

MEMORANDUM

TO: Mayor and Town Council

FROM: W. Calvin Horton, Town Manager

SUBJECT: Changes to the Position Classification and Pay Plan Ordinance

DATE: June 24, 2002

RESUBMITTED: July 26, 2002

Adoption of the attached proposed revisions to the Position Classification and Pay Plan ordinance would establish the Town's Classification and Pay Plan effective July 1, 2002. Changes to individual positions are discussed below and are consistent with prior discussion with and approval by the Council .

BACKGROUND AND DISCUSSION

Inspections Department: One reclassification and one new position

- A. Change one existing position of Zoning Inspector from grade 33 (minimum: \$29,418 /maximum: \$44,126) to Senior Code Enforcement Officer at grade 35, (minimum \$32,920/ maximum: \$49,380) in recognition of job expansion and the addition of a lead role.
- B. Add one new position of Code Enforcement Officer at pay grade 33 (minimum: \$29,418 /maximum \$44,126) as authorized to establish a Rental Licensing Program.
- C. Abolish the title of Zoning Inspector.

Information Technology Department: One reclassification and one new position

- A. Reclassify the existing position of Information Technology Manager from pay grade 41 (minimum: \$43,463/ maximum \$65,195) to pay grade 49 (minimum: \$64,215 /maximum: \$96,322) titled Director of Information Technology.
- B. Add one new position at pay grade 41 (minimum: \$41,116 /maximum: \$66,174) titled Network and Telecommunications Analyst.

Clerk's Office One title change

Change the title of the Senior Administrative Technician job at pay grade 30 to Deputy Clerk

Police Department: Four reclassifications and one title change

- A. Change an existing Police Officer III from pay grade 34 (\$31,352/maximum: \$47,029) to a Senior Information Technology Analyst at grade 37-39 (minimum: \$36,294/ maximum: \$60,022).
- B. Change an existing Records Technician from pay grade 28 (minimum: \$23,396 / maximum: \$35,093) to Information Services Technician at pay grade 31 (minimum: \$27,083/ maximum: \$40,625).
- C. Change an existing Police Officer IV at grade 35 (minimum: \$32,920/ maximum: \$49,380) to a Forensic and Evidence Specialist at pay grade 38 (minimum: \$38,109/ maximum: \$57,163).
- D. Change an existing position of Forensic and Evidence Specialist at pay grade 40 to Senior Forensic and Evidence Specialist with no change in pay grade.
- E. Change an existing vacant Police Officer I position at pay grade 32 (minimum: \$28,437/ maximum: \$42,656) to a Captain at pay grade 43 (minimum: \$48,639 / maximum: \$72,957).

Transportation Department:

- A. Add a new position of Safety and Training Coordinator position at grade 39 (minimum: \$40,014/ maximum: \$60,022).
- B. Add a half-time Administrative Clerk at grade 28 (minimum: \$23,396/ maximum: \$35,093).
- C. Add a new Marketing Coordinator position, halftime at grade 37 (minimum: \$36,294 / maximum: \$54,441).
- D. Add a halftime Parking Enforcement Officer at grade 28 (minimum: \$ 23,396/ maximum: 35,093).
- E. Change an existing Records Technician contract position to a regular part-time position with no change in hours worked or grade.
- F. Add two Mechanic Helpers at grade 28 (minimum: \$23,396/ maximum: 35,093).

Public Works

Change an existing Administrative Analyst position at grade 40 (minimum: \$42,015/ maximum: \$63,023) to Building Mechanic Supervisor at grade 35 (minimum: \$32,920 /maximum: \$49,380).

RECOMMENDATION

That the Council approve the attached ordinance effective July 1, 2002.

