector-Solid Waste Library Assistant III/Outreach Specialist /Reference and Circulation Maintenance Operations Specialist Mechanic I Mechanic-Maintenance II Permit Technician, Senior Planning Technician Purchasing Technician Recreation Specialist I Sign And Marking Technician II Street Cleaning & Construction Crew Leader Supervisor-Parking Services Traffic Signal Technician I Transit Operations Support Specialist	
28		34
25,351 30,518 38,026		33,973 40,897 50,959
Accounting Clerk Administrative Clerk CW III-Construction Worker Drainage Maintenance Worker Truck Driver-Streets Groundskeeper II Library Assistant I Maintenance Repair Worker Parking Attendant, Senior Parking Enforcement Officer Parts Clerk Records Technician Right-of-Way Crew Leader Secretary/Receptionist Sign & Marking Technician Trainee		Engineering Technician, Sr. Inspector-Engineering Police Officer II
29	32	35
26,618 32,044 39,928	30,814 37,095 46,221	35,671 42,942 53,507
Accounting Technician I Administrative Secretary Administrative Technician Assistant Arborist Bus Service Technician Customer Service Technician Grounds Crew Leader Library Assistant II Materials Processor	Coordinator-Community Education Engineering Technician Firefighter Mechanic II Parts Manager Supervisor-Drainage Crew Supervisor-Streets Crew Transit Dispatcher	Code Enforcement Officer, Senior Executive Assistant Graphic Artist Inspector-Building/Mechanical Plumbing/Electrical Engineering Landscape Architect Mechanic Supervisor Office Manager II Planner Planning Graphics Specialist, Senior Police Officer III Recreation Specialist- Community- based Therapeutic Recreation Supervisor-Circulation Supervisor-Landscape, II Supervisor-Payroll Supervisor-Solid Waste Town Clerk-Deputy Traffic Signal Technician III

36
 37,455 45,089 56,182
 Administrative Officer
 Fire Equipment Operator
 Police Officer IV

37
 39,327 47,344 58,991
 Administrative Captain/Officer
 Coordinator-Alternative Sentencing
 Coordinator-Grants

41
 47,803 57,547 71,704
 Coordinator-Human Services
 Coordinator-Project
 Coordinator-Public Outreach
 Engineering Design Specialist
 Housing Budget Officer
 Human Resources Specialist III
 Information Technology Analyst
 Inspector-Building/Mechanical
 Plumbing/Electrical
 Engineering, Sr
 Librarian II
 Manager-Assistant Operations
 Mayoral Aide
 Paralegal
 Planner, Senior
 Supervisor-Construction
 Supervisor-Drainage Maintenance
 Supervisor-Fleet
 Supervisor-Recreation
 Web System Administrator

38
 41,294 49,711 61,941
 Coordinator-Surveyor/Project
 Crisis Counselor
 Fire Lieutenant
 Forensic Evidence Specialist
 Maintenance Services Manager

39
 43,359 52,197 65,038
 Accountant
 Coordinator-Engineering
 Coordinator-Marketing
 Coordinator-Safety & Training
 Coordinator-Scheduling/Run Cut
 Crime Analyst
 Fire Lieutenant
 GIS Analyst I
 Information Tech. Analyst, Senior
 Maintenance Specialist
 Manager-Buildings Program
 Occupational Health & Safety Officer
 Planner-Principal
 Police Sergeant
 Superintendent-Parking
 Supervisor-Librarian
 Supervisor-Traffic Program
 Web System Administrator, Sr.

