

## SECTION 1: SCHEDULE OF SALARY GRADES

	<b>STEP 0</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>OPEN RANGE</b>	<b>MAX</b>
<b>25</b>	23,458	24,345	25,265	26,220	27,211	28,240		35,187
<b>26</b>	24,631	25,562	26,528	27,531	28,572	29,652		36,947
<b>27</b>	25,863	26,840	27,855	28,908	30,001	31,135		38,794
<b>28</b>	27,156	28,182	29,248	30,353	31,501	32,691		40,734
<b>29</b>	28,514	29,591	30,710	31,871	33,076	34,326		42,770
<b>30</b>	29,939	31,071	32,246	33,464	34,729	36,042		44,909
<b>31</b>	31,436	32,625	33,858	35,138	36,466	37,844		47,154
<b>32</b>	33,008	34,256	35,551	36,895	38,289	39,736		49,512
<b>33</b>	34,659	35,969	37,328	38,739	40,204	41,723		51,988
<b>34</b>	36,391	37,767	39,195	40,676	42,214	43,809		54,587
<b>35</b>	38,211	39,655	41,154	42,710	44,324	46,000		57,317
<b>36</b>	40,122	41,638	43,212	44,846	46,541	48,300		60,182
<b>37</b>	42,128	43,720	45,373	47,088	48,868	50,715		63,191
<b>38</b>	44,234	45,906	47,641	49,442	51,311	53,251		66,351
<b>39</b>	46,446	48,201	50,023	51,914	53,877	55,913		69,669
<b>40</b>	48,768	50,611	52,525	54,510	56,570	58,709		73,152
<b>41</b>	51,206	53,142	55,151	57,235	59,399	61,644		76,810
<b>42</b>	53,767	55,799	57,908	60,097	62,369	64,726		80,650
<b>43</b>	56,455	58,589	60,804	63,102	65,487	67,963		84,683
<b>44</b>	59,278	61,519	63,844	66,257	68,762	71,361		88,917
<b>45</b>	62,242	64,594	67,036	69,570	72,200	74,929		93,363
<b>46</b>	65,354	67,824	70,388	73,049	75,810	78,675		98,031
<b>47</b>	68,621	71,215	73,907	76,701	79,600	82,609		102,932
<b>48</b>	72,053	74,776	77,603	80,536	83,580	86,740		108,079
<b>49</b>	75,655	78,515	81,483	84,563	87,759	91,077		113,483
<b>50</b>	79,438	82,441	85,557	88,791	92,147	95,630		119,157
<b>51</b>	83,410	86,563	89,835	93,231	96,755	100,412		125,115
<b>52</b>	87,580	90,891	94,327	97,892	101,592	105,433		131,371
<b>53</b>	91,959	95,435	99,043	102,787	106,672	110,704		137,939
<b>54</b>	96,557	100,207	103,995	107,926	112,006	116,239		144,836
<b>55</b>	101,385	105,218	109,195	113,322	117,606	122,051		152,078

