

POSITION CLASSIFICATION PLAN
Budget Ordinance 22-06-16-001 Attachment B

Position/Class Title	NCLM Class Code	Number of Positions	Salary Grade	Salary Minimum	Salary Maximum	Exempt Status
ADMINISTRATION						
Town Manager	10040	1	n/a	n/a	n/a	A
Assistant Town Manager – Administration	10070	1	39	130,647	194,515	A
Assistant Town Manager – Operations	10070	1	39	130,647	194,515	A
Town Clerk	10080	1	24	62,843	93,565	A
Deputy Town Clerk	-	1	19	49,239	73,311	
		5				
COMMUNITY RELATIONS						
Community Relations Director	-	1	36	112,858	168,030	A
Communications & Marketing Manager	-	1	27	72,749	108,313	A
		2				
DEVELOPMENT SERVICES						
Development Services Director	10160	1	36	112,858	168,030	E
Senior Planner	20475	4	26	69,285	103,156	
Planner	20470	1	22	57,001	84,866	
Planning Technician	20465	1	19	49,239	73,311	
		7				
FINANCE						
Finance Director	10120	1	36	112,858	168,030	E
Assistant Finance Director	-	1	30	84,216	125,386	A
Business Analyst	20060	1	26	69,285	103,156	A
Accountant	20010	1	22	57,001	84,866	
Accounting Technician	20040	1	18	46,895	69,820	
Customer Service Clerk - Finance	20305	1	17	44,662	66,495	
		6				

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FIRE						
Fire Chief	10130	1	37	118,501	176,431	E
Battalion Chief	30085	3	29	80,206	119,416	
Fire Captain	30080	12	26	69,285	103,156	
Fire Lieutenant	30120	12	24	62,843	93,565	
Firefighter	30100	18	22	57,001	84,866	
Administrative Assistant - Fire	20600	1	17	44,662	66,495	
		47				
HUMAN RESOURCES						
Human Resources Director	10150	1	36	112,858	168,030	A
Human Resources Analyst	20460	1	24	62,843	93,565	
Human Resources Technician	20080	2	21	54,286	80,825	
		4				
PARKS, RECREATION & CULTURAL PROGRAMS						
Parks & Recreation Director	10220	1	36	112,858	168,030	E
Assistant Parks & Recreation Director	-	1	30	84,216	125,386	E
Recreation Supervisor	20520	1	23	59,851	89,110	
Athletic Supervisor	20510	2	23	59,851	89,110	
Administrative Assistant – Parks & Rec	20600	1	17	44,662	66,495	
		6				
POLICE						
Police Chief	10170	1	37	118,501	176,431	E
Deputy Police Chief	30250	1	33	97,491	145,150	E
Police Captain	30160	2	31	88,427	131,656	E
Police Lieutenant	30275	4	29	80,206	119,416	
Police Sergeant	30270	5	27	72,749	108,313	
Police Corporal	-	4	25	65,986	98,243	
Detective	30210	3	24	62,843	93,565	

Effective 07/01/2022; Amended 09/21/2022; 11/16/2022; 12/21/2022

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POLICE CONTINUED						
Accreditation Manager	-	1	22	57,001	84,866	A
Police Officer	30260	19	21	54,286	80,825	
Records Clerk	30220	1	17	44,662	66,495	
Administrative Assistant - Police	20610	1	17	44,662	66,495	
		42				
PUBLIC WORKS						
Public Works Director	10210	1	36	112,858	168,030	E
Assistant Public Works Director	-	1	30	84,216	125,386	E
Stormwater Program Manager	20744	1	28	76,387	113,729	
Grounds Maintenance Supervisor	20450	1	25	65,986	98,243	E
Operations Supervisor	20670	1	25	65,986	98,243	E
Stormwater Technician	20747	1	22	57,001	84,866	
Construction Inspector	20320	1	22	57,001	84,866	
Customer Service Clerk – Public Works	20305	1	17	44,662	66,495	
Maintenance Worker	20430	10	15	40,509	60,313	
		18				
TOTAL NUMBER OF POSITIONS		137				

NOTES:

- Starting salary up to Step 20 with the Town Manager’s approval. Starting salaries over Step 20 require Town Council approval.
- There is a 2.5% COLA factor included. Performance increases are given in 1% increments for employees exceeding expectations at the discretion of the department director and within the budget amount for performance increases. Merit funding is not included in the budget.
- Exempt Status is classified as E= Executive, A= Administrative, P= Professional, and C= Computer according to the Fair Labor Standards Act regulations.
- Revisions for FY22 include:
 - Addition of 2 new positions:
 - Economic Development Manager
 - Stormwater Manager
 - Addition of 2 new Police Officer positions at mid-year (01/01/23)
 - Revision to previous positions:
 - Title/Class revision of Accounting Manager to Business Analyst
 - Conversion of Assistant Human Resources Director to Human Resources Director

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- NCLM Class Code Revision of Police Lieutenant, Police Sergeant, Police Records Clerk, and Police Administrative Assistant

NOTES CONTINUED:

- Conversion of 1 Police Lieutenant to Police Officer
- Conversion of 4 Police Officers to Police Corporals
- Amendment 1 includes:
 - Addition of Deputy Town Clerk position
- Amendment 2 includes:
 - Addition of Senior Planner position
 - Removal of Code Enforcement Officer position
- Amendment 3 includes:
 - Addition of Community Relations Department
 - Conversion of Economic Development Manager to Community Relations Director
 - Transition of Communications & Marketing Manager position to Community Relations Department