40
 45,526 54,807 68,290
 Administrative Analyst
 Administrative Officer/Captain
 Assistant Director-Library
 Assistant Fire Marshall
 Fire Captain
 Forensic Evidence Specialist, Senior
 Public Information Officer

41
 47,803 57,547 71,704
 Accountant, Sr.
 Assistant Director-Parks & Recreation
 Assistant Director-Transit
 Coordinator-Housing Ops/Special Proj.
 Coordinator-Planning
 Engineer I
 GIS Analyst II
 Police Lieutenant
 Supervisor-Administrative Services
 Supervisor-Crisis Unit

42
 50,193 60,424 75,289
 Assistant Director-Inspections
 Engineer II
 Network & Telecomm. Analyst
 Manager-Purchasing & Contracts
 Manager-Systems Development/Planning

43
 52,703 63,445 79,054
 Accounting Services Manager
 Battalion Chief
 Financial Reporting Manager
 Police Captain
 Superintendent-Transit Maintenance
 Transit Operations Manager
 Urban Forester/Special Projects Coordinator

44
 55,338 66,618 83,007
 Assistant Director-Human Resources
 Coordinator-Economic Development
 Coordinator-Planning, Senior
 Engineering Services Manager
 Manager-Operations
 Supt-Landscape/Grounds
 Supt-Solid Waste/Fleet Services
 Supt-Streets/Construction/Drainage
 Supt-Sustainability/Facilities Management

45
 58,105 69,949 87,157
 Deputy Fire Chief
 Engineer III
 Fire Marshal
 Police Attorney
 Police Major

46
 61,010 73,446 91,515

47
 64,060 77,118 96,090
 Director-Comm. & Public Aff./Town Clerk

48
 67,263 80,974 100,895
 Director-Housing
 Director-Inspections
 Director-Library
 Director-Parks and Recreation

49
 70,626 85,023 105,940
 Director-Engineering
 Director-Finance
 Director-Human Resources
 Director-Information Technology

50
 74,158 89,274 111,237
 Fire Chief

51
 77,866 93,738 116,799
 Director-Planning
 Director-Public Works
 Director-Transit

52
 81,759 98,425 122,638
 Police Chief

53
 85,847 103,346 128,770
 Assistant Town Manager

54
 90,139 108,513 135,209

55
 94,646 113,939 141,969
 Deputy Town Manager

SECTION IV: AUTHORIZED POSITIONS

A. Bonded Positions

	<u>Bond</u>
Finance Director	\$200,000
Other Employees (blanket)	\$100,000

B. Elected and Appointed Officials

<u>Position</u>	<u>No.</u>	<u>Salary</u>
Mayor	1	\$20,335
Council Members	8	\$12,150
Town Manager	1	\$147,400
Town Attorney	1	\$141,560
Mayoral Aide	1	Grade 37

C. Full and Part Time Positions

		Full Time		Part Time		
	FTE	No.	<u>Hrs</u>	<u>No.</u>	<u>Hrs</u>	<u>Grade</u>
TOWN MANAGER'S OFFICE						
Deputy Town Manager	1.00	1	*	-	-	55
Assistant Town Manager	1.00	1	*	-	-	53
Economic Development Coordinator	1.00	1	40	-	-	44
Executive Assistant	1.00	1	37.5	-	-	35
Secretary/Receptionist	1.00	1	37.5	-	-	28
Administrative Assistant	0.53	-	-	1	30	31
COMMUNICATIONS & PUBLIC AFFAIRS						
Director-Comm. & Pub. Aff./Town Clerk	1.00	1	*	-	-	47
Public Information Officer	1.00	1	40	-	-	40
Web System Administrator °	1.00	1	37.5	-	-	37/39
Deputy Town Clerk	1.00	1	37.5	-	-	35
Administrative Technician ¹	1.00	1	37.5	-	-	29-30
Administrative Clerk	1.53	1	37.5	1	20	28
Graphic Artist °	1.00	1	37.5	-	-	35
TOWN ATTORNEY'S OFFICE						
Paralegal	1.00	1	37.5	-	-	37
HUMAN RESOURCES						
Director-Human Resources	1.00	1	*	-	-	49
Asst. Director- Human Resources	1.00	1	37.5	-	-	44
Occup. Health & Safety Officer	1.00	1	37.5	-	-	39
Human Resources Specialist ²	4.00	4	37.5	-	-	30-37
Secretary/Receptionist	1.00	1	37.5	-	-	28
FINANCE						
Director-Finance	1.00	1	*	-	-	49
Accounting Services Manager	1.00	1	37.5	-	-	43
Financial Reporting Manager	1.00	1	37.5	-	-	43
Purchasing and Contracts Manager	1.00	1	37.5	-	-	42
Administrative Analyst	1.00	1	37.5	-	-	40
Accountant**	2.00	2	37.5	-	-	39/41
Payroll Supervisor	1.00	1	37.5	-	-	35
Revenue Collector	1.00	1	37.5	-	-	33
Accounting Technician II	2.00	2	37.5	-	-	31
Purchasing Technician	1.00	1	37.5	-	-	31
Accounting Clerk	0.53	-	-	1	20	28

