

**TOWN OF CONCORD PERSONNEL BOARD
AGENDA**

Tuesday, June 25, 2024

5:30 p.m.

55 Church St & Zoom Video Conference

Join Zoom Meeting

<https://us02web.zoom.us/j/89461139836?pwd=jlJas6UpafPkZtMa70KjaE3BVYZvfk.1>

Meeting ID: 894 6113 9836

Passcode: 759320

- 1. Call to Order**
- 2. Approval of Minutes**
 - Minutes of Apr 10
- 3. Discussion and vote of proposed Bereavement Policy**
- 4. Discussion and vote of proposed Vacation Policy**
- 5. Discussion Regarding FY2025 Salary Increases**
- 6. Discussion of Personnel Board Charge and Timeline**
- 7. Classification Actions**
 - Review of updated job descriptions
- 8. Adjournment**

Meeting materials will be available at: www.concordma.gov/PersonnelBoard

- Minutes of April 10 Meeting

TOWN OF CONCORD PERSONNEL BOARD

Meeting Minutes

April 10, 2024

55 Church Street / Zoom

Present or Participated Remotely: Bill Mrachek, Josh Fay, Kate Ryan, E. Liz Cobbs ,
(Joe Emerick absent)

Also Attended: Jessica Porter, Kimberly Crum, Mark Howell, Russ Karlstad

1. Call to Order

- At 5:15 PM, pursuant to Chapter 2 of Acts of 2023, Chair B. Mrachek called the meeting of the Personnel Board to order when a quorum was present.

2. Approval of Minutes

February 21, 2024

- K. Ryan moved to approve the meeting minutes from the January 2, 2024 open session meeting of the Personnel Board. E. Cobbs seconded the motion.
- B. Mrachek took a roll call vote:
 - YEA: K. Ryan, E. Cobbs, B. Mrachek; NAY: None; ABSENT: J. Emerick
ABSTAIN: J. Fay

3. Assistant Town Manager/Interim Human Resources Director's Report

- J. Porter presented data on hires/terminations in the packet.
- J. Porter provided an update on activities of the Human Resources Department, including completing updates to job descriptions and the health insurance conversion from Minuteman Nashoba which will dissolve on June 30th and moving employees to MIIA (Massachusetts Interlocal Insurance Association) plans.
- B. Mrachek inquired about the benefit conversion project and asked for some information at the next meeting with a comparison for the cost to the Town from last year to this, how many participating are retirees and a summary of the differences in the new benefit plan.

4. Classification Actions

- K. Crum presented the 31 job descriptions from the July 2023 implementation of compensation and classification plan. She reported there were no changes to the content of the job descriptions, pay grades or structure of the plan.
- K. Crum noted 3 positions with title changes from Facilities to ensure the title prominently reflects the trade the position represents.
- B. Mrachek asked what the rationale was for changing the Facilities Director to a Manager position. K. Crum noted this change was approved by the Personnel Board at a prior meeting. She noted the duties of the position have not changed,

but the position now reports to the Director of Public Works and the title was changed to make it consistent with other similar positions in that department.

- K. Crum noted the 3 positions with proposed title changes should be dated as of April 2024 and not July 2023. K. Crum also noted a scrivener's error in the pay grade for the Power Supply and Rates Administrator position, should be listed as LP-14.
- E. Cobbs asked about the shared nurse position and the Public Health Director and how those positions relate. K. Crum reported that the Public Health Nurse is a position shared by two towns and this position reports to the Public Health Director.
- E. Cobbs asked for clarification regarding the Business Manager and Senior Financial Analyst and Management Analyst and how these positions relate. K. Crum noted the Business Manager is in the Public Works Department and reports to the Public Works Director, and the Management Analyst reports to the Business Manager. She noted the Financial Analyst is part of the Finance Department.
- E. Cobbs moved to accept the 32 classification actions as presented in the packet as amended. J. Fay seconded the motion.
- B. Mrachek took a roll call vote:
 - YEA: J. Fay, E. Cobbs, K. Ryan, B. Mrachek; NAY: None; ABSENT: J. Emerick; ABSTAIN: None

5. Town Meeting Presentation preparation (Articles 4 & 5)

- J. Porter noted this was on the agenda for the Board to provide input into the slides presented at Town Meeting for these Articles.
- E. Cobbs noted the public hearing on the Warrant provided feedback on areas to add to the slides for presentation at Town Meeting. She went on to note these Articles will not be put on the consent calendar.
- M. Howell noted the Select Board decided to not put this on the consent calendar given the article on the new Personnel Bylaw.
- E. Cobbs will work with J. Porter to develop and finalize the slides for Town Meeting.

6. Discussion: Will Personnel Board continue to approve each job description that was included in the July 1, 2023 Classification and Compensation Plan?

7. Discussion: Will the Personnel Board approve job descriptions as they are added or adjusted within the existing Classification and Compensation Plan?