AN ORDINANCE ESTABLISHING A POSITION CLASSIFICATION AND PAY PLAN AND LONGEVITY PLAN FOR EMPLOYEES OF THE TOWN OF CHAPEL HILL AND BONDS OF OFFICIALS BEGINNING June 24, 2002 (2002-06-24/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:

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SECTION I: SCHEDULE OF SALARY GRADES

	HIRING RATE	PROB STEP	STEP 1	STEP 2	STEP 3	JOB RATE	Open Range	MAX
25	20,210	21,423	22,233	23,073	23,945	24,850		30,315
26	21,221	22,494	23,344	24,226	25,142	26,092		31,831
27	22,282	23,618	24,511	25,438	26,400	27,398		33,422
28	23,396	24,799	25,736	26,709	27,719	28,767		35,093
29	24,565	26,039	27,023	28,044	29,104	30,204		36,848
30	25,794	27,341	28,374	29,447	30,560	31,715		38,690
31	27,083	28,708	29,793	30,919	32,088	33,301		40,625
32	28,437	30,144	31,283	32,465	33,692	34,966		42,656
33	29,859	31,651	32,847	34,089	35,378	36,715		44,789
34	31,352	33,233	34,489	35,793	37,146	38,550		47,029
35	32,920	34,895	36,214	37,583	39,004	40,478		49,380
36	34,566	36,640	38,025	39,462	40,954	42,502		51,849
37	36,294	38,472	39,926	41,435	43,001	44,626		54,441
38	38,109	40,396	41,923	43,508	45,153	46,860		57,163
39	40,014	42,415	44,018	45,682	47,409	49,201		60,022
40	42,015	44,536	46,219	47,966	49,779	51,661		63,023
41	44,116	46,763	48,531	50,365	52,269	54,245		66,174
42	46,322	49,101	50,957	52,883	54,882	56,957		69,483
43	48,638	51,556	53,505	55,527	57,626	59,804		72,957
44	51,070	54,134	56,180	58,304	60,508	62,795		76,604
45	53,623	56,841	58,990	61,220	63,534	65,936		80,435
46	56,304	59,683	61,939	64,280	66,710	69,232		84,456
47	59,120	62,667	65,036	67,494	70,045	72,693		88,679
48	62,075	65,800	68,287	70,868	73,547	76,327		93,113
49	65,179	69,090	71,702	74,412	77,225	80,144		97,769
50	68,438	72,545	75,287	78,133	81,086	84,151		102,657
51	71,860	76,172	79,051	82,039	85,140	88,358		107,790
52	75,453	79,980	83,003	86,141	89,397	92,776		113,180
53	79,226	83,979	87,153	90,447	93,866	97,414		118,839

* **Terms used in the salary schedule:** Hiring Rate is the minimum of the range, and is the salary at which most new hires should be paid. Prob Step is the probationary salary which is paid upon successful completion of 6 months probation; the rate reflects a 6% increase over the hiring rate. Steps are intermediate rates of pay between the hiring rate and the Job Rate; there is approximately 3.8% between steps. Movement from one step to the next is based on performance that meets standards. Job Rate is approximately the mid-point of the salary range' salary increases above this rate vary based on performance ratings of the employee. Open Range is the range of salaries between the Job Rate and the maximum rate. There are no designated salary rates or steps in the open range. Maximum rate is the maximum that an employee within the salary grade would be paid.

