

## Personnel Policies Pay Schedule FY2024

#	Position Title	FLSA Status	Grade	FY24 Pay Range	
Effective July 1, 2023					
1	Town Manager	Ex.	Contract		
2	Fire Chief/Emergency Mangement Director	Ex.	Contract		
3	Police Chief	Ex.	Contract		
				Min. Salary*	Max. Salary*
4	DPW Director	Ex.	15	\$111,601	\$156,242
5	Human Resources Director	Ex.			
6	Finance Director	Ex.			
7	Chief Technology Officer	Ex.			
8	Deputy Fire Chief	Ex.			
9	Deputy Police Chief	Ex.			
10	Regional Public Safety Dispatch Director	Ex.			
11	Facilities Director	Ex.			
				Min. Salary*	Max. Salary*
				\$99,201	\$138,881
12	Recreation Director	Ex.	14		
13	Harbormaster	Ex.			
14	Library Director	Ex.			
15	Director of Municipal Services	Ex.			
16	COA Director	Ex.			
				Min. Salary*	Max. Salary*
				\$88,179	\$123,451
17	Public Safety Dispatch Deputy Director	Ex.	13		
18	Water & Sewer Superintendent	Ex.			
				Min. Salary*	Max. Salary*
				\$78,381	\$109,734
19	Conservation Administrator	Ex.	12		
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.			

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*The mission of the Town of Duxbury is to deliver excellent services to the community in the most fiscally responsible and innovative manner while endeavoring to broaden our sense of community and preserve the unique character of our town.*

#	Position Title	FLSA Status	Grade	FY24 Pay Range	
				<b>Min. Salary*</b>	<b>Max. Salary*</b>
				\$73,598	\$95,678
26	Assistant Human Resources Director	Ex.	11		
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.			
				<b>Min. Salary*</b>	<b>Max. Salary*</b>
				\$70,093	\$91,122
33	Land and Natural Resources Manager	Ex.	10		
34	Beach Operations Administrator	Ex.			
				<b>Min. Hourly</b>	<b>Max. Hourly</b>
				\$32.09	\$41.72
35	Assistant Treasurer/Collector	NE	9		
36	Assistant Assessor	Ex.			
37	Assistant Town Clerk	NE			
38	Community Services Manager COA	Ex.			
39	Local Building & Code Enforce. Inspector	NE			
40	Board of Health Inspector	NE			
				<b>Min. Hourly</b>	<b>Max. Hourly</b>
				\$30.57	\$39.74
41	Aquatic Supervisor	Ex.	8		
42	Social Day Manager – COA	Ex.			
43	Volunteer Manager – COA	NE			
44	Animal Control Officer	Ex.			
45	Assistant Collector	NE			
46	Assistant Town Accountant	Ex.			
47	Assistant Treasurer	NE			
48	Executive Assistant to Town Manager	Ex.			

#	Position Title	FLSA Status	Grade	FY24 Pay Range	
				<b>Min. Hourly</b>	<b>Max. Hourly</b>
				\$29.11	\$37.84
49	DPW Office Manager	Ex.	7		
50	Office Manager -- Municipal Services	NE			
51	Executive Assistant to Fire Chief / <del>Director</del>	NE			
52	Executive Assistant to Police Chief	NE			
53	Building Inspector	NE			
54	Electrical Inspector	NE			
55	Plumbing-Gas Inspector	NE			
56	Human Resources Manager	Ex.			
57	HVAC Technician	NE			
58	IT Support Technician	Ex.			
				<b>Min. Hourly</b>	<b>Max. Hourly</b>
				\$27.72	\$36.04
59	Aquatic Manager	Ex.	6		
60	Media Manager – COA	NE			
61	Food Service Manager - COA	NE			
62	Finance Manager – COA	NE			
63	Front Office Manager – COA	NE			
64	Home Delivered Meals Manager - COA	NE			
65	Public Health Nurse	NE			
66	Budget Analyst	Ex.			
				<b>Min. Hourly</b>	<b>Max. Hourly</b>
				\$26.41	\$34.32
67	Assistant Animal Control Officer	NE	5		
68	Benefits Specialist	NE			
69	Payroll Specialist	NE			
70	Community Services Coordinator - COA	NE			
71	Veteran's Services Officer	Ex.			
				<b>Min. Hourly</b>	<b>Max. Hourly</b>
				\$25.48	\$33.12
72	Call Firefighter (2-hour minimum per call)	NE	4		
73	Librarian Intermittent	NE			
74	Program Coordinator Admin - COA	NE			
75	Program Coordinator – COA	NE			
76	Alternate Inspector (Bldg., Elec., Plumbing/Gas)	NE			
77	Assistant to the Prosecutor	NE			

#	Position Title	FLSA Status	Grade	FY24 Pay Range	
				<b>Min. Hourly</b>	<b>Max. Hourly</b>
				\$23.69	\$30.81
78	Food Service Assistant - COA	NE	3		
79	Transportation Coordinator - COA	NE			
80	Principal Assistant - BOH	NE			
81	Principal Assistant - Conservation	NE			
82	Principal Assistant – Fire	NE			
83	Principal Assistant - Library	NE			
84	Principal Assistant - Municipal Serv.	NE			
85	Principal Assistant - Planning	NE			
86	Principal Assistant - Recreation	NE			
87	Principal Assistant - TM & BOS	NE			
88	Principal Assistant - ZBA & BOH	NE			
89	Principal Assistant – ROCCC	NE			
90	Social Day Program Assistant - COA	NE			
91	Land Management Assistant	NE			
				<b>Min. Hourly</b>	<b>Max. Hourly</b>
				\$22.04	\$28.66
92	Principal Bookkeeper, Collector	NE	2		
93	Administrative Assistant - Cemetery	NE			
94	Administrative Assistant - Harbor	NE			
95	Administrative Assistant - Assessing	NE			
96	Principal Bookkeeper - Treasurer	NE			
97	Principal Bookkeeper - Accounts Payable	NE			
98	Administrative Assistant - DPW	NE			
99	Administrative Assistant - Water	NE			
				<b>Min. Hourly</b>	<b>Max. Hourly</b>
				\$20.51	\$26.66
100	Bus Driver – COA	NE	1		
101	Library Associate - Intermittent	NE			

FLSA Status: Ex. = Exempt; NE = Non-exempt \* Salaries are based on 40 hours per week

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

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.

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

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.