

FY2023 Personnel Policies Pay Schedule - Effective July 1, 2022

#	Position Title	FLSA Status	New Grade	FY23 Pay Range	
1	Town Manager	Ex.	Contract		
2	Fire Chief/Emergency Mgmt. Director	Ex.	Contract		
3	Police Chief	Ex.	Contract		
				Min. Salary*	Max. Salary*
4	Deputy Fire Chief	Ex.	15	\$109,413	\$153,178
5	Deputy Police Chief	Ex.			
6	Regional Public Safety Dispatch Director	Ex.			
7	Human Resources Director	Ex.			
8	Chief Technology Officer	Ex.			
9	DPW Director	Ex.			
10	Facilities Director	Ex.			
11	Finance Director	Ex.			
				Min. Salary*	Max. Salary*
12	Recreation Director	Ex.	14	\$97,256	\$136,158
13	Harbormaster	Ex.			
14	Library Director	Ex.			
15	Director of Municipal Services	Ex.			
16	COA Director	Ex.			
				Min. Salary*	Max. Salary*
17	Public Safety Dispatch Deputy Director	Ex.	13	\$86,450	\$121,030
18	Water & Sewer Superintendent	Ex.			
				Min. Salary*	Max. Salary*
19	Conservation Administrator	Ex.	12	\$76,844	\$107,582
20	Director of Assessing	Ex.			
21	Planning Director	Ex.			
22	Town Accountant	Ex.			
23	Town Clerk	Ex.			
24	DPW Operations Manager	Ex.			
25	Treasurer/Collector	Ex.			

#	Position Title	FLSA Status	New Grade	FY23 Pay Range	
				Min. Salary*	Max. Salary*
26	Assistant Human Resources Director	Ex.	11	\$72,155	\$93,802
27	Assistant Recreation Director	Ex.			
28	Executive Officer - Harbormaster	Ex.			
29	Library Division Head	Ex.			
30	Cemetery/Crematory Manager	Ex.			
31	Assistant Director COA	Ex.			
32	Health Agent	Ex.			
				Min. Salary*	Max. Salary*
33	Land and Natural Resources Manager	Ex.	10	\$68,719	\$89,335
34	Beach Operations Administrator	Ex.			
				Min./Hour	Max./Hour
35	Assistant Treasurer/Collector	NE	9	\$31.46	\$40.90
36	Assistant Assessor	Ex.			
37	Assistant Town Clerk	NE			
38	Community Services Manager COA	Ex.			
39	Local Building & Code Enforce. Inspector	NE			

				Min./Hour	Max./Hour
40	Aquatic Supervisor	Ex.	8	\$29.97	\$38.96
41	Social Day Manager - COA	Ex.			
42	Volunteer Manager - COA	NE			
43	Animal Control Officer	Ex.			
44	Assistant Collector	NE			
45	Assistant Town Accountant	Ex.			
46	Assistant Treasurer	NE			
47	Executive Assistant to Town Manager	Ex.			
				Min./Hour	Max./Hour
48	DPW Office Manager	Ex.	7	\$28.54	\$37.10
49	Office Manager -- Municipal Services	NE			
50	Executive Assistant to Fire Chief / Director	NE			
51	Executive Assistant to Police Chief	NE			
52	Building Inspector	NE			
53	Electrical Inspector	NE			
54	Plumbing-Gas Inspector	NE			
55	Human Resources Manager	Ex.			