**Section II:
WEEKLY and
BI-WEEKLY
RATES**

			A	B	C	D	E
			37.5	40	42	56	38.5
ANNUAL	WKLY	BI-WKLY	HRLY	HRLY	HRLY	HRLY	HRLY
20,210	388.65	777.31	10.3641	9.7163	9.2537	6.9402	10.0949
21,221	408.09	816.17	10.8823	10.2022	9.7163	7.2873	10.5997
22,282	428.49	856.98	11.4264	10.7123	10.2022	7.6516	11.1296
23,396	449.92	899.83	11.9977	11.2479	10.7123	8.0342	11.6861
24,565	472.41	944.82	12.5976	11.8103	11.2479	8.4359	12.2704
25,794	496.03	992.06	13.2275	12.4008	11.8103	8.8577	12.8839
27,083	520.83	1,041.67	13.8889	13.0208	12.4008	9.3006	13.5281
28,437	546.87	1,093.75	14.5833	13.6719	13.0208	9.7656	14.2045
29,859	574.22	1,148.44	15.3125	14.3555	13.6719	10.2539	14.9148
31,352	602.93	1,205.86	16.0781	15.0732	14.3555	10.7666	15.6605
32,920	633.08	1,266.15	16.8820	15.8269	15.0732	11.3049	16.4435
34,566	664.73	1,329.46	17.7261	16.6182	15.8269	11.8702	17.2657
36,294	697.97	1,395.93	18.6124	17.4492	16.6182	12.4637	18.1290
38,109	732.86	1,465.73	19.5431	18.3216	17.4492	13.0869	19.0354
40,014	769.51	1,539.02	20.5202	19.2377	18.3216	13.7412	19.9872
42,015	807.98	1,615.97	21.5462	20.1996	19.2377	14.4283	20.9866
44,116	848.38	1,696.77	22.6235	21.2096	20.1996	15.1497	22.0359
46,322	890.80	1,781.60	23.7547	22.2700	21.2096	15.9072	23.1377
48,638	935.34	1,870.68	24.9424	23.3835	22.2700	16.7025	24.2946
51,070	982.11	1,964.22	26.1896	24.5527	23.3835	17.5377	25.5093
53,623	1,031.21	2,062.43	27.4990	25.7804	24.5527	18.4145	26.7848
56,304	1,082.78	2,165.55	28.8740	27.0694	25.7804	19.3353	28.1240
59,120	1,136.91	2,273.83	30.3177	28.4228	27.0694	20.3020	29.5302
62,075	1,193.76	2,387.52	31.8336	29.8440	28.4228	21.3171	31.0067
65,179	1,253.45	2,506.89	33.4253	31.3362	29.8440	22.3830	32.5571
68,438	1,316.12	2,632.24	35.0965	32.9030	31.3362	23.5021	34.1849
71,860	1,381.93	2,763.85	36.8514	34.5481	32.9030	24.6772	35.8942
75,453	1,451.02	2,902.04	38.6939	36.2756	34.5481	25.9111	37.6889
79,226	1,523.57	3,047.15	40.6286	38.0893	36.2756	27.2067	39.5733

SECTION IV: AUTHORIZED POSITIONS**A. Bonded Positions**

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

B. Elected and Appointed Officials

<u>Position</u>	<u>No.</u>	
Mayor	1	\$ 17,772
Council Members	8	\$ 10,633
Town Manager	1	\$127,050
Town Attorney	1	\$115,500
Assistant to the Mayor	1	Grade 37 (part-time)

C. Full- and Part-Time Positions

Positions	<u>Full-Time</u>		<u>Part-Time</u>		<u>Grade No.</u>
	<u>No.</u>	<u>Hrs.</u>	<u>No.</u>	<u>Hrs.</u>	
TOWN MANAGER'S OFFICE					
Assistant Town Manager	2	**	-	-	53
Assistant to the Manager	1	*	-	-	40
Executive Assistant	1	37.5	-	-	33
Secretary/Receptionist	1	37.5	-	-	28
TOWN CLERK'S OFFICE					
Town Clerk	1	*	-	-	45
Deputy Town Clerk	1	37.5	-	-	30
Administrative Technician ¹	1	37.5	-	-	29-30
Administrative Clerk	-	-	1	10	28
TOWN ATTORNEY'S OFFICE					
Executive Assistant	1	37.5	-	-	33
HUMAN RESOURCES					
Human Resources Director	1	*	-	-	49
Assistant HR Director	1	37.5	-	-	41
Empl. Relations and Training Coord.	1	37.5	-	-	39
Employment Coordinator	1	37.5	-	-	39
Human Resources Specialist	1	37.5	-	-	33
Human Resources Assistant	1	37.5	-	-	29
Administrative Clerk	-	-	1	27.5	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.