- K. Ryan noted for discussion whether the Board needs to continue to approve individual job descriptions that include the title and pay grade, when the Board had already approved the full classification and compensation plan which includes both.

- B. Mrachek noted the Personnel Board doesn't have the in-depth knowledge of the positions in order to make a significant contribution in this process of updating existing job descriptions.
- K. Crum noted that for existing positions that need housekeeping changes, the Board could decide on how best to be involved. She went on to suggest that the Personnel Board may want to review new positions or those that require significant adjustments to the position and/or pay grade.
- B. Mrachek inquired if the Town has a process for a paper trail to approve the posting and tracking of positions. J. Porter noted that once the MUNIS system is fully implemented the Town will have the ability to track postings/positions that will link to the budget.
- The Board agreed that new positions or those with substantial changes in pay grade would come to the Personnel Board for review, but housekeeping items would not need to come before the Board.
- K. Crum noted there are approximately 40 more classification actions to be completed under the new compensation and classification plan. The Board agreed to review these final job descriptions for consistency to ensure all of the job descriptions in the new plan have been reviewed by the Board.

8. Discussion of Personnel Board Charge and Timeline

- E. Cobbs noted the charge draft in the packet was aligned to the Personnel Study Task Force report.
- B. Mrachek suggested that the charge is a communication tool for a Town citizen or employee to read and get a clear understanding of what the Personnel Board does.
- M. Howell noted the Personnel Board was created by the Town Charter, so the charge is somewhat different than other charges. He suggested the charge should reference the Bylaw and provide information on what the Board will do and how it will interact/report to the Select Board and suggested it be more of a memorandum of understanding with the Select Board. He noted that the Historical Commission, Planning Board and Natural Resources Boards are similar to the Personnel Board.
- The Board agreed to review the existing charge draft, discuss at the next meeting for an outline for a new draft.

9. Public Comment

- None.

10. Adjournment

- K. Ryan moved to adjourn the meeting of the Personnel Board 6:42 PM. J. Fay seconded the motion.
- B. Mrachek held a roll call vote:

- YEA: E. Cobbs, J. Fay, K. Ryan, B. Mrachek; NAY: None; ABSENT: J. Emerick; ABSTAIN: None.

Meeting Documents:

- Personnel Board draft meeting minutes from 2/21/2024
- Concord Regular Status Hires & Terminations YTD 2024 report
- Classification Actions for the following positions:
 - Building Commissioner, Public Health Director, Town Planner, Natural Resources Director, Sustainability Director, Business Manager, Master Plumber/HVAC Technician, Tourism Manager, Senior Environmental & Regulatory Coordinator, Senior Financial Analyst, Master Electrician/Crew Leader, Management Analyst, HVAC Technician, Crew Leader – Water/Sewer, Crew Leader – CMLP, Assistant Assessor, Facilities Custodial Supervisor, Skilled Carpenter, Office Administrator – Assessor’s Office, Executive Assistant to the Town Manager, Executive Assistant to the Select Board, Environmental & Regulatory Coordinator, Senior Building Custodian, Building Custodian, Power Supply & Rates Administrator, Lead Lineworker, Lead Broadband Technician, Senior Broadband Technician, Broadband Technician, Lineworker, Grade 3,
- Article 4 – Ratify Personnel Board Classification Actions
- Classification and Compensation Plan Revision Date: April 10, 2024
- Personnel Board Charge Draft

TOWN OF CONCORD
Personnel Policy and Procedure #14-1

**Definition of Immediate Family Member
for Purposes of Bereavement Leave**

Date Issued: ~~May 19, 1992~~ July 1, 2024

Employees may request bereavement leave in accordance with the below chart:

<u>Amount</u>	<u>Relationship to Employee</u>
<u>Up to 5 days</u>	<u>spouse, domestic partner, parent, or child (including adopted, step, or foster, or legal ward)</u>
<u>Up to 3 days</u>	<u>parent-in-law, grandparent, sibling, grandchild, or member of the immediate household with whom the employee has financial and emotional interdependence*</u>
<u>Up to 1 day</u>	<u>child-in-law, sibling-in-law, niece/nephew, aunt/uncle</u>

Definition of Immediate Family Member

~~In interpreting and applying Section 14 of the Personnel Bylaw on "Bereavement Leave," the definition of "immediate family member" shall be as follows:~~

- ~~a. "Immediate family member" shall include the employee's spouse, parents, parents-in-law, grandparents, siblings, children (including adopted children, step children, foster children or legal wards), or grandchildren, whether or not these individuals had resided with the employee.~~

~~"Immediate family member" *This shall also include any person of a dependent relationship who had been a regular resident of the employee's household at the time of his/her death. In this application, dependent relationship shall mean a close relationship that includes financial and emotional interdependence. For example, such individuals may include unmarried partners, but would not include roommates or boarders.~~

