



TOWN OF DUXBURY

CLASSIFICATION AND COMPENSATION STUDY TIMELINE

May 18 and 19 - Employee Kickoff Meeting(s) - Virtual

Week of May 17 - Disseminate Salary Survey to comparable communities

May 28 – Employees complete and submit the Job Analysis Questionnaires (JAQs) to their supervisors

June 7 - Supervisors review and submit the JAQs to Town Administration

June 16 – Town Administration reviews and submits the JAQs to GovHR

Week of June 21 - GovHR USA conducts virtual interviews with employees

Mid July – Preliminary Analysis to the Town

Early August – Town to review Preliminary Analysis with Consultant

Mid August – Submit Draft Final Report to Town

Late August – Present Draft Final Report to Town

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