¹ Career Advancement series: Senior Administrative Technician or Administrative Technician positions authorized.

<u>Position</u>	<u>Full-time</u>		<u>Part-time</u>		<u>Grade No.</u>
	<u>No.</u>	<u>Hrs.</u>	<u>No.</u>	<u>Hrs.</u>	
FINANCE					
Finance Director	1	*	-	-	49
Purchasing & Contracts Manager	1	37.5	-	-	39
Buyer	1	37.5	-	-	35
Assistant Finance Director	1	37.5	-	-	44
Accounting Services Manager	1	37.5	-	-	40
Accountant	1	37.5	-	-	35
Payroll Supervisor	-	-	1	30	35
Accountant – Housing	1	37.5	-	-	35
Revenue Collector	1	37.5	-	-	34
Payroll Technician	1	37.5	-	-	31
Accounts Payable Technician	1	37.5	-	-	31
Accounting Clerk	-	-	1	20	28
Office Assistant	-	-	1	20	27
INFORMATION TECHNOLOGY					
Information Technology Director	1	37.5	-	-	49
Network & Telecom. Analyst	1	37.5	-	-	41
Information Technology Analyst ²	3	37.5	-	-	37-39
PLANNING					
Planning Director	1	*	-	-	51
Planning Coordinator ³	2	37.5	-	-	41-42
Planner ⁴	8	37.5	1	20	35-39
Planning Graphics Specialist ⁵	1	37.5	-	-	33-35
Office Manager	1	37.5	-	-	33
Planning Technician ⁶	1	37.5	-	-	30-32
Administrative Secretary	1	37.5	-	-	29

² Career Advancement series: Information Technology Analyst or Senior Information Technology Analyst positions authorized.

³ Career Advancement series: Planning Coordinator or Senior Planning Coordinator authorized (Long Range or Development specialization)

⁴ Career Advancement series: Principal Planner, Senior Planner, or Planner positions authorized (Transportation, Community Development or other specialization)

⁵ Career Advancement series: Senior Planning Graphics Specialist or Planning Graphics Specialist position authorized

⁶ Career Advancement series: Senior Planning Technician or Planning Technician position authorized

<u>Position</u>	<u>Full-Time</u>		<u>Part-Time</u>		<u>Grade No.</u>
	<u>No.</u>	<u>Hrs.</u>	<u>No.</u>	<u>Hrs.</u>	
INSPECTIONS					
Inspections Director	1	*	-	-	48
Assistant Director	1	37.5	-	-	40
Sr.Zoning Enforcement Officer ⁷	1	37.5	-	-	35
Inspector ⁸	4	37.5	-	-	33-35
Code Enforcement Officer	1	37.5	-	-	33
Permits Technician ⁹	1	37.5	-	-	29-31
Administrative Clerk	-	-	.5	20	28
ENGINEERING					
Engineering Director	1	*	-	-	49
Engineer ¹⁰	2	37.5	-	-	41-43
Engineering Coordinator	1	37.5	-	-	39
Surveyor/Project Coordinator	1	37.5	-	-	38
Engineering Design Specialist	1	37.5	-	-	37
Engineering Inspector ¹¹	2	37.5	-	-	34-35
GIS Technician ¹²	1	37.5	-	-	31-33
Engineering Technician ¹³	3	37.5	-	-	29-31
Engineering Drafting Specialist ¹⁴	-	-	-	-	29-31
Administrative Assistant	1	37.5	-	-	31
PUBLIC WORKS					
<u>Management and Support Services Division</u>					
Public Works Director	1	*	-	-	51
Administrative Analyst	1	40	-	-	40
Landscape Architect/Urban Forester	1	40	-	-	39
Landscape Architect	1	37.5	-	-	35
Office Manager	1	37.5	-	-	33
Accounting Technician	1	37.5	-	-	29
Administrative Secretary	1	37.5	-	-	29

⁷ Career advancement series: Senior Zoning Enforcement Officer and Zoning Enforcement Officer position authorized

⁸ Career advancement series: Senior Inspector and Inspector positions authorized (Building, Plumbing, Electrical, and Mechanical Inspector specialization)

⁹ Career advancement series: Senior Permits Technician or Permits Technician position authorized

¹⁰ Career Advancement series: Engineer or Senior Engineer positions authorized (Traffic or Stormwater Management specialization)

¹¹ Career advancement series: Senior Engineering Inspector or Engineering Inspector positions authorized

¹² Career advancement series: Senior GIS Technician or GIS Technician position authorized

¹³ Career advancement series: Senior Engineering Technician or Engineering Technician position authorized

¹⁴ Career advancement series: Senior Engineering Drafting Specialist or Drafting Specialist position authorized

<u>Position</u>	<u>Full-Time</u> <u>No. Hrs.</u>	<u>Part-Time</u> <u>No. Hrs.</u>	<u>Grade No.</u>
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PUBLIC WORKS, continued

Field Operations Division:*Traffic*

Traffic Program Supervisor	1	40	-	-	39
Traffic Technician ¹⁵	5	40	-	-	29-35

Construction

Construction Supervisor	1	40	-	-	37
Construction Crew Supervisor	2	40	-	-	33
Construction Worker *	9	40	-	-	25-30

Streets

Field Operations Supt.	1	40	-	-	41
Streets Supervisor	1	40	-	-	37
Streets Inspector	1	40	-	-	33
Streets Crew Supervisor	1	40	-	-	32
Construction Worker *	11	40	-	-	25-30

Right-of-way/Drainage

Drainage Maintenance Supervisor	1	40	-	-	37
Arborist	1	40	-	-	33
Drainage Crew Supervisor	1	40	-	-	32
St. Clean. & Construction Crew Supv.	1	40	-	-	31
Construction Worker *	7	40	-	-	25-30
Assistant Arborist	1	40	-	-	29

Internal Services Division:

Internal Services Superintendent	1	40	-	-	41
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Fleet Maintenance

Fleet Supervisor	1	40	-	-	37
Mechanic Supervisor	1	40	-	-	35
Mechanic ¹⁶	5	40	-	-	31-32
Parts Manager	1	40	-	-	32

¹⁵ Career Advancement series: Traffic Signal Technician, Levels I and II, and Sign and Marking Technician, Levels I and II are authorized

* Career Advancement series: Construction Workers in various specialties such as Truck Driver, Streets Maintenance, Heavy Equipment Operator, Senior Heavy Equipment Operator, Drainage Maintenance, Crew Leader, and Lead Construction Worker are authorized

¹⁶ Career Advancement series: Mechanic Levels I and II are authorized

<u>Position</u>	11		Part-Time		<u>Grade No.</u>
	<u>Full-Time</u>	<u>No. Hrs.</u>	<u>No.</u>	<u>Hrs.</u>	
<i>Building Maintenance</i>					
Buildings Program Supervisor	1	40	-	-	37
Building Mechanic Supervisor	1	40	-	-	35
Maintenance Mechanic ¹⁷	6	40	-	-	29-33
Maintenance Operations Specialist	1	40	-	-	31
<u>Landscape Division:</u>					
Landscape Operations Superintendent	1	40	-	-	40
Landscape Supervisor II	1	40	-	-	35
Landscape Supervisor I	2	40	-	-	33
Horticulturist	2	40	-	-	30
Groundskeeper ¹⁸	16	40	-	-	26-29
<u>Solid Waste Services</u>					
Solid Waste Services Superintendent	1	40	-	-	40
Occupational Health and Safety Officer	-	-	1	20	39 ¹⁹
Solid Waste Services Supervisor	2	40	-	-	35
Solid Waste Inspector	1	40	-	-	31
Solid Waste Equipment Oper. III	5	40	-	-	30
Solid Waste Equipment Oper. II	9	40	-	-	29
Solid Waste Equipment Oper. I	3	40	-	-	27
Refuse Collector	12	40	-	-	26
POLICE					
<u>Support Services</u>					
Police Chief	1	*	-	-	51
Police Major	1	40	-	-	45
Police Attorney	1	40	-	-	43
Administrative Services Supv.	1	37.5	-	-	40
Police Analyst	1	37.5	-	-	40
Police Lieutenant	1	40	-	-	40
Crisis Unit Supervisor	1	37.5	-	-	40
Occupational Health and Safety Officer	-	-	1	14	39
Crisis Counselor	3	37.5	-	-	38
Human Services Coordinator	1	37.5	-	-	37
Information Technology Analyst ²⁰	1	37.5	-	-	37-39

¹⁷ Career Advancement series: Maintenance Mechanic Levels I, II, and III authorized

¹⁸ Career Advancement series: Groundskeeper, Levels I and II, and Grounds Crew Leader (III) positions authorized

¹⁹ NOTE: The employee in this position is employed full-time; half of the funding for the full-time position is provided through an interlocal agreement with the Town of Chapel Hill; half of the position's time is spent working in Carrboro.

<u>Position</u>	<u>Full-Time</u>		<u>Part-Time</u>		<u>Grade No.</u>
	<u>No.</u>	<u>Hrs.</u>	<u>No.</u>	<u>Hrs.</u>	
Alternative Sentencing Coord.	1	37.5	-	-	37
Resident Activities Coordinator	1	37.5	-	-	33
Records Supervisor	1	37.5	-	-	33
Administrative Assistant	1	37.5	-	-	31
Alternative Sentencing Assistant	2	37.5	-	-	31
Customer Service Technician	4	38.5	-	-	29
Records Technician	2	37.5	-	-	28
<u>Patrol Division:</u>					
Police Captain	2	40	-	-	43
Police Lieutenant	5	42	-	-	40
Police Sergeant	9	42	-	-	38
Police Officer ²¹	77	42	-	-	32-35
<u>Investigations Division:</u>					
Police Captain	1	40	-	-	43
Police Lieutenant	2	42	-	-	40
Senior Forensic and Evidence Specialist 1	1	37.5	-	-	40
Police Officer	11	42	-	-	32-35
Administrative Secretary	1	37.5	-	-	29
FIRE					
<u>Administration Division</u>					
Fire Chief	1	*	-	-	49
Deputy Fire Chief	1	40	-	-	43
Asst. Fire Chief	1	40	-	-	40
Occupational Health & Safety Officer	-	-	1	4.75	39
Administrative Assistant	1	37.5	-	-	31
<u>Emergency Operations Division</u>					
Battalion Chief	3	56	-	-	40
Fire Captain	15	56	-	-	38
Fire Equip. Oper./Firefighter ²²	48	56	-	-	31-34

²⁰ Career Advancement series: Information Technology Analyst or Senior Information Technology Analyst positions authorized.

²¹ *Career Advancement series: Police Officer Levels I, II, III, and IV positions authorized. In addition, other Police Department positions may receive additional pay for special assignments such as crime prevention, professional standards, career advancement coordination, or other assignments, irrespective of the Officer's rank.