Exceptions to the Definitions

~~The Town Manager may grant exceptions to the definition shown above if the requesting employee can demonstrate that the relationship involved was of a close family-like nature or that other special circumstances exist. In making such a decision, the Town Manager may consider the relationship between the employee and the deceased and any other matters which might reasonably be considered to have a bearing on the case.~~

~~Each exception granted under this policy will be considered on its individual merits and will in no way constitute a precedent for future decisions. In no event may the Town Manager grant more leave than the maximum specified under the bylaw.~~

~~The Personnel Board shall be notified of all exceptions granted under this policy.~~

Approving Requests for Bereavement Leave

~~Section 14 of the Personnel Bylaw allows an employee to be granted "bereavement leave" when "such leave is needed."~~ In considering a request for bereavement leave, the department head or Town Manager may require the employee to explain or document relevant issues in order to justify the need for the time requested.

All requests for bereavement leave will be responded to as quickly as possible. If necessary, an employee's absence will be charged to other available leave time until the review is completed and the records adjusted later if bereavement leave is granted.

TOWN OF CONCORD
Personnel Policy and Procedure #14

Bereavement Leave

Date Issued: July 1, 2024

Employees may request bereavement leave in accordance with the below chart:

Amount	Relationship to Employee
Up to 5 days	spouse, domestic partner, parent, or child (including adopted, step, or foster, or legal ward)
Up to 3 days	parent-in-law, grandparent, sibling, grandchild, or member of the immediate household with whom the employee has financial and emotional interdependence*
Up to 1 day	child-in-law, sibling-in-law, niece/nephew, aunt/uncle

*This shall also include any person of a dependent relationship who had been a regular resident of the employee's household at the time of his/her death. In this application, dependent relationship shall mean a close relationship that includes financial and emotional interdependence. For example, such individuals may include unmarried partners, but would not include roommates or boarders.

Approving Requests for Bereavement Leave

In considering a request for bereavement leave, the department head or Town Manager may require the employee to explain or document relevant issues in order to justify the need for the time requested.

All requests for bereavement leave will be responded to as quickly as possible. If necessary, an employee's absence will be charged to other available leave time until the review is completed and the records adjusted later if bereavement leave is granted.

TOWN OF CONCORD
Personnel Policy and Procedure #13

Administration of Vacation Leave

Last Revised: ~~May 15, 2019~~ July 1, 2024

Purpose and Scope

The purpose of this document is to establish policies and procedures for the administration of ~~Section 13 of the Personnel Bylaws regarding~~ vacation leave. It shall apply to all vacation leave granted to regular-status employees covered by the Personnel Bylaw. The Personnel Board and Town Manager shall adopt policies regarding how regular- status employees accrue vacation leave

Accrual

Amount Accrued

The amount of paid vacation time earned by regular-status employees is based upon the type of position held by the employee and ~~his/her~~their years of service with the town. The following Standard Accrual Schedule below shows how much vacation is accrued per year:

<u>Years of Service</u>	<u>Annual Accrual</u>
<u>First 5 years</u>	<u>15 Days</u>
<u>After Completion of 5 Years</u>	<u>17 days</u>
<u>After Completion of 8 Years</u>	<u>20 days</u>
<u>After Completion of 20 Years</u>	<u>25 days</u>

~~Administrative Clerical (AC), Trades Crafts Labor (TCL), Electrical Labor (EL), Telecommunications Technicians (TT) Media Specialists (MS), Human Services Assistant (HS-A) and hourly Swim & Fitness (SF) Employees:~~

<u>Years of Service</u>	<u>Total Accrued Vacation per Year</u>
<u>@ hire</u>	<u>10 days</u>
<u>@ 3rd anniversary</u>	<u>15 days</u>
<u>@ 10th anniversary</u>	<u>20 days</u>
<u>@ 20th anniversary</u>	<u>25 days</u>

~~Managerial Professional (MP), Electrical Management (EM), Human Services Specialist (HS-1), Telecommunications Management (TM), and exempt Swim & Fitness (SF) Employees:~~

<u>Years of Service</u>	<u>Total Accrued Vacation per Year</u>
<u>@ hire</u>	<u>15 days*</u>
<u>@ 5th anniversary</u>	<u>17 days</u>
<u>@ 8th anniversary</u>	<u>20 days</u>
<u>@ 20th anniversary</u>	<u>25 days</u>

~~* -In order to accrue 15 days of paid vacation per year at hire, an employee must meet the education and experience requirements for the position. If an employee is hired without having yet met the requirements, the Town Manager may reduce the annual amount of vacation accrued by up to 5 days until such time as the requirements have been met.~~

Child Care/Education Specialist (HS-2) Employees:

<u>Years of Service</u>	<u>Total Accrued Vacation per Year</u>
<u>@ hire</u>	<u>15 days</u>

When a Child Care/Education Specialist is appointed to a regular-status position after working for the Town in multiple temporary positions that resulted in year-round employment for at least 5 consecutive years immediately preceding such appointment, the Town Manager may grant that individual up to 15 days of *accrued* vacation leave (i.e., leave that has already been earned).