*Throughout the Ordinance, hours of department head positions are as required to perform the duties of the position, not less than 40 hours per week

°Unfunded Position

¹ Career Advancement Series: Administrative Technician and Senior Administrative Technician Authorized

² Career Advancement Series: Human Resources Specialist I, II and III authorized

** Career Advancement Series: Accountant and Senior Accountant Authorized

	<u>FTE</u>	<u>Full Time</u> <u>No.</u>	<u>Hrs</u>	<u>Part Time</u> <u>No.</u>	<u>Hrs</u>	<u>Grade</u>
FINANCE continued						
Parking Services						
Superintendent-Parking Services	1.00	1	40	—	—	39
Asst. Supt.- Parking Services	1.00	1	37.5	—	—	33
Supervisor-Parking Services	1.00	1	37.5	—	—	31
Parking Enforcement Officer	3.00	3	37.5	—	—	28
Records Technician	1.80	1	37.5	1	30	28
Parking Lot Attendant, Sr	1.00	1	37.5	—	—	28
Parking Lot Attendant	4.00	4	37.5	—	—	27
INFORMATION TECHNOLOGY						
Director-Information Technology	1.00	1	*	—	—	49
Network/Telecom Analyst	1.00	1	37.5	—	—	42
Information Technology Analyst ³	4.00	4	37.5	—	—	37/39
GIS Analyst ⁴	1.00	1	37.5	—	—	39/41
PLANNING						
Director-Planning	1.00	1	*	—	—	51
Coordinator-Planning ⁵	2.50	3	37.5	—	—	41/44
Coordinator-Public Outreach	1.00	1	37.5	—	—	39
Planner ⁶	11.06	10	37.5	2	20	35-39
Planning Graphics Specialist ⁷	1.00	1	37.5	—	—	33-35
Planning Technician ⁸	1.00	1	37.5	—	—	31-33
Administrative Clerk	2.00	2	37.5	—	—	28
INSPECTIONS						
Director-Inspections	1.00	1	*	—	—	48
Asst. Director-Inspections	1.00	1	37.5	—	—	42
Code Enforcement Officer ⁹	1.00	1	37.5	—	—	35-37
Inspector ¹⁰	5.00	5	37.5	—	—	35-37
Permits Technician ¹¹	1.00	1	37.5	—	—	29-31
ENGINEERING						
Director-Engineering	1.00	1	*	—	—	49
Engineering Services Manager	1.00	1	37.5	—	—	44
Coordinator-Engineering	1.00	1	37.5	—	—	39
Coordinator-Surveyor/Project	1.00	1	37.5	—	—	38
Engineering Design Specialist	1.00	1	37.5	—	—	37
Inspector-Engineering ¹²	2.00	2	37.5	—	—	34-35
GIS Technician ¹³	1.00	1	37.5	—	—	31-33
Engineering Technician ¹⁴	2.00	2	37.5	—	—	32-34
Office Manager ¹⁵	1.00	1	37.5	—	—	33/35
Administrative Technician ¹	1.00	1	37.5	—	—	29-30