²² Career Advancement series: Fire Equipment Operator, Master Firefighter, and Firefighter positions authorized. (3 Captains and 3 Firefighters/Equipment Operators authorized in 4th quarter of 2000-2001)

<u>Position</u>	<u>Full-Time</u>		<u>Part-Time</u>		<u>Grade No.</u>
	<u>No.</u>	<u>Hrs.</u>	<u>No.</u>	<u>Hrs.</u>	
<u>Life Safety Division:</u>					
Deputy Fire Chief / Fire Marshall	1	40	-	-	43
Fire Captain / Asst. Fire Marshall	2	40	-	-	38
PARKS AND RECREATION					
<u>Administration:</u>					
Parks and Recreation Director	1	*	-	-	48
Recreation Planner/Program Admin	1	37.5	-	-	40
Office Manager	1	40	-	-	33
Administrative Secretary	1	37.5	-	-	29
Office Assistant	-	-	1	20	27
Maintenance Assistant	1	40	-	-	25
<u>General Recreation</u>					
Recreation Supervisor ²³	4	37.5/40	-	-	37
Recreation Specialist ²⁴	2	37.5	4	20/25	31-33
Asst. Recreation Center Superv.	2	40	-	-	33
Lifeguard	1	40	-	-	27
Recreation Assistant	3	37.5	1	20	27
LIBRARY					
Library Director	1	*	-	-	48
Head of Public Services/Asst. Director	1	37.5	-	-	40
Librarian Supervisor ²⁵	2	37.5	1	30	39
Librarian ²⁶	-	-	2	30	37
Circulation Supervisor	2	37.5	-	-	35
Office Manager	1	37.5	-	-	33
Library Assistant I-III ²⁷	7	37.5	15	20 -25	28-31
Materials Processor	1	37.5	3	20-25	29

²³ Specialty titles for positions authorized: 2 Community Center Supervisors, 1 Recreation Supervisor-Athletics, 1 Recreation Supervisor - Marketing

²⁴ Career Advancement series: Recreation Specialist I and II positions in various specialties such as Athletics, Special Olympics, and Special Events authorized

²⁵ Division Supervisor positions Head of Children's Services, Head of Technical Services and Head of Reference Services authorized

²⁶ Specialist positions as Reference Librarian, Children's Librarian and Acquisitions Librarian authorized

²⁷ Career Advancement series: Library Assistant I, II, and III positions authorized in various specialist positions such as Outreach Specialist, Reference and Circulation authorized

<u>Position</u>	14		Part-Time		<u>Grade No.</u>
	<u>No.</u>	<u>Hrs.</u>	<u>No.</u>	<u>Hrs.</u>	
HOUSING					
Housing Director	1	*	-	-	48
Asst. Housing Director	1	37.5	-	-	41
Housing Officer II	1	37.5	-	-	33
Resident Services Officer	1	37.5	-	-	33
Administrative Assistant	1	37.5	-	-	31
Housing Officer I	1	37.5	-	-	31
 <u>Maintenance Division</u>					
Housing Maint. Program Supt	1	40	-	-	38
Maintenance Mechanic ²⁸	7	40	-	-	29-33
Administrative Clerk	1	37.5	-	-	28
Maintenance Repair Worker	2	40	-	-	28
 TRANSPORTATION					
<u>Parking</u>					
Parking Services Superintendent	1	40	-	-	39
Assistant Parking Superintendent	1	37.5	-	-	33
Parking Services Supervisor	1	37.5	-	-	31
Parking Enforcement Officer	3	37.5	1	18.75	28
Records Technician	1	37.5	1	30	28
Senior Parking Lot Attendant	1	37.5	-	-	28
Parking Lot Attendant	4	37.5	-	-	27
 <u>Administration Division:</u>					
Transportation Director	1	*	-	-	49
Admin Analyst/Asst Transit Dir.	1	37.5	-	-	41
Marketing Coordinator	-	-	1	20	39
Grants Coordinator	1	37.5	-	-	37
Administrative Secretary	1	37.5	-	-	29
 <u>Transit Operations Division:</u>					
Transit Operations Superintendent	1	40	-	-	40
Asst. Transit Operations Supt.	1	40	-	-	37
Transit Supervisor	5	40	-	-	33
Transit Dispatcher	4	40	1	varies	32
Transit Operations Support Specialist	1	37.5	-	-	31
Safety & Training Coordinator	1	37.5	-	-	39