When an employee is appointed to a regular-status position, the Town Manager may supersede the Standard Accrual Schedule and provide that employee with an alternate annual accrual schedule which grants up to 20 days vacation prior to the anniversary listed on the standard schedule. Future vacation accrual increases will be based on the applicable schedule.

Paid vacation time is accrued on a monthly basis, with employees earning one-twelfth of their annual accrual at the end of each month of service. The amount of the monthly accrual is adjusted in December and June to adjust for rounding during preceding months.

Regular, part-time employees shall accrue vacation on a pro-ration of the full-time accrual, based on the ratio of their average weekly hours to the full-time workweek for their positions (see PPP #36 regarding Pro-ration of Leave Benefits).

~~Service counted toward increases in vacation accrual shall be the same as used in calculating longevity increases (See PPP #10.6).~~ When an employee's vacation accrual increases, the accrual for that month should be calculated as a weighted average of the number of calendar days at the previous accrual rate and the number of calendar days at the new accrual rate.

Recording and Availability of Vacation Leave Accrual

The accrual and use of vacation leave shall be recorded each month on the employee's leave form. Vacation leave is earned and available for use at the end of each calendar month, after a full calendar month of service. No vacation leave shall be granted to an employee in advance of his/her/their accrual of such leave, unless authorized in advance by the Town Manager. (Example: If an employee has no accrued vacation leave at the end of March and would like to take a vacation day on April 20, no vacation leave is available to the employee for that absence because the April accrual of vacation leave is not available until May 1.)

Maximum Vacation Accrual

~~Section 13 of the Personnel Bylaws states:~~ "Accumulation of vacation hours is limited to a maximum of the employee's annual accrual level, plus five (5) days."

For example, if the employee has less than 5 years service, ~~their/his/her~~ maximum vacation accrual would be ~~15-20~~ days (15 days + 5 days). If the employee has 15 years of service, his/her/their maximum vacation accrual would be 25 days (20 days + 5 days).

This maximum shall be applied on a monthly basis. This means that an employee's monthly accrual shall be reduced accordingly if the total accrual for that month would place the employee over the maximum accrual limit. For example: If a full-time employee who accrues ~~10-15~~ days vacation per year has ~~14.5~~19.5 days (or ~~116~~156 hours) accrued as of the end of March and takes no vacation time during April, ~~he/she/they~~ would accrue only .5 days (or 4 hours) during the month of April rather than his/her/their usual ~~6-7~~10 hours, for a total maximum accrual of ~~15-20~~ days.

~~Section 13 of the Personnel Bylaws also states:~~ "In unusual circumstances approved by the Department Head and Town Manager, an employee may accumulate more than this maximum." To request such approval, the employee must submit a written request to his/her/their department head, stating the unusual circumstances which are the basis of the request and setting forth a plan for bringing the accrual below the maximum by a specific date. The Department Head shall forward this request to the Town Manager with his/her/their recommendations and comments and the Town Manager shall make the final decision.

Requests and Use of Vacation Leave

Vacation leave may be used by an employee for any reason and in any increments; however, the scheduling of vacation must be approved in advance by the employee's department head or supervisor (if such authority is delegated to the supervisor). Each department may issue its own procedures specifying the manner in which vacation leave must be requested and/or the basis on which conflicting vacation requests are granted. Child Care/Education Specialists may be required to take their accrued vacation on specific dates based on the school calendar.

Vacation leave should be requested, whenever possible, a minimum of ten (10) working days prior to the start of the vacation leave, however, requests submitted in less than ten (10) working days may be approved at the discretion of the Department Head (or supervisor). Different notification requirements may be established by department heads if required by work demands.

The Department Head (or supervisor) may deny vacation leave requests if the employee's absence at that time could unduly disrupt departmental operations. If a request is denied, the employee and supervisor will work cooperatively to find a satisfactory substitute for that time.

Any vacation leave used for reasons qualifying as FMLA (Family and Medical Leave Act) leave will count towards an employee's FMLA entitlement and must be reported to the Human Resources Department.

Payoff of Vacation

When regular status employment with the Town ends, the employee shall be paid for any unused vacation earned up to the last day worked.