Step 0 is the minimum of the range. Steps are intermediate rates of pay between Step 0 and the Step 5; there is approximately 3.78% between steps. Step 5 is approximately the midpoint of the salary range. The open range is the range of salaries between Step 5 and the maximum pay rate. 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
<b>25</b>	23,458	451.12	902.24	12.0299	11.7174	11.2780	10.7410	8.0557
<b>26</b>	24,631	473.68	947.35	12.6314	12.3033	11.8419	11.2780	8.4585
<b>27</b>	25,863	497.36	994.72	13.2629	12.9184	12.4340	11.8419	8.8814
<b>28</b>	27,156	522.23	1,044.46	13.9261	13.5644	13.0557	12.4340	9.3255
<b>29</b>	28,514	548.34	1,096.68	14.6224	14.2426	13.7085	13.0557	9.7918
<b>30</b>	29,939	575.76	1,151.51	15.3535	14.9547	14.3939	13.7085	10.2814
<b>31</b>	31,436	604.54	1,209.09	16.1212	15.7024	15.1136	14.3939	10.7954
<b>32</b>	33,008	634.77	1,269.54	16.9272	16.4876	15.8693	15.1136	11.3352
<b>33</b>	34,659	666.51	1,333.02	17.7736	17.3119	16.6627	15.8693	11.9020
<b>34</b>	36,391	699.84	1,399.67	18.6623	18.1775	17.4959	16.6627	12.4971
<b>35</b>	38,211	734.83	1,469.65	19.5954	19.0864	18.3707	17.4959	13.1219
<b>36</b>	40,122	771.57	1,543.14	20.5752	20.0407	19.2892	18.3707	13.7780
<b>37</b>	42,128	810.15	1,620.29	21.6039	21.0428	20.2537	19.2892	14.4669
<b>38</b>	44,234	850.65	1,701.31	22.6841	22.0949	21.2664	20.2537	15.1903
<b>39</b>	46,446	893.19	1,786.37	23.8183	23.1997	22.3297	21.2664	15.9498
<b>40</b>	48,768	937.85	1,875.69	25.0092	24.3596	23.4462	22.3297	16.7473
<b>41</b>	51,206	984.74	1,969.48	26.2597	25.5776	24.6185	23.4462	17.5846
<b>42</b>	53,767	1,033.98	2,067.95	27.5727	26.8565	25.8494	24.6185	18.4639
<b>43</b>	56,455	1,085.67	2,171.35	28.9513	28.1993	27.1419	25.8494	19.3870
<b>44</b>	59,278	1,139.96	2,279.92	30.3989	29.6093	28.4990	27.1419	20.3564
<b>45</b>	62,242	1,196.96	2,393.91	31.9188	31.0898	29.9239	28.4990	21.3742
<b>46</b>	65,354	1,256.80	2,513.61	33.5148	32.6443	31.4201	29.9239	22.4429
<b>47</b>	68,621	1,319.64	2,639.29	35.1905	34.2765	32.9911	31.4201	23.5651
<b>48</b>	72,053	1,385.63	2,771.25	36.9500	35.9903	34.6407	32.9911	24.7433
<b>49</b>	75,655	1,454.91	2,909.82	38.7975	37.7898	36.3727	34.6407	25.9805
<b>50</b>	79,438	1,527.65	3,055.31	40.7374	39.6793	38.1913	36.3727	27.2795
<b>51</b>	83,410	1,604.04	3,208.07	42.7743	41.6633	40.1009	38.1913	28.6435
<b>52</b>	87,580	1,684.24	3,368.48	44.9130	43.7464	42.1059	40.1009	30.0757
<b>53</b>	91,959	1,768.45	3,536.90	47.1587	45.9338	44.2112	42.1059	31.5795
<b>54</b>	96,557	1,856.87	3,713.74	49.5166	48.2304	46.4218	44.2112	33.1584
<b>55</b>	101,385	1,949.72	3,899.43	51.9924	50.6420	48.7429	46.4218	34.8163





## SECTION IV: AUTHORIZED POSITIONS

**A. Bonded Positions**

Director –Business Management	<b><u>Bond</u></b>
Other Employees (blanket)	\$200,000
	\$100,000

**B. Elected and Appointed Officials**

<u>Position</u>	<u>No.</u>	<u>Salary</u>
Mayor	1	\$21,782
Council Members	8	\$13,015
Town Manager	1	\$165,486
Town Attorney	1	\$153,097
Mayoral Aide	1	Grade 37

**C. Full and Part Time Positions****TOWN MANAGER'S OFFICE**

	<b>FTE</b>	<b>FT #</b>	<b>FT Hrs</b>	<b>PT #</b>	<b>PT Hrs</b>	<b>Grade</b>
Deputy Town Manager	1.00	1	* <sup>i</sup>	–	–	55
Assistant Town Manager	1.00	1	*	–	–	53
Economic Development Coordinator	1.00	1	40	–	–	44
Executive Assistant	1.00	1	37.5	–	–	35
Sustainability Officer	1.00	1	37.5	–	–	37
Coord.-Special Projects <sup>1</sup>	1.00	1		–	–	
Assistant to the Manager <sup>2</sup>	1.00	1		–	–	

**COMMUNICATIONS & PUBLIC AFFAIRS**

Director-Comm. & Public Affairs/Town Clerk	1.00	1	*	–	–	49
Public Information Officer	1.00	1	40	–	–	40
Web System Administrator <sup>3</sup>	1.00	1	37.5	–	–	37/39
Deputy Town Clerk	1.00	1	37.5	–	–	35
Graphic Artist	.80	–	–	1	30	35
Administrative Assistant	0.80	–	–	1	30	31
Administrative Technician <sup>4</sup>	1.00	1	37.5	–	–	29-30
Administrative Clerk	1.53	1	37.5	1	20	28
Secretary/Receptionist	1.00	1	37.5	–	–	28