²⁸ Career Advancement series: Maintenance Mechanic Levels I, II, and III authorized

<u>Position</u>	<u>No. Hrs.</u>		<u>No. Hrs.</u>		<u>Grade No.</u>
	Full-Time		Part-Time		
TRANSPORTATION continued					
Transit Oper III (E.Z. Rider)	7	40	2	-	30
Transit Operator II	77 ²⁹	37.5-40	21	varies	29
Transit Oper I (Shared Ride)	3	37.5-40	5	varies	27
<u>Equipment Maintenance:</u>					
Transit Maintenance Supt.	1	40	-	-	39
Mechanic Supervisor	2	40	-	-	35
Senior Mechanic	1	40	-	-	33
Mechanic ³⁰	6	40	-	-	31-32
Parts Manager	1	40	-	-	32
Bus Service Technician	1	40	-	-	29
Mechanic Helper	2	40	-	-	28
Administrative Clerk	-	-	1	20	28
Service Attendant	5	40	-	-	27

²⁹ 8 positions created effective January 1, 2002.

³⁰ Career Advancement series: Mechanic I and Mechanic II positions authorized.

D: Specific Contract Classifications *

<u>General</u>	<u>No.</u>	<u>Hrs.</u>	<u>Salary</u>
Transit Operator	varies	avg 6-40	Grade 27-29
Equipment Operator	2	varies	Grade 27-30
Mosquito Control Officer	1	seasonal	from \$8.50 - \$12.50
Reserve Police Officer	varies	8-10 month	from \$15-17 /hr.
Library Assistant I	5	10-15	Grade 28
Library Assistant II (summer months)	2	20	Grade 29
Library Assistant I (summer months)	2	20	Grade 28
Library Page	varies	10-20	from \$6.25
Maintenance Aide I	varies	40	from \$9.00
Parking Attendant	varies	less than 20	Grade 27
Security Patrol Monitor	varies	varies	from \$8.00 - \$12.00/hr.
School Crossing Guard	5	3/day	from \$8.00 - \$12.00/hr.
Student Intern	varies	varies	from \$5.75- \$17.00/hr.
Legal Assistant	1	10	Grade 40
Minutes Preparer	1	19	Grade 28
Relief Crisis Counselor	varies	25-50/mo.	from \$16.00/hr.
 <u>Parks and Recreation</u>			
Recreation Program Assistant	varies	20-40	from \$6.00-15.00/hr.
Class Instructor	varies	varies	from \$6.00 - \$15.00/hr.
Athletic Supervisor	varies	varies	from \$6.00 - \$10.00/hr.
Game Official	varies	varies	from \$7.00 - \$16.00/game
Gym/Center Supervisor (MAE)	varies	varies	from \$6.25/hr.
Scorer-Timer	varies	varies	from \$5.75 - \$10.00/game
Aquatic Specialist	varies	varies	from \$7.00 - \$13.00/hr.
Desk Clerk	varies	varies	from \$7.00/hr.
Cashier (summer)	3	10-40	from \$6.00/hr.
Climbing Wall Attendant	varies	varies	from \$7.00/hr.
Climbing Wall Supervisor	varies	varies	from \$8.50/hr.
Activity Specialist (6-8 summer weeks)	25	varies	from \$7.00 - \$9.50/hr.
Activity Director /Asst. Director	5	varies	from \$8.00 - \$12.00/hr.

*Other titles and salaries, including those of regular classifications may be used for contract positions on a temporary basis, as approved by the Manager, and additional numbers of positions may be employed where authorized by the Manager.

SECTION V: GENERAL PROVISIONS

All Town employees shall be paid bi-weekly or weekly. The Finance Director shall issue warrants for payments of all claim 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) provisions 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 (usually 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: CALLBACK 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 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, not more than 25 years of service	\$1,000
At least 25 or more years 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, 2002

This the 24th day of June, 2002.