Payment in Lieu of Vacation Leave

~~Employees who are paid on an exempt basis under the Fair Labor Standards Act (i.e., are not eligible for overtime payments) and have 20 or more years of service may be paid for up to five (5) days of accrued vacation leave per fiscal year in lieu of taking that time as leave. Such payment shall only be made when the Town Manager, in his/herttheir sole discretion, determines that funds are available and payment in lieu of leave is in the Town's best interest based on operational considerations. Considerations may include the nature of the employee's duties, the hours worked by the employee, the department's work load, staffing shortages, and any other factors the Town Manager considers relevant.~~

~~Requests for payment in lieu of vacation shall be submitted via the department head to Human Resources in May of each year such that all approvals for the fiscal year can be considered equally and in the same time period. Human Resources will review requests for compliance purposes prior to submittal to the Town Manager.~~

TOWN OF CONCORD
Personnel Policy and Procedure #13

Administration of Vacation Leave

Last Revised: July 1, 2024

Purpose and Scope

The purpose of this document is to establish policies and procedures for the administration of vacation leave. It shall apply to all vacation leave granted to regular-status employees covered by the Personnel Bylaw. The Personnel Board and Town Manager shall adopt policies regarding how regular- status employees accrue vacation leave

Accrual

Amount Accrued

The amount of paid vacation time earned by regular-status employees is based upon the type of position held by the employee and their years of service with the town. The following Standard Accrual Schedule below shows how much vacation is accrued per year:

Years of Service	Annual Accrual
First 5 years	15 Days
After Completion of 5 Years	17 days
After Completion of 8 Years	20 days
After Completion of 20 Years	25 days

Child Care/Education Specialist (HS-2) Employees:

Years of Service	Total Accrued Vacation per Year
@ hire	15 days

When a Child Care/Education Specialist is appointed to a regular-status position after working for the Town in multiple temporary positions that resulted in year-round employment for at least 5 consecutive years immediately preceding such appointment, the Town Manager may grant that individual up to 15 days of *accrued* vacation leave (i.e., leave that has already been earned).

When an employee is appointed to a regular-status position, the Town Manager may supersede the Standard Accrual Schedule and provide that employee with an alternate annual accrual schedule which grants up to 20 days vacation prior to the anniversary listed on the standard schedule. Future vacation accrual increases will be based on the applicable schedule.

Paid vacation time is accrued on a monthly basis, with employees earning one-twelfth of their annual accrual at the end of each month of service. The amount of the monthly accrual is adjusted in December and June to adjust for rounding during preceding months.

Regular, part-time employees shall accrue vacation on a pro-ration of the full-time accrual, based on the ratio of their average weekly hours to the full-time workweek for their positions (see PPP #36 regarding Pro-ration of Leave Benefits).

When an employee's vacation accrual increases, the accrual for that month should be calculated as a weighted average of the number of calendar days at the previous accrual rate and the number of calendar days at the new accrual rate.

Recording and Availability of Vacation Leave Accrual

The accrual and use of vacation leave shall be recorded each month on the employee's leave form. Vacation leave is earned and available for use at the end of each calendar month, after a full calendar month of service. No vacation leave shall be granted to an employee in advance of their accrual of such leave, unless authorized in advance by the Town Manager. (Example: If an employee has no accrued vacation leave at the end of March and would like to take a vacation day on April 20, no vacation leave is available to the employee for that absence because the April accrual of vacation leave is not available until May 1.)

Maximum Vacation Accrual

Accumulation of vacation hours is limited to a maximum of the employee's annual accrual level, plus five (5) days. For example, if the employee has less than 5 years service, their maximum vacation accrual would be 20 days (15 days + 5 days). If the employee has 15 years of service, their maximum vacation accrual would be 25 days (20 days + 5 days).

This maximum shall be applied on a monthly basis. This means that an employee's monthly accrual shall be reduced accordingly if the total accrual for that month would place the employee over the maximum accrual limit. For example: If a full-time employee who accrues 15 days vacation per year has 19.5 days (or 156 hours) accrued as of the end of March and takes no vacation time during April, they would accrue only .5 days (or 4 hours) during the month of April rather than their usual 10 hours, for a total maximum accrual of 20 days.

In unusual circumstances approved by the Department Head and Town Manager, an employee may accumulate more than this maximum. To request such approval, the employee must submit a written request to their department head, stating the unusual circumstances which are the basis of the request and setting forth a plan for bringing the accrual below the maximum by a specific date. The Department Head shall forward this request to the Town Manager with their recommendations and comments and the Town Manager shall make the final decision.

Requests and Use of Vacation Leave

Vacation leave may be used by an employee for any reason and in any increments; however, the scheduling of vacation must be approved in advance by the employee's department head or supervisor (if such authority is delegated to the supervisor). Each department may issue its own procedures specifying the manner in which vacation leave must be requested and/or the basis on which conflicting vacation requests are granted. Child Care/Education Specialists may be required to take their accrued vacation on specific dates based on the school calendar.

Vacation leave should be requested, whenever possible, a minimum of ten (10) working days prior to the start of the vacation leave, however, requests submitted in less than ten (10) working days may be approved at the discretion of the Department Head (or supervisor). Different notification requirements may be established by department heads if required by work demands.

The Department Head (or supervisor) may deny vacation leave requests if the employee's absence at that time could unduly disrupt departmental operations. If a request is denied, the employee and supervisor will work cooperatively to find a satisfactory substitute for that time.