**TOWN ATTORNEY'S OFFICE**

Paralegal	1.00	1	37.5	–	–	37
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**HUMAN RESOURCE DEVELOPMENT**

Director-Human Resource Development	1.00	1	*	–	–	49
Asst. Director- Human Resource Dev.	1.00	1	37.5	–	–	44
Occupational Health & Safety Officer	1.00	1	37.5	–	–	39
Human Resources Specialist <sup>5</sup>	4.00	4	37.5	–	–	30-37
Secretary/Receptionist	1.00	1	37.5	–	–	28

**BUSINESS MANAGEMENT****Finance**

Director-Business Management	1.00	1	*	–	–	50
Asst. Director-Business Management	1.00	1	37.5	–	–	46
Accounting Manager	1.00	1	37.5	–	–	44

<sup>1</sup> Unfunded position<sup>2</sup> Unfunded position<sup>3</sup> Unfunded position<sup>4</sup> Career Advancement Series: Administrative Technician and Sr. Administrative Technician authorized<sup>5</sup> Career Advancement Series: Human Resources Specialist I, II and III authorized

<b>BUSINESS MANAGEMENT continued</b>	<b>FTE</b>	<b>FT #</b>	<b>FT Hrs</b>	<b>PT #</b>	<b>PT Hrs</b>	<b>Grade</b>
<b>Finance continued</b>						
Financial Systems Administrator	1.00	1	37.5	–	–	43
Purchasing and Contracts Manager	1.00	1	37.5	–	–	42
Budget Manager	1.00	1	37.5	–	–	42
Accountant <sup>6</sup>	2.00	2	37.5	–	–	39/43
Coordinator-Payroll	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	1.00	1	37.5	–	–	28
<b>Parking Services</b>						
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
<b>Information Technology</b>						
Deputy Dir.-Bus. Mgmt./Chief Info. Officer	1.00	1	40	–	–	49
Network/Telecom Analyst	1.00	1	37.5	–	–	42
Information Technology Analyst <sup>7</sup>	5.00	5	37.5	–	–	37/39
GIS Analyst <sup>8</sup>	1.00	1	37.5	–	–	39/41
<b>PLANNING</b>						
Director-Planning	1.00	1	*	–	–	51
Assistant Director-Planning <sup>9</sup>	1.00	1	37.5	–	–	
Planning Manager	3.00	3	37.5	–	–	45
Coordinator-Development <sup>10</sup>	1.00	1	37.5	–	–	
Coordinator-Marketing & Outreach	1.00	1	37.5	–	–	39
Planner <sup>11</sup>	10.06	9	37.5	2	20	37-41
Planning Graphics Specialist <sup>12</sup>	1.00	1	37.5	–	–	33-35
Planning Technician <sup>13</sup>	1.00	1	37.5	–	–	31-33
Administrative Clerk	2.00	2	37.5	–	–	28
<b>PUBLIC WORKS</b>						
<b>Administration and Support Services</b>						
Director-Public Works	1.00	1	*	–	–	51
Manager-Operations	1.00	1	40	–	–	44
Administrative Analyst	1.00	1	40	–	–	40
Occupational Health & Safety Officer	1.00	1	40	–	–	39
Office Manager <sup>14</sup>	1.00	1	37.5	–	–	33/35
Accounting Technician II	1.00	1	37.5	–	–	31
Administrative Clerk	1.00	1	37.5	–	–	28
<b>Engineering and Design Services</b>						
Town Engineer	1.00	1	40	–	–	47

<sup>6</sup> Career Advancement Series: Accountant and Senior Accountant authorized

<sup>7</sup> Career Advancement Series: Information Technology Analyst and Sr. Information Technology Analyst authorized

<sup>8</sup> Career Advancement Series: GIS Analyst I and II authorized

<sup>9</sup> Unfunded position

<sup>10</sup> Unfunded position

<sup>11</sup> Career Advancement Series: Planner, Planner II, Sr. Planner and Principle Planner authorized

<sup>12</sup> Career Advancement Series: Planning Graphics Specialist and Sr. Planning Graphics Specialist Authorized

<sup>13</sup> Career Advancement Series: Planning Technician and Sr. Planning Technician Authorized

<sup>14</sup> Career Advancement Series: Office Manager I and Officer Manager II Authorized