1 Career Advancement Series: Administrative Technician and Senior Administrative Technician Authorized
3 Career Advancement Series: Information Technology Analyst and Sr. Information Technology Analyst Authorized
4 Career Advancement Series: GIS Analyst I and GIS Analyst II authorized
5 Career Advancement Series: Planning Coordinator and Senior Planning Coordinator Authorized
6 Career Advancement Series: Planner, Principal Planner and Senior Planner Authorized
7 Career Advancement Series: Planning Graphics Specialist and Sr. Planning Graphics Specialist Authorized
8 Career Advancement Series: Planning Technician and Sr. Planning Technician Authorized
9 Career Advancement Series: Code Enforcement Officer and Sr. Code Enforcement Officer Authorized
10 Career Advancement Series: Inspector and Senior Inspector Authorized
11 Career Advancement Series: Permits Technician and Sr. Permits Technician Authorized
12 Career Advancement Series: Engineering Inspector and Sr. Engineering Inspector Authorized
13 Career Advancement Series: GIS Technician and Sr. GIS Technician Authorized
14 Career Advancement Series: Engineering Technician and Sr. Engineering Technician Authorized
15 Career Advancement Series: Office Manager I and Officer Manager II Authorized

	<u>FTE</u>	<u>Full Time</u> <u>No.</u>	<u>Hrs</u>	<u>Part Time</u> <u>No.</u>	<u>Hrs</u>	<u>Grade</u>
ENGINEERING continued						
Stormwater Management						
Engineer ¹⁶	3.00	3	37.5	–	–	41-45
Coordinator-Community Education	1.00	1	37.5	–	–	32
Engineering Technician ¹⁴	2.00	2	37.5	–	–	32-34
Accounting Technician II	1.00	1	37.5	–	–	31
Traffic						
Engineer ¹⁶	1.00	1	37.5	–	–	41-45
Traffic Signal Technician ^{17^}	4.00	4	40	–	–	31-35
Sign & Marking Technician ¹⁸	3.00	3	40	–	–	28-31
PUBLIC WORKS						
Administration						
Director-Public Works	1.00	1	*	–	–	51
Manager-Operations	1.00	1	40	–	–	44
Urban Forester/Special Projects Coord	1.00	1	40	–	–	43
Administrative Analyst	1.00	1	40	–	–	40
Occup. Health & Safety Officer	1.00	1	40	–	–	39
Office Manager ¹⁵	1.00	1	37.5	–	–	33/35
Administrative Clerk	1.00	1	37.5	–	–	28
Streets and Construction Services						
<i>Streets</i>						
Supt-Streets/Construction/Drainage	1.00	1	40	–	–	44
Supervisor Streets	1.00	1	40	–	–	37
Inspector-Streets	1.00	1	40	–	–	33
Supervisor-Streets Crew	1.00	1	40	–	–	32
Accounting Technician II	1.00	1	37.5	–	–	31
Construction Worker ¹⁹	11.00	11	40	–	–	25-30
<i>Drainage</i>						
Supervisor-Drainage Maintenance	1.00	1	40	–	–	37
Supervisor-Drainage Crew	1.00	1	40	–	–	32
Supv.-St. Cleaning & Const. Crew	1.00	1	40	–	–	31
Construction Worker ¹⁹	4.00	4	40	–	–	25-30
<i>Construction</i>						
Supervisor-Construction Crew	2.00	2	40	–	–	33
Construction Worker ¹⁹	8.00	8	40	–	–	25-30
Sustainability and Facilities Management						
<i>Buildings</i>						
Supt.-Sustainability& Facilities Mgmt	1.00	1	40	–	–	44
Manager-Buildings Program	1.00	1	40	–	–	39
Supervisor-Building Program	1.00	1	40	–	–	37
Maintenance Mechanic ²⁰	6.00	6	40	–	–	28-33
Maint. Operations Specialist	1.00	1	40	–	–	31

14 Career Advancement Series: Engineering Technician and Sr. Engineering Technician Authorized

15 Career Advancement Series: Office Manager I and Officer Manager II Authorized

16 Career Advancement Series: Engineer I, Engineer II, and Engineer III Authorized

17 Career Advancement Series: Traffic Signal Technician I, II and III Authorized. ^One Traffic Signal Technician is DOT Funded