Any vacation leave used for reasons qualifying as FMLA (Family and Medical Leave Act) leave will count towards an employee's FMLA entitlement and must be reported to the Human Resources Department.

Payoff of Vacation

When regular status employment with the Town ends, the employee shall be paid for any unused vacation earned up to the last day worked.

DRAFT

Personnel Board Charge

Background

The Concord Personnel Board was established by Town Bylaw in 1921 and reaffirmed in the Concord Town Charter approved in May 1952. The Select Board is responsible for the appointment of the Concord Personnel Board with the number of members, the number of terms and their lengths, to be stipulated in the Personnel Bylaw. The latest revision of the Personnel Bylaw was approved at Town Meeting on April 29, 2024.

Commented [WM1]: is 1921 correct?

Commented [EC2R1]: In the PSTF report, it mentions that the Select Board was directed under the 1955 Town Charter "to appoint a number of committees, including the Personnel Board" (see Appendix A, first page).

Board Responsibilities

The Personnel Board has responsibility for the administration of Concord's Personnel Bylaw in addition to supporting the Bylaw's intention of maintaining an equitable and efficient system of personnel administration. By approval of the April 29, 2024 Personnel Bylaw, and to ensure that covered employees have the necessary understanding of non-wage benefits, the Personnel Board has both administrative as well oversight responsibilities for the Employee Handbook, applying to all Concord Town positions except elected officers, employees with personal contracts, employees covered by a collective bargaining agreement, and employees of the school department.

Commented [EC3]: Bill, I can see that you have wanted to keep the Charge to one page. I'm wondering, though, that there is more focus on the Bylaw as the governing document than it does help employees to understand what we do for them. On the earlier version, we have a list of responsibilities. I'm fine to take out the categories from that version (governance, communications, employee relations), but I think this statement, and the statement in paragraph 3 re: a quick overview of the scope of the bylaw---well, it just seems to make this document redundant.

My understanding was that the Charge was more about operational responsibilities, a document that was an agreement between the Select Board and the Personnel Board?

Commented [EC4R3]: Questions answered!

The Personnel Board has both advisory and administrative responsibilities; by supporting the Town Manager in maintaining an efficient system of personnel administration for Town employees; by recommending programs and practices to ensure the Town's workforce is diverse, equitably treated, and inclusive of others; and by providing administrative oversight as specified in the Personnel Bylaw and the Employee Handbook.

The Personnel Bylaw is the authority in defining the duties and responsibilities of the Personnel Board. The Personnel Board Charge is intended to give Town Citizens a quick overview of the scope of the Personnel Bylaw and to give Town Citizens direction in designating and locating the various governing documents.

Commented [WM5]: Where to find the April 29, 2024 Personnel Bylaw?

By approval of the April 29, 2024 Personnel Bylaw, and to ensure that covered employees have the necessary understanding of non-wage benefits, the Personnel Board has both administrative as well oversight responsibilities for the Employee Handbook.