<b>PUBLIC WORKS continued</b>	<b>FTE</b>	<b>FT #</b>	<b>FT Hrs</b>	<b>PT #</b>	<b>PT Hrs</b>	<b>Grade</b>
<b>Engineering and Design Services continued</b>						
Urban Forester/Special Projects Coord	1.00	1	40	–	–	43
Coordinator-Engineering	1.00	1	37.5	–	–	39
Manager-Buildings Program	1.00	1	40	–	–	39
Coordinator-Surveyor/Project	1.00	1	37.5	–	–	38
Engineering Design Specialist	1.00	1	37.5	–	–	37
Landscape Architect	1.00	1	37.5	–	–	35
Inspector-Engineering <sup>15</sup>	2.00	2	37.5	–	–	34-35
GIS Technician <sup>16</sup>	1.00	1	37.5	–	–	31-33
Office Manager <sup>17</sup>	1.00	1	37.5	–	–	33/35
Administrative Technician <sup>18</sup>	1.00	1	37.5	–	–	29-30
Project Manager <sup>19</sup>	1.00	1	37.5	–	–	
<b>Stormwater Management</b>						
Engineer <sup>20</sup>	3.00	3	37.5	–	–	41-45
Supervisor-Drainage Maintenance	1.00	1	40	–	–	37
Coordinator-Community Education	1.00	1	37.5	–	–	32
Engineering Technician <sup>21</sup>	2.00	2	37.5	–	–	32-34
Supervisor-Drainage Crew	1.00	1	40	–	–	32
Accounting Technician II	1.00	1	37.5	–	–	31
Supv.-Street Cleaning & Const. Crew	1.00	1	40	–	–	31
Construction Worker	4.00	4	40	–	–	25-30
<b>Traffic Engineering and Operations</b>						
Engineering Services Manager	1.00	1	37.5	–	–	44
Engineer <sup>22</sup>	1.00	1	37.5	–	–	41-45
Engineering Technician <sup>23</sup>	1.00	1	37.5	–	–	32-34
Traffic Signal Technician <sup>24</sup>	4.00	4	40	–	–	31-35
Sign & Marking Technician <sup>25</sup>	3.00	3	40	–	–	28-31
<b>Streets and Construction Services</b>						
<i>Streets</i>						
Superintendent-Streets and Const.	1.00	1	40	–	–	44
Supervisor-Construction	1.00	1	40	–	–	37
Supervisor Streets	1.00	1	40	–	–	37
Inspector-Streets	1.00	1	40	–	–	33
Supervisor-Streets Crew	1.00	1	40	–	–	32
Construction Worker <sup>26</sup>	11.00	11	40	–	–	25-30
<i>Construction</i>						
Supervisor-Construction Crew	2.00	2	40	–	–	33
Construction Worker <sup>27</sup>	8.00	8	40	–	–	25-30
<b>Facilities Management</b>						
Superintendent- Facilities Mgmt	1.00	1	40	–	–	44
Supervisor-Building Program	1.00	1	40	–	–	37
Maintenance Mechanic <sup>28</sup>	6.00	6	40	–	–	28-33
Maintenance Operations Specialist	1.00	1	40	–	–	31

<sup>15</sup> Career Advancement Series: Engineering Inspector and Sr. Engineering Inspector Authorized

<sup>16</sup> Career Advancement Series: GIS Technician and Sr. GIS Technician Authorized

<sup>17</sup> Career Advancement Series: Office Manager I and Officer Manager II Authorized

<sup>18</sup> Career Advancement Series: Administrative Technician and Sr. Administrative Technician authorized

<sup>19</sup> Unfunded Position

<sup>20</sup> Career Advancement Series: Engineer I, Engineer II, and Engineer III Authorized

<sup>21</sup> Career Advancement Series: Engineering Technician and Sr. Engineering Technician Authorized

<sup>22</sup> Career Advancement Series: Engineer I, Engineer II, and Engineer III Authorized

<sup>23</sup> Career Advancement Series: Engineering Technician and Sr. Engineering Technician Authorized

<sup>24</sup> Career Advancement Series: Traffic Signal Technician I, II and III Authorized. One Traffic Signal Technician is DOT Funded

<sup>25</sup> Career Advancement Series: Sign & Marking Technician Trainee, I and II Authorized

<sup>26</sup> Construction Worker I, II, III and IV Authorized

<sup>27</sup> Construction Worker I, II, III and IV Authorized

<sup>28</sup> Career Advancement Series: Maintenance Repair Worker, Maintenance Mechanic I, II, and III Authorized