18 Career Advancement Series: Sign & Marking Technician Trainee, I and II Authorized

19 Career Advancement Series: Construction Worker I, II, III and IV Authorized

20 Career Advancement Series: Maintenance Mechanic I, II, and III Authorized

	<u>FTE</u>	<u>Full Time</u>		<u>Part Time</u>		<u>Grade</u>
		<u>No.</u>	<u>Hrs</u>	<u>No.</u>	<u>Hrs</u>	
PUBLIC WORKS continued						
<i>Landscape</i>						
Supt.-Landscape/Grounds	1.00	1	40	–	–	44
Landscape Architect	1.00	1	37.5	–	–	35
Supervisor-Landscape, II	1.00	1	40	–	–	35
Supervisor-Landscape, I	2.00	2	40	–	–	33
Arborist	1.00	1	40	–	–	33
Horticulturist	2.00	2	40	–	–	30
Assistant Arborist	1.00	1	40	–	–	29
Right of Way Crew Leader	1.00	1	40	–	–	28
Groundskeeper ^{21~}	17.00	17	40	–	–	26-29
Construction Worker ¹⁹	3.00	3	40	–	–	25-30
Solid Waste and Fleet Services						
<i>Solid Waste</i>						
Supt.-Solid Waste/Fleet Services	1.00	1	40	–	–	44
Supv.-Solid Waste Services	2.00	2	40	–	–	35
Inspector-Solid Waste	1.00	1	40	–	–	31
Solid Waste Equipment Op. III	4.00	4	40	–	–	30
Administrative Secretary	1.00	1	37.5	–	–	29
Solid Waste Equipment Op. II	10.00	10	40	–	–	29
Solid Waste Equipment Op. I	3.00	3	40	–	–	27
Solid Waste Collector	14.00	14	40	–	–	26
<i>Fleet</i>						
Manager-Fleet	1.00	1	40	–	–	37
Supervisor-Mechanic	1.00	1	40	–	–	35
Parts Manager	1.00	1	40	–	–	32
Mechanic ²²	5.00	5	40	–	–	31-32
POLICE						
Support Services						
Police Chief	1.00	1	*	–	–	52
Police Attorney	1.00	1	37.5	–	–	45
Supv.-Administrative Services	1.00	1	37.5	–	–	41
Supervisor-Crisis Unit	1.00	1	37.5	–	–	41
Crime Analyst	1.00	1	37.5	–	–	39
Crisis Counselor	3.00	3	37.5	–	–	38
Coordinator-Human Services	1.00	1	37.5	–	–	37
Information Technology Analyst ³	1.00	1	37.5	–	–	37/39
Coord.-Alternative Sentencing	1.00	1	37.5	–	–	37
Coordinator-Resident Activities	1.00	1	37.5	–	–	33
Supervisor-Records	1.00	1	37.5	–	–	33
Administrative Assistant	1.00	1	37.5	–	–	31
Alternative Sentencing Asst. [#]	3.00	3	37.5	–	–	31
Information Services Technician	1.00	1	37.5	–	–	31
Administrative Secretary	1.00	1	37.5	–	–	29
Customer Service Technician	4.00	4	38.5	–	–	29
Records Technician	1.00	1	37.5	–	–	28

³ Career Advancement Series: Information Technology Analyst and Sr. Information Technology Analyst Authorized

¹⁹ Career Advancement Series: Construction Worker I, II, III and IV Authorized

²¹ Career Advancement Series: Groundskeeper I, II and III authorized. Groundskeeper III is Grounds Crew Leader. ~ One Groundskeeper is funded by the Downtown Service District

²² Career Advancement Series: Mechanic I and II Authorized

[#] One Alternative Sentencing Assistant is grant funded

	<u>FTE</u>	<u>No.</u>	<u>Hrs</u>	<u>No.</u>	<u>Hrs</u>	<u>Grade</u>
				Full Time	Part Time	
POLICE continued						
Operations						
Police Major	1.00	1	40	—	—	45
Police Captain	3.00	3	40	—	—	43
Police Lieutenant	8.00	8	42	—	—	41
Police Sergeant	11.00	11	42	—	—	39
Forensic & Evidence Specialist ²³	2.00	2	42	—	—	38/40
Police Officer ^{24 °}	93.00	93	42	—	—	33-36
FIRE						
Administration						
Fire Chief	1.00	1	*	—	—	50
Deputy Fire Chief	1.00	1	40	—	—	45
Administrative Officer/Captain ²⁵	1.00	1	40	—	—	38/40
Administrative Assistant	1.00	1	37.5	—	—	31
Office Assistant	0.53	—	—	1	20	27
Emergency Operations						
Deputy Fire Chief	1.00	1	40	—	—	45
Battalion Chief	3.00	3	56	—	—	43
Fire Lieutenant/Captain ²⁶	18.00	18	56	—	—	39-40
Firefighter ^{27 @}	63.00	63	56	—	—	32-36
Life Safety						
Deputy Fire Chief/Fire Marshal	1.00	1	40	—	—	45
Fire Lieu./Capt.-Asst. Fire Marshal ²⁶	5.00	5	40	—	—	39-40
PARKS AND RECREATION						
Administration						
Director-Parks & Recreation	1.00	1	*	—	—	48
Asst. Dir.-Parks & Recreation	1.00	1	37.5	—	—	41
Office Manager ¹⁵	1.00	1	37.5	—	—	33/35
Administrative Secretary	1.00	1	37.5	—	—	29
Office Assistant	0.60	—	—	1	22.5	27
Athletics						
Supervisor-Recreation	1.00	1	37.5	—	—	37
Recreation Specialist ²⁸	2.53	2	37.5	1	20	31-33
Maintenance Assistant	1.00	1	40	—	—	25
Community Center						
Supervisor-Recreation	1.00	1	40	—	—	37
Recreation Assistant	1.00	1	37.5	—	—	27
Aquatics						
Supervisor-Recreation	1.00	1	37.5	—	—	37
Recreation Assistant	1.00	1	37.5	—	—	27
Lifeguard	1.00	1	40	—	—	27
Hargraves Center						
Supervisor-Recreation	1.00	1	40	—	—	37
Asst. Supervisor-Recreation	1.00	1	40	—	—	33
Recreation Specialist ²⁸	0.80	—	—	1	30	31-33
Recreation Assistant	1.53	1	37.5	1	22	27

15 Career Advancement Series: Office Manager I and Officer Manager II Authorized

23 Forensic & Evidence Specialist and Sr. Forensic & Evidence Specialist Authorized. May be filled by sworn law enforcement personnel

24 Career Advancement Series: Police Officer I, II, III, and IV Authorized. One Police Officer is unfunded

25 Administrative Officer and Captain Authorized.

26 Career Advancement Series: Fire Lieutenant and Captain Authorized. Position may also be classified as Assistant Fire Marshal

27 Career Advancement Series: Firefighter, Master Firefighter and Fire Equipment Operator Authorized. @ 12 are grant funded for 5 years

28 Career Advancement Series: Recreation Specialist I and II Authorized

	<u>FTE</u>	<u>No.</u>	<u>Hrs</u>	<u>No.</u>	<u>Hrs</u>	<u>Grade</u>
			Full Time		Part Time	
PARKS AND RECREATION continued						
Programming/Marketing						
Supervisor-Recreation	1.00	1	37.5	–	–	37
Rec. Splst.-Comm. Based. Thera. Rec.	1.00	1	37.5	–	–	35
Recreation Specialist ²⁸	1.80	1	37.5	1	30	31-33
LIBRARY						
Library Director	1.00	1	*	–	–	48
Assistant Director-Library	1.00	1	37.5	–	–	40
Supervisor-Librarian ²⁹	3.80	3	37.5	1	30	39
Librarian ³⁰	2.60	1	37.5	2	30	37
Supervisor-Circulation	1.00	1	37.5	–	–	35
Office Manager ¹⁵	1.00	1	37.5	–	–	33/35
Library Assistant ³¹	15.01	7	37.5	15	20-25	38-31
Materials Processor	3.59	1	37.5	4	20-30	29
HOUSING						
Administration						
Director-Housing	1.00	1	*	–	–	48
Ops and Special Proj. Coord.	1.00	1	37.5	–	–	41
Housing Budget Officer ³²	1.00	1	37.5	–	–	37
ADA/Section 504 Coordinator ³³	1.00	1	37.5	–	–	31
Office Assistant	1.00	1	37.5	–	–	27
Maintenance						
Maintenance Services Manager	1.00	1	40	–	–	38
Maintenance Mechanic III	1.00	1	40	–	–	33
Maintenance Mechanic II	5.00	5	40	–	–	31
Maintenance Mechanic I	1.00	1	40	–	–	29
Maintenance Repair Worker	2.00	2	40	–	–	28
Administrative Clerk	1.00	1	37.5	–	–	28
Resident Services						
Housing Officer II	1.00	1	37.5	–	–	33
Housing Officer I	1.00	1	37.5	–	–	31

¹⁵ Career Advancement Series: Office Manager I and Officer Manager II Authorized

²⁸ Career Advancement Series: Recreation Specialist I and II Authorized

²⁹ Division Supervisor Positions: Head of Children's Services, Head of Technical Services, and Head of Reference Services Authorized

³⁰ Specialist Positions: Reference Librarian, Children's Librarian, Acquisitions Librarian and Librarian II Authorized

³¹ Career Advancement Series: Library Assistant I, II and III Authorized. Specialties such as Outreach, Reference and Circulation

³² Housing Budget Officer is supervised by the Finance Department, but funded by the Housing Department

³³ ADA/Section 504 Coordinator is a 4 year position is required by HUD. May be FT or PT

	<u>FTE</u>	<u>Full Time</u>		<u>Part Time</u>		<u>Grade</u>
		<u>No.</u>	<u>Hrs</u>	<u>No.</u>	<u>Hrs</u>	
TRANSIT						
Administration						
Director-Transit	1.00	1	*	–	–	51
Manager Systems Dev. Planning ³⁴	1.00	1	40	–	–	42
Asst. Director-Transit	1.00	1	40	–	–	41
Administrative Analyst	1.00	1	40	–	–	40
Coordinator-Scheduling/Run Cut	1.00	1	40	–	–	39
Coordinator-Grants	1.00	1	37.5	–	–	37
Coordinator-Project ³⁵	1.00	1	40	–	–	37
Planner ³⁶	0.50	–	–	–	–	35-39
Administrative Assistant	1.00	1	40	–	–	31
Administrative Secretary	1.00	1	37.5	–	–	29
Receptionist	1.00	1	37.5	–	–	28
Operations						
Manager-Transit Operations	1.00	1	40	–	–	43
Coordinator-Safety and Training	1.00	1	40	–	–	39
Manager-Assistant Transit Operations	1.00	1	40	–	–	37
Supervisor-Transit	4.00	4	40	–	–	33
Supervisor-Customer Service/Ops	1.00	1	40	–	–	33
Transit Dispatcher	4.82	4	40	1	33	32
Transit Operator III	12.41	8	40	7	25	30
Transit Operator II	104.23	87	40	26	26.5	29
Transit Operator I	3.00	3	40	–	–	27
Transit Reservationist	1.50	1	40	1	20	27
Maintenance						
Supt-Transit Maintenance	1.00	1	40	–	–	43
Supervisor-Mechanic	2.00	2	40	–	–	35
Mechanic, Senior	1.00	1	40	–	–	33
Parts Manager	1.00	1	40	–	–	32
Mechanic ²²	9.00	9	40	–	–	31-32
Bus Service Technician	2.00	2	40	–	–	29
Mechanic Helper	2.00	2	40	–	–	29
Maintenance Specialist	1.00	1	40	–	–	39
Administrative Clerk	1.00	1	40	–	–	28
Parts Clerk	1.00	1	40	–	–	28
Service Attendant	6.50	6	40	1	20	27

²² Career Advancement Series: Mechanic I and II Authorized

³⁴ Manager of Systems Development Planning is grant funded

³⁵ Project Coordinator is grant funded

³⁶ .5 of a Planner is funded by Transportation and supervised by the Planning Department

SECTION V: GENERAL PROVISIONS

All Town employees shall be paid bi-weekly or weekly. The Finance Director shall issue warrants for payments of all claims for compensation when approved by the Town Manager and within the appropriation, and shall issue warrants bi-weekly for payments of compensation of members of the Council and the Mayor upon certification of the correctness of the amounts.

SECTION VI: OVERTIME COMPENSATION

The Town complies with the Fair Labor Standards Act (FLSA) provision governing overtime compensation for eligible employees.

The Manager, following FLSA regulations, shall determine which jobs are "non-exempt" and are therefore subject to the Act in areas such as hours of work and work periods, rates of overtime compensation, and other provisions. Non-exempt employees will be paid at a straight time rate for hours up to the FLSA established limit for their position (40 hours in a 7 day period); hours worked beyond the FLSA established limit will be paid at the appropriate overtime rate. In determining eligibility for overtime in a work period, only hours actually worked shall be considered.

Whenever practicable, departments will schedule time off on an hour-for-hour basis within the applicable work period for non-exempt employees, instead of paying overtime. When time off within the work period cannot be granted, overtime worked will be paid in accordance with the Fair Labor Standards Act. However, in accordance with FLSA and when approved in advance by the Manager, non-exempt employees may be allowed to accrue compensatory time in lieu of being paid overtime. This compensatory time must be accrued as an hour-and-a half off for every hour of overtime worked.

Employees in positions determined to be "exempt" from the Fair Labor Standards Act (as Executive, Administrative, or Professional staff) will not normally receive pay for hours worked in excess of their normal work periods. These employees may be granted compensatory leave by their department heads where the convenience of the department allows. However, where authorized by the Town Manager and where the Town receives reimbursement from other agencies which could be used for payment for hours worked by exempt employees, these employees may elect to receive pay or be granted compensatory leave for hours worked in excess of their normal work periods.

SECTION VII: CALL BACK PAY

Employees in classes eligible for overtime compensation whose supervisors require them, because of emergencies, to report to work at times which are not merely an extension of their normal work days will be paid for a minimum of two hours of work, even if their actual work time was shorter. Extensions of employees' normal work days, either by their being required to report early or by their being required to work beyond their normal quitting times, shall be covered by the overtime/compensatory leave provisions of Section VI of this ordinance.

SECTION VIII: ON-CALL PAY

Employees who are required by their departments to be on-call for a designated period of time in order to respond to after-hour emergencies will be compensated at a rate of \$.90 (90 cents) per hour for each hour of off-duty/on call time. If employees are required to report to work following a call-back, the provisions of Section VII, Callback Pay, shall apply.

SECTION IX: LONGEVITY PAY

The Town will recognize the length of service of its full-time employees with a longevity payment, effective the first pay period in December. Payment shall be based on the following schedule:

At least 5 years, not more than 10 years of service	\$500
At least 10 years, not more than 15 years of service	\$650
At least 15 years, not more than 20 years of service	\$800
At least 20 years not more than 25 years of service	\$1,000
At least 25 years or more of service	\$1,200

Part-time employees' payments will be prorated based on their hours of work, as specified in policies approved by the Manager.

An employee's eligibility for longevity pay will be based on his/her total Town service as of December 1 of each year.

SECTION X: 401(K) PROGRAM

The Town will contribute 5% of gross salary for full- and part-time employees to an account with the State of North Carolina's 401(K) (tax deferred savings) program, coincident with that employee's membership in the NC Local Government Employees' Retirement System.

SECTION XI: EFFECTIVE DATE

This Ordinance is effective July 1, 2007

This the 27th day of June, 2007.