56	HVAC Technician	NE			
57	IT Support Technician	Ex.			
				Min./Hour	Max./Hour
58	Aquatic Manager	Ex.	6	\$27.18	\$35.33
59	Media Manager - COA	NE			
60	Food Service Manager - COA	NE			
61	Finance Manager - COA	NE			
62	Front Office Manager - COA	NE			
63	Home Delivered Meals Manager - COA	NE			
64	Public Health Nurse	NE			
65	Budget Analyst	Ex.			
				Min./Hour	Max./Hour
66	Assistant Animal Control Officer	NE	5	\$25.89	\$33.65
67	Benefits Specialist	NE			
68	Payroll Specialist	NE			
69	Community Services Coordinator - COA	NE			
70	Veteran's Services Officer	Ex.			
#	Position Title	FSLA Status	New Grade	FY23 Pay Range	
				Min./Hour	Max./Hour
71	Call Firefighter (2 hour minimum per call)	NE	4	\$24.98	\$32.47
72	Librarian Intermittent	NE			
73	Program Coordinator Admin - COA	NE			
74	Program Coordinator - COA	NE			
75	Alternate Inspector (Bldg., Elec., Plumbing/Gas)	NE			
76	Assistant to the Prosecutor	NE			
				Min./Hour	Max./Hour
77	Food Service Assistant - COA	NE	3	\$23.23	\$30.21
78	Transportation Coordinator - COA	NE			
79	Principal Assistant - BOH	NE			
80	Principal Assistant - Conservation	NE			
81	Principal Assistant - Fire	NE			
82	Principal Assistant - Library	NE			
83	Principal Assistant - Municipal Serv.	NE			
84	Principal Assistant - Planning	NE			
85	Principal Assistant - Recreation	NE			
86	Principal Assistant - TM & BOS	NE			
87	Principal Assistant - ZBA & BOH	NE			
88	Social Day Program Assistant - COA	NE			
89	Library Associate - Intermittent	NE			
90	Land Management Assistant	NE			

				Min./Hour	Max./Hour
91	Principal Bookkeeper, Collector	NE	2	\$21.61	\$28.10
92	Administrative Assistant - Cemetery	NE			
93	Administrative Assistant - Harbor	NE			
94	Administrative Assistant - Assessing	NE			
95	Principal Bookkeeper - Treasurer	NE			
96	Principal Bookkeeper - Accounts Payable	NE			
97	Administrative Assistant - DPW	NE			
98	Administrative Assistant - Water	NE			
				Min./Hour	Max./Hour
99	Bus Driver - COA	NE	1	\$20.11	\$26.14

FSLA Status: Ex. = Exempt; NE = Not Eligible * Salaries are based on 40 hours per week

Compensation Schedule A			
	Classification	Pay Rate	
1	Clerical Assistance for Town Committees and Boards (non-union positions only)	Appropriate rate as determined by Town Manager	
2	Clerk, Registrar of Voters	Pursuant to M.G.L. Chapter 41, Section 19G	
3	Election Warden	\$14.25*	per hour
4	Election Worker	\$14.25*	per hour
5	Inspector of Animals	\$900.00	per year
6	Juvenile Officer	\$150.00	per year
7	Lockup Keeper	None	
8	Police Matron	\$14.25*	per hour
9	Registrar of Voters	\$100.00	per year
10	Sealer of Weights & Measures	\$3,000.00	per year
11	Town Clock Custodian	\$200.00	per year
* These pay rates will change to \$15.00/hour effective 1/1/2023			

The classifications listed in Compensation Schedule B are those positions which are fixed in their compensation, receive no vacation, holiday, sick, call back, or termination pay. Service credit for time spent in these positions may not be used under other sections of the Plan. No advertising is necessary to fill these positions. No physicals are required, except as otherwise determined by the Town Manager. These positions may be reviewed, for performance purposes, by the employee's immediate supervisor.

Compensation Schedule B			
	Classification	Hourly Min.	Hourly Max.
1	Animal Shelter Attendant	\$14.25*	\$50.00
2	Beach Ranger		
3	Emergency Operations Center Specialist		
4	Harbormaster Assistant		
5	Home Delivered Meals Assistant Intermittent		
6	Instructor		
7	Kennel Attendant		
8	Lead Beach Ranger		
9	Lifeguard		
10	Part-time Public Safety Dispatcher		
11	Recreation Specialist		
12	Recreation Supervisor		
13	Temporary Short-Term Shelter Liaison		
14	Social Day Assistant Intermittent - COA		
15	Seasonal Assistant		
16	Seasonal Laborer		
17	Senior Tax Work Off		
18	Special Police Officer		
19	Swim Coach		
20	Water Safety Instructor		
	* These pay rates will change to \$15.00/hour effective 1/1/2023		

The classifications listed in “Compensation Schedule B” are those positions which receive no vacation, holiday, sick, call back, or termination pay. Service credit for time spent in these positions may not be used under other sections of the Plan. Once a rate of pay has been established for an employee, such rate may not change for a period of at least six months. After that time, as long as there is a reasonable basis determined by the Department Head, employees in these positions will be reviewed annually/seasonally for performance purposes and will be eligible for a performance-based merit award from the employee’s immediate supervisor, with the approval of the Department Head and Town Manager via the Personnel Action Request Form. Positions may require the use of advertising; or take any action in relation thereto.