<b>PUBLIC WORKS continued</b>	<b>FTE</b>	<b>FT #</b>	<b>FT Hrs</b>	<b>PT #</b>	<b>PT Hrs</b>	<b>Grade</b>
<b>Solid Waste and Fleet Services</b>						
Superintendent-Solid Waste and Fleet Services	1.00	1	40	–	–	44
Supervisor.-Solid Waste Services	2.00	2	40	–	–	35
Inspector-Solid Waste	1.00	1	40	–	–	31
Solid Waste Equipment Operator III	4.00	4	40	–	–	30
Administrative Secretary	1.00	1	37.5	–	–	29
Solid Waste Equipment Operator II	10.00	10	40	–	–	29
Solid Waste Equipment Operator 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 <sup>29</sup>	5.00	5	40	–	–	31-33
<b>Inspections</b>						
Building Inspector Manager	1.00	1	40	–	–	44
Chief Building Inspector	1.00	1	37.5	–	–	39
Code Enforcement Officer <sup>30</sup>	1.00	1	37.5	–	–	35-37
Inspector <sup>31</sup>	4.00	4	37.5	–	–	35-37
Permits Technician <sup>32</sup>	1.00	1	37.5	–	–	29-31
<b>POLICE</b>						
<b>Support Services</b>						
Police Chief	1.00	1	*	–	–	52
Assistant Police Chief	1.00	1	40	–	–	46
Police Attorney	1.00	1	37.5	–	–	45
Police Captain	1.00	1	40	–	–	43
Supervisor-Administrative Services <sup>33</sup>	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 <sup>34</sup>	1.00	1	37.5	–	–	37/39
Coordinator.-Alternative Sentencing <sup>35</sup>	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 Assistant <sup>36</sup>	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
<b>Operations</b>						
Assistant Police Chief	1.00	1	40	–	–	46
Police Major <sup>37</sup>	1.00	1	40	–	–	45

<sup>29</sup> Career Advancement Series: Mechanic I, II, and III Authorized

<sup>30</sup> Career Advancement Series: Code Enforcement Officer and Sr. Code Enforcement Officer Authorized

<sup>31</sup> Career Advancement Series: Inspector and Senior Inspector Authorized

<sup>32</sup> Career Advancement Series: Permits Technician and Sr. Permits Technician Authorized

<sup>33</sup> Unfunded position

<sup>34</sup> Career Advancement Series: Information Technology Analyst and Sr. Information Technology Analyst authorized

<sup>35</sup> Alternative Sentencing Coordinator is grant funded

<sup>36</sup> Alternative Sentencing Assistants are grant funded

<sup>37</sup> Unfunded position



	FTE	FT #	FT Hrs	PT #	PT Hrs	Grade
Police Captain	2.00	2	40	–	–	43
<b>POLICE continued</b>						
<b>Operations continued</b>						
Police Lieutenant	9.00	9	42	–	–	41
Police Sergeant	13.00	13	42	–	–	39
Forensic & Evidence Specialist <sup>38</sup>	2.00	2	42	–	–	38/40
Police Officer <sup>39</sup>	90.00	90	42	–	–	33-36
<b>FIRE</b>						
<b>Administration</b>						
Fire Chief	1.00	1	*	–	–	50
Deputy Fire Chief	1.00	1	40	–	–	45
Administrative Officer/Captain <sup>40</sup>	1.00	1	40	–	–	38/40
Emergency Management Planner <sup>41</sup>	1.00	1	40	–	–	
Administrative Assistant	1.00	1	37.5	–	–	31
Office Assistant	0.53	–	–	1	20	27
<b>Emergency Operations</b>						
Deputy Fire Chief	1.00	1	40	–	–	45
Battalion Chief	3.00	3	56	–	–	43
Fire Lieutenant/Captain <sup>42</sup>	18.00	18	56	–	–	39-40
Firefighter <sup>43</sup>	60.00	60	56	–	–	32-36
<b>Life Safety</b>						
Deputy Fire Chief/Fire Marshal	1.00	1	40	–	–	45
Fire Lieutenant /Capt.-Asst. Fire Marshal <sup>44</sup>	5.00	5	40	–	–	39-40
<b>PARKS AND RECREATION</b>						
<b>Administration</b>						
Director-Parks & Recreation	1.00	1	*	–	–	48
Asst. Dir.-Parks & Recreation	1.00	1	37.5	–	–	41
Office Manager <sup>45</sup>	1.00	1	37.5	–	–	33/35
Administrative Secretary	1.00	1	37.5	–	–	29
Office Assistant	0.60	–	–	1	22.5	27
<b>Athletics</b>						
Superintendent-Recreation <sup>46</sup>	1.00	1		–	–	
Supervisor-Recreation	1.00	1	37.5	–	–	37
Recreation Specialist <sup>47</sup>	2.53	2	37.5	1	20	31-33
<b>Community Center</b>						
Supervisor-Recreation	1.00	1	40	–	–	37
Recreation Assistant	1.00	1	37.5	–	–	27
<b>Aquatics Center</b>						
Supervisor-Recreation	1.00	1	37.5	–	–	37
Asst. Supervisor-Recreation	1.00	1	37.5	–	–	33
Recreation Specialist <sup>48</sup>	0.53	–	–	1	20	31-33
Recreation Assistant	1.00	1	37.5	–	–	27
Lifeguard	4.00	4	40	–	–	27

<sup>38</sup> Forensic & Evidence Specialist and Sr. Forensic & Evidence Specialist Authorized. May be filled by sworn law enforcement personnel

<sup>39</sup> Career Advancement Series: Police Officer I, II, III, and IV Authorized.

<sup>40</sup> Administrative Officer and Captain Authorized.

<sup>41</sup> Unfunded Position

<sup>42</sup> Career Advancement Series: Fire Lieutenant and Captain Authorized. Position may also be classified as Assistant Fire Marshal

<sup>43</sup> Career Advancement Series: Firefighter, Master Firefighter and Fire Equipment Operator Authorized. 12 are grant funded for 5 years

<sup>44</sup> Career Advancement Series: Fire Lieutenant and Captain Authorized. Position may also be classified as Assistant Fire Marshal

<sup>45</sup> Career Advancement Series: Office Manager I and Officer Manager II Authorized

<sup>46</sup> Unfunded position

<sup>47</sup> Career Advancement Series: Recreation Specialist I and II Authorized

<sup>48</sup> Career Advancement Series: Recreation Specialist I and II Authorized

<b>PARKS AND RECREATION continued</b>	<b>FTE</b>	<b>FT #</b>	<b>FT Hrs</b>	<b>PT #</b>	<b>PT Hrs</b>	<b>Grade</b>
<b>Hargraves Center</b>						
Supervisor-Recreation	1.00	1	40	–	–	37
Asst. Supervisor-Recreation	1.00	1	40	–	–	33
Recreation Specialist <sup>49</sup>	0.80	–	–	1	30	31-33
Recreation Assistant	1.58	1	37.5	1	22	27
<b>Programming/Marketing</b>						
Supervisor-Recreation	1.00	1	37.5	–	–	37
Rec. Specialist Comm. Based Thera. Rec.	1.00	1	37.5	–	–	35
Recreation Specialist <sup>50</sup>	1.80	1	37.5	1	30	31-33
<b>Landscape</b>						
Supt.-Landscape/Grounds	1.00	1	40	–	–	44
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
Engineering Technician <sup>51</sup>	1.00	1	37.5	–	–	32-34
Assistant Arborist	1.00	1	40	–	–	29
Right of Way Crew Leader	1.00	1	40	–	–	28
Groundskeeper <sup>52</sup>	18.00	18	40	–	–	26-29
Construction Worker <sup>53</sup>	2.00	2	40	–	–	25-30
Maintenance Assistant	1.00	1	40	–	–	25
<b>Public Arts</b>						
Public Arts Administrator	1.00	1	40	–	–	40
Public Arts Coordinator	1.00	1	37.5	–	–	37
<b>LIBRARY</b>						
Library Director	1.00	1	*	–	–	48
Assistant Director-Library	1.00	1	37.5	–	–	40
Supervisor-Librarian <sup>54</sup>	4.00	4	37.5	–	–	39
Librarian <sup>55</sup>	2.60	1	37.5	2	30	37
Supervisor-Circulation	1.00	1	37.5	–	–	35
Office Manager <sup>56</sup>	1.00	1	37.5	–	–	33/35
Library Assistant <sup>57</sup>	15.01	7	37.5	15	20-25	28-31
Materials Processor	3.59	1	37.5	4	20-30	29
<b>HOUSING</b>						
<b>Administration</b>						
Director-Housing	1.00	1	*	–	–	48
Operations and Special Project Coordinator	1.00	1	37.5	–	–	41
Housing Budget Officer <sup>58</sup>	1.00	1	37.5	–	–	37
ADA/Section 504 Coordinator <sup>59</sup>	1.00	1	37.5	–	–	31