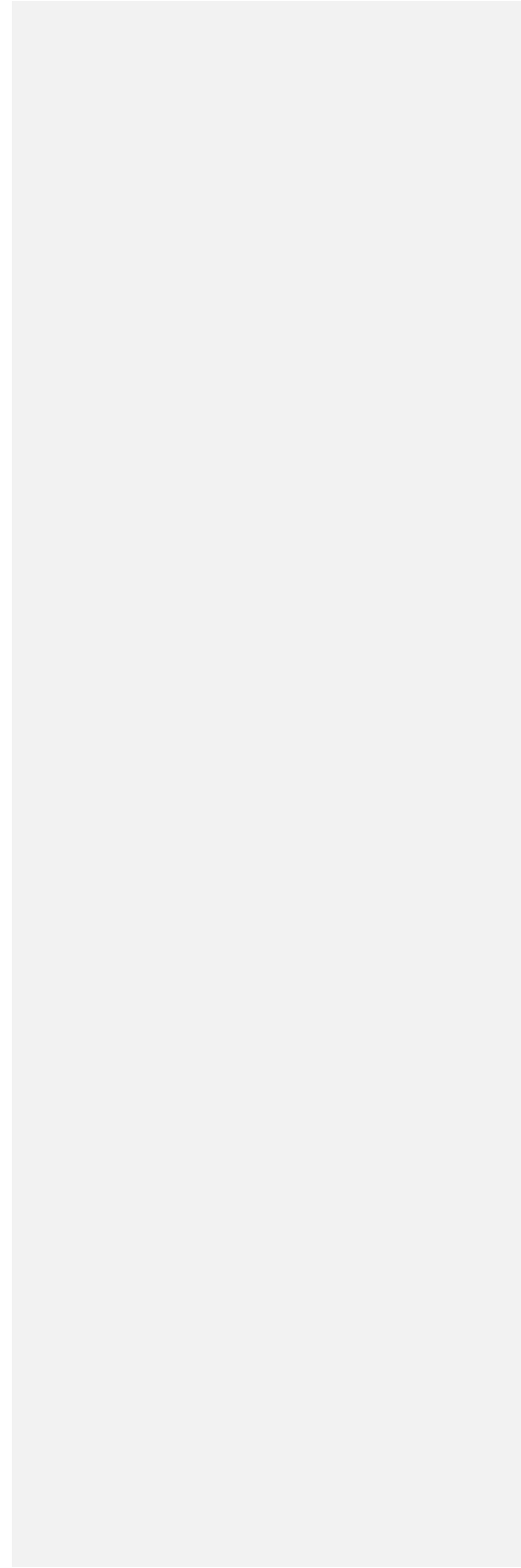
Governing Documents

- 1921 Town Bylaw
- May 1952 Concord Town Charter
- April 29, 2024 Personnel Bylaw
- 2024 Personnel Board Charge

Commented [EC6]: I like the idea of having these references with links to the documents, that would make things easier for employees!

Commented [EC7]: Is there another bylaw that should be referenced?

- 2024 Employee Handbook





Senior GIS Analyst

Department: Information Technology
Reports To: GIS Program Manager
Appointed By: Town Manager

Salary Grade: 8
FLSA Status: None Exempt
Date: June 2024

GENERAL SUMMARY:

Under the general supervision of the GIS Program Manager, performs GIS, analytical, and administrative work primarily in the office supporting the daily operation of the Town of Concord's departments. Primary duties include designing maps and applications with geographic data and various other data sets, using ArcGIS and associated software; implementing innovative GIS analyses and applications for the Town; and assisting the GIS Program Manager in advancing the reputation of the GIS Team. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under the direction and control of the position. Performs varied and responsible duties requiring a thorough knowledge of GIS, departmental operations and the exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. Incumbent is called upon to handle a significant amount of details, each varying from the other in substance and content, requiring flexibility in approach to workload.

ESSENTIAL JOB FUNCTIONS:

External and internal applicants, as well as position incumbents who are or become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

- ◆ Provides advanced project and program support to various departments through the use of GIS and databases, including but not limited to: data maintenance, verification of data accuracy, maintenance of metadata, and maintenance of websites.
- ◆ Creates and maintains maps for the Town, primarily using a combination of ArcGIS Desktop software (ArcCatalog, ArcMap, and ArcGIS Pro) and ArcGIS Online.
- ◆ Runs various spatial analyses as required using both vector and raster datasets, potentially including 3D analyses, with guidance from the GIS Program Manager
- ◆ Uses online GIS platforms (primarily ArcGIS Online) to create custom web maps and applications for various Town projects. Maps and applications used in ArcGIS Online may include Field Maps Designer, Experience Builder, Story Maps, etc. Applications may need to be used by staff in the field.
- ◆ Leads efforts to automate processes using programming languages such as Python, Javascript, HTML, Arcade expressions, etc.
- ◆ Trains employees in ArcGIS Desktop or online GIS systems and provides guidance and assistance in the continual use of these programs. Provides guidance to employees in starting new data collection projects.
- ◆ Reviews current GIS maps & applications and proposes and implements strategies to innovate products created by the GIS Team.
- ◆ Works with IT Department staff to ensure all data and metadata is maintained in formats consistent with adopted Town-wide standards.

Senior GIS Analyst

- ◆ Provides technical review for GIS components and receives digital data submissions for data maintenance.
- ◆ Under direction of the GIS Program Manager, develops procedures regarding data and mapping protocols to be used by the division and other departments.
- ◆ Serves as IT liaison working with Town of Concord Departments on various GIS initiatives.
- ◆ Assists with the hiring and training of GIS interns.
- ◆ Attends and represents IT at various GIS seminars, meetings, and events in order to keep the Town's management staff abreast of new and innovative GIS technological advancements.
- ◆ Performs special projects and related responsibilities as initiated and requested.
- ◆ Performs other related duties as required, directed or as the situation dictates.
- ◆ Regular attendance and punctuality at the workplace is required.

SUPERVISORY RESPONSIBILITY:

- ◆ Provides functional oversight to GIS interns, GIS Technicians, and GIS Analysts. Carries out supervisory responsibilities in accordance with Concord's policies and applicable laws. Responsibilities include interviewing and recommending candidates for hire; demonstrating and enforcing equitability and inclusivity; planning, assigning and directing work; addressing complaints and resolving problems; training, evaluating performance and making recommendations concerning employee rewards or discipline.

EDUCATION, EXPERIENCE & SPECIAL REQUIREMENTS:

- ◆ Bachelor's degree in geography/cartography, GIS, civil engineering, land surveying, or a related field, plus 5 years of progressively responsible experience in the creation or maintenance of a Geographic Information System or in civil engineering; or any equivalent combination of education and experience. Municipal experience preferred.
- ◆ Valid motor vehicle operator's license.

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Proficiency in ESRI software products, including ArcMap, ArcGIS Pro, and ArcGIS Online, is required.
- ◆ Knowledge of programming languages (Python, Javascript, HTML) is desirable.
- ◆ Computer literate, including experience with MS Word, Excel, Access, and related software, and ability to troubleshoot computer systems and software. Experience with website development and maintenance and/or various proprietary GIS software products is desirable.
- ◆ Ability to interface and communicate effectively and professionally with the public, coworkers, Division Managers, etc. Ability to speak and give presentations to large groups.
- ◆ Ability to work with a high level of detail and prioritize multiple tasks. Ability to change direction and rearrange tasks according to deadlines and circumstance.

WORKING CONDITIONS & PHYSICAL DEMANDS:

External and internal applicants, as well as position incumbents who are or become disabled as defined under the Americans With Disabilities Act, must be able to perform the physical demands (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

Performs site inspection/observation and survey responsibilities outdoors and is occasionally exposed to variable weather conditions and hazards associated with construction sites and facilities projects.

Regularly required to walk, stand, sit, talk, and hear. Uses hands to finger, handles, feels or operates objects, tools, or controls and reaches with hands and arms as in picking up paper, files, and other common offices objects. May infrequently lift and/or move objects weighing up to 30 pounds such as tools, equipment, supplies, etc. Regularly operates an

Senior GIS Analyst

automobile/light truck. Must be able to access all levels of a construction site and traverse uneven terrain. Vision and hearing at or correctable to normal ranges.

Administrative work is generally performed in a normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Work is performed in a moderately noisy work environment, with constant interruptions. Frequently subjected to the demands of other individuals and the volume and /or rapidity with which tasks must be accomplished.

Operates computer, printer, calculator, telephone, copier and all other standard office equipment requiring eye-hand coordination and finger dexterity. Balancing, crouching, grasping, pulling, reaching and stooping may also be required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.



Management Specialist

Department: Town Manager's Office
Reports To: Town Manager
Appointed By: Town Manager

Salary Grade: 7
FLSA Status: Exempt
Date: July 2024

GENERAL SUMMARY:

Under the general supervision of the Town Manager, performs complex administrative and technical work in support of critical operations within the Town Manager's operations including coordination of the Annual Town Meeting Warrant, Licensing, Grant Support and Special Committee assignments. Responsible for maintaining and improving the efficiency and effectiveness of all areas under the direction and control of the position. Performs varied and responsible duties requiring a thorough knowledge of operations and the exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. Incumbent is called upon to handle a significant amount of details, each varying from the other in substance and content, requiring incumbent to approach workload with flexibility.

ESSENTIAL JOB FUNCTIONS:

External and internal applicants, as well as position incumbents who are or become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

- ◆ Collaborates with Town Manager, Select Board, Moderator, Staff and Board and Committee leadership to prepare Town Meeting Warrant.
- ◆ Provides administrative support to Town Manager, Deputy Town Manager, and other TMO staff, as assigned.
- ◆ Serves as licensing clerk for the Select Board, preparing license/permit application data for Select Board and any other meetings as assigned. Responds to information requests from agencies, outside organizations and citizens relating to alcohol, common victuallar, inn holder, taxi and other annual and temporary licensing and permits. Collects, records, deposits and refunds fees for permits, licenses and other functions and services.
- ◆ Researches grant opportunities and collaborates with appropriate personnel to make application, track and report on receipt and use of funds.
- ◆ Participates in Committees as assigned, serving as a professional-level resource to the Town Manager and staff as well as Committee leadership; provides research, gathers data and information and makes presentations to appropriate leadership regarding findings; coordinates and prepares agendas, presentation materials, and meeting minutes. Assignments may include but are not limited to the Town Meeting Study Committee, MCI-Concord Advisory Committee, Hugh Cargill Committee, and 250th Celebration Committee.
- ◆ Assists in preparation of budgets for each Committee assignment, tracks all expenses monthly, and provides coding corrections to Town Accountant. Works with the Deputy Treasurer/Collector to support incoming contributions and distribution of funds.
- ◆ Compiles and analyzes data using a variety of statistical and analytical techniques; evaluates issues, identifies trends and makes operational and policy recommendations.
- ◆ Develops and recommends continuous improvement strategies for enhancing services and increasing program

Management Specialist

effectiveness; recommends and participates in the implementation of goals and objectives for assigned programs and projects.

- ◆ Prepares and assists with service and equipment procurement in accordance with applicable Town and State guidance and policies; provides assistance concerning computer software issues for those supported.
- ◆ Responds to general inquiries regarding Committee business and works through appropriate committee/staff leadership to resolve complaints.
- ◆ Performs special projects and related responsibilities as initiated and requested.
- ◆ Performs other related duties as required, directed or as the situation dictates.
- ◆ Regular attendance and punctuality at the workplace is required.

SUPERVISORY RESPONSIