

AN ORDINANCE ESTABLISHING A POSITION CLASSIFICATION, PAY PLAN AND LONGEVITY PLAN FOR EMPLOYEES OF THE TOWN OF CHAPEL HILL AND BONDS OF OFFICIALS BEGINNING OCTOBER 1, 2007 (2007-06-27/O-7)

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	22,775	23,636	24,529	25,456	26,419	27,417		34,162
26	23,914	24,818	25,756	26,729	27,740	28,788		35,871
27	25,109	26,059	27,044	28,066	29,127	30,228		37,664
28	26,365	27,361	28,396	29,469	30,583	31,739		39,547
29	27,683	28,730	29,816	30,943	32,112	33,326		41,525
30	29,067	30,166	31,306	32,490	33,718	34,992		43,601
31	30,521	31,674	32,872	34,114	35,404	36,742		45,781
32	32,047	33,258	34,515	35,820	37,174	38,579		48,070
33	33,649	34,921	36,241	37,611	39,033	40,508		50,473
34	35,331	36,667	38,053	39,491	40,984	42,533		52,997
35	37,098	38,500	39,956	41,466	43,033	44,660		55,647
36	38,953	40,425	41,953	43,539	45,185	46,893		58,429
37	40,901	42,447	44,051	45,716	47,444	49,238		61,351
38	42,946	44,569	46,254	48,002	49,816	51,700		64,418
39	45,093	46,797	48,566	50,402	52,307	54,285		67,639
40	47,348	49,137	50,995	52,922	54,923	56,999		71,021
41	49,715	51,594	53,544	55,568	57,669	59,849		74,572
42	52,201	54,174	56,222	58,347	60,552	62,841		78,301
43	54,811	56,882	59,033	61,264	63,580	65,983		82,216
44	57,551	59,727	61,984	64,327	66,759	69,282		86,327
45	60,429	62,713	65,084	67,544	70,097	72,746		90,643
46	63,450	65,849	68,338	70,921	73,602	76,384		95,175
47	66,623	69,141	71,755	74,467	77,282	80,203		99,934
48	69,954	72,598	75,342	78,190	81,146	84,213		104,931
49	73,452	76,228	79,109	82,100	85,203	88,424		110,177
50	77,124	80,039	83,065	86,205	89,463	92,845		115,686
51	80,980	84,041	87,218	90,515	93,936	97,487		121,470
52	85,029	88,243	91,579	95,041	98,633	102,362		127,544
53	89,281	92,656	96,158	99,793	103,565	107,480		133,921
54	93,745	97,288	100,966	104,782	108,743	112,854		140,617
55	98,432	102,153	106,014	110,022	114,180	118,496		147,648

*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	22,775	437.98	875.96	11.6795	11.3761	10.9495	10.4281	7.8211
26	23,914	459.88	919.76	12.2634	11.9449	11.4970	10.9495	8.2121
27	25,109	482.87	965.75	12.8766	12.5422	12.0718	11.4970	8.6227
28	26,365	507.02	1,014.03	13.5204	13.1693	12.6754	12.0718	9.0539
29	27,683	532.37	1,064.73	14.1965	13.8277	13.3092	12.6754	9.5066
30	29,067	558.99	1,117.97	14.9063	14.5191	13.9746	13.3092	9.9819
31	30,521	586.94	1,173.87	15.6516	15.2451	14.6734	13.9746	10.4810
32	32,047	616.28	1,232.56	16.4342	16.0073	15.4070	14.6734	11.0050
33	33,649	647.10	1,294.19	17.2559	16.8077	16.1774	15.4070	11.5553
34	35,331	679.45	1,358.90	18.1187	17.6481	16.9863	16.1774	12.1330
35	37,098	713.42	1,426.85	19.0246	18.5305	17.8356	16.9863	12.7397
36	38,953	749.09	1,498.19	19.9759	19.4570	18.7274	17.8356	13.3767
37	40,901	786.55	1,573.10	20.9746	20.4298	19.6637	18.7274	14.0455
38	42,946	825.88	1,651.75	22.0234	21.4513	20.6469	19.6637	14.7478
39	45,093	867.17	1,734.34	23.1245	22.5239	21.6793	20.6469	15.4852
40	47,348	910.53	1,821.06	24.2808	23.6501	22.7632	21.6793	16.2594
41	49,715	956.06	1,912.11	25.4948	24.8326	23.9014	22.7632	17.0724
42	52,201	1,003.86	2,007.72	26.7696	26.0742	25.0965	23.9014	17.9260
43	54,811	1,054.05	2,108.10	28.1080	27.3780	26.3513	25.0965	18.8223
44	57,551	1,106.75	2,213.51	29.5134	28.7468	27.6688	26.3513	19.7635
45	60,429	1,162.09	2,324.18	30.9891	30.1842	29.0523	27.6688	20.7516
46	63,450	1,220.20	2,440.39	32.5386	31.6934	30.5049	29.0523	21.7892
47	66,623	1,281.21	2,562.41	34.1655	33.2781	32.0301	30.5049	22.8787
48	69,954	1,345.27	2,690.53	35.8738	34.9420	33.6316	32.0301	24.0226
49	73,452	1,412.53	2,825.06	37.6674	36.6891	35.3132	33.6316	25.2237
50	77,124	1,483.16	2,966.31	39.5508	38.5235	37.0789	35.3132	26.4849
51	80,980	1,557.31	3,114.63	41.5284	40.4497	38.9328	37.0789	27.8092
52	85,029	1,635.18	3,270.36	43.6048	42.4722	40.8795	38.9328	29.1996
53	89,281	1,716.94	3,433.88	45.7850	44.5958	42.9235	40.8795	30.6596
54	93,745	1,802.79	3,605.57	48.0743	46.8256	45.0696	42.9235	32.1926
55	98,432	1,892.92	3,785.85	50.4780	49.1669	47.3231	45.0696	33.8022