<sup>49</sup> Career Advancement Series: Recreation Specialist I and II Authorized

<sup>50</sup> Career Advancement Series: Recreation Specialist I and II Authorized

<sup>51</sup> Career Advancement Series: Engineering Technician and Sr. Engineering Technician Authorized

<sup>52</sup> Career Advancement Series: Groundskeeper I, II and III authorized. Groundskeeper III is Grounds Crew Leader. One Groundskeeper is funded by the Downtown Service District

<sup>53</sup> Construction Worker I, II, III and IV Authorized

<sup>54</sup> Division Supervisor Positions: Head of Children's Services, Head of Technical Services, and Head of Reference Services Authorized

<sup>55</sup> Specialist Positions: Reference Librarian, Children's Librarian, Acquisitions Librarian and Librarian II Authorized

<sup>56</sup> Career Advancement Series: Office Manager I and Officer Manager II Authorized

<sup>57</sup> Career Advancement Series: Library Assistant I, II and III Authorized. Specialties such as Outreach, Reference and Circulation

<sup>58</sup> Housing Budget Officer is supervised by the Finance Department, but funded by the Housing Department

	FTE	FT #	FT Hrs	PT #	PT Hrs	Grade
Office Assistant	1.00	1	37.5	–	–	27
<b>HOUSING continued</b>						
<b>Maintenance</b>						
Maintenance Services Manager	1.00	1	40	–	–	38
Maintenance Mechanic <sup>60</sup>	9.00	9	40	–	–	28-33
Administrative Clerk	1.00	1	37.5	–	–	28
<b>Resident Services</b>						
Housing Officer II	1.00	1	37.5	–	–	33
Housing Officer I	1.00	1	37.5	–	–	31
<b>TRANSIT</b>						
<b>Administration</b>						
Director-Transit	1.00	1	*	–	–	51
Asst. Director-Transit	1.00	1	40	–	–	45
Manager Systems Dev. Planning <sup>61</sup>	1.00	1	40	–	–	42
Administrative Analyst	1.00	1	40	–	–	40
Coordinator-Scheduling/Run Cut	1.00	1	40	–	–	39
Coordinator-Grants	1.00	1	37.5	–	–	37
GIS Technician	1.00	1	40	–	–	33
Administrative Assistant	1.00	1	40	–	–	31
Administrative Secretary	1.00	1	37.5	–	–	29
Receptionist	1.00	1	37.5	–	–	28
Administrative Clerk	1.00	1	37.5	–	–	28
Transit Service Planner <sup>62</sup>	1.00	1	37.5	–	–	
<b>Operations</b>						
Manager-Transit Operations	1.00	1	40	–	–	43
Coordinator-Safety and Training	1.00	1	40	–	–	39
Manager-Assistant Transit Operations	2.00	2	40	–	–	37
Supervisor-Transit	6.00	6	40	–	–	33
Transit Dispatcher	3.50	3	40	1	20	32
Transit Operator III	11.41	7	40	7	25	30
Transit Operator II	113.57	97	40	25	26.5	29
Transit Operator I	3.00	3	40	–	–	27
Transit Reservationist	2.00	2	40	–	–	27
<b>Maintenance</b>						
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 <sup>63</sup>	12.00	12	40	–	–	31-33
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

<sup>59</sup> ADA/Section 504 Coordinator is a 4 year position is required by HUD. May be FT or PT

<sup>60</sup> Career Advancement Series: Maintenance Repair Worker, Maintenance Mechanic I, II, and III Authorized

<sup>61</sup> Unfunded position

<sup>62</sup> Grant Funded position

<sup>63</sup> Career Advancement Series: Mechanic I, II, and III Authorized

#### **SECTION V: GENERAL PROVISIONS**

All Town employees shall be paid weekly or biweekly. The Director of Business Management shall issue warrants for payments of all claims for compensation when approved by the Town Manager and shall issue warrants biweekly payments to the Mayor and Council members 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.

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<sup>1</sup> Throughout this document, hours of department head positions are as required to perform the duties of the position, not less than 40 hours per week.