SECTION: III TITLES AND GRADES OF TOWN POSITIONS

25	29(con't)	33
22,775 27,417 34,162	27,683 33,326 41,525	33,649 40,508 50,473
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	
23,914 28,788 35,871	29,067 34,992 43,601	
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	
25,109 30,228 37,664	30,521 36,742 45,781	
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
26,365 31,739 39,547		35,331 42,533 52,997
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
27,683 33,326 41,525	32,047 38,579 48,070	37,098 44,660 55,647
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		40		45
38,953	46,893	47,348	56,999	60,429
58,429	71,021	71,021	71,021	72,746
90,643				90,643
Administrative Officer		Administrative Analyst		Deputy Fire Chief
Fire Equipment Operator		Administrative Officer/Captain		Engineer III
Police Officer IV		Assistant Director-Library		Fire Marshal
		Assistant Fire Marshall		Police Attorney
		Fire Captain		Police Major
		Forensic Evidence Specialist, Senior		
		Public Information Officer		46
				63,450
				76,384
				95,175
37		41		
40,901	49,238	49,715	59,849	
61,351	74,572	74,572	74,572	
Administrative Captain/Officer		Accountant, Sr.		47
Coordinator-Alternative Sentencing		Assistant Director-Parks & Recreation		66,623
Coordinator-Grants		Assistant Director-Transit		80,203
Coordinator-Human Services		Coordinator-Housing Ops/Special Proj.		99,934
Coordinator-Project		Coordinator-Planning		Director-Comm. & Public Aff./Town Clerk
Coordinator-Public Outreach		Engineer I		
Engineering Design Specialist		GIS Analyst II		48
Housing Budget Officer		Police Lieutenant		69,954
Human Resources Specialist III		Supervisor-Administrative Services		84,213
Information Technology Analyst		Supervisor-Crisis Unit		104,931
Inspector-Building/Mechanical				Director-Housing
Plumbing/Electrical				Director-Inspections
Engineering, Sr				Director-Library
Librarian II				Director-Parks and Recreation
Manager-Assistant Operations				
Mayoral Aide		42		49
Paralegal		52,201	62,841	73,452
Planner, Senior		78,301	78,301	88,424
Supervisor-Construction				110,177
Supervisor-Drainage Maintenance		Assistant Director-Inspections		Director-Engineering
Supervisor-Fleet		Engineer II		Director-Finance
Supervisor-Recreation		Network & Telecomm. Analyst		Director-Human Resources
Web System Administrator		Manager-Purchasing & Contracts		Director-Information Technology
		Manager-Systems Development/Planning		
				50
				77,124
				92,845
				115,686
				Fire Chief
38		43		
42,946	51,700	54,811	65,983	
64,418	82,216	82,216	82,216	
Coordinator-Surveyor/Project		Accounting Services Manager		51
Crisis Counselor		Battalion Chief		80,980
Fire Lieutenant		Financial Reporting Manager		97,487
Forensic Evidence Specialist		Police Captain		121,470
Maintenance Services Manager		Superintendent-Transit Maintenance		Director-Planning
		Transit Operations Manager		Director-Public Works
		Urban Forester/Special Projects Coordinator		Director-Transit
39		44		52
45,093	54,285	57,551	69,282	85,029
67,639	86,327	86,327	86,327	102,362
Accountant		Assistant Director-Human Resources		127,544
Coordinator-Engineering		Coordinator-Economic Development		Police Chief
Coordinator-Marketing		Coordinator-Planning, Senior		
Coordinator-Safety & Training		Engineering Services Manager		53
Coordinator-Scheduling/Run Cut		Manager-Operations		89,281
Crime Analyst		Supt-Landscape/Grounds		107,480
Fire Lieutenant		Supt-Solid Waste/Fleet Services		133,921
GIS Analyst I		Supt-Streets/Construction/Drainage		Assistant Town Manager
Information Tech. Analyst, Senior		Supt-Sustainability/Facilities Management		
Maintenance Specialist				54
Manager-Buildings Program				93,745
Occupational Health & Safety Officer				112,854
Planner-Principal				140,617
Police Sergeant				
Superintendent-Parking				55
Supervisor-Librarian				98,432
Supervisor-Traffic Program				118,496
Web System Administrator, Sr.				147,648
				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	\$21,148
Council Members	8	\$12,636
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.	Hrs	No.	Hrs	Grade
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

		Full Time		Part Time		
	<u>FTE</u>	<u>No.</u>	<u>Hrs</u>	<u>No.</u>	<u>Hrs</u>	<u>Grade</u>
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>
				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 October 1, 2007

This the 27th day of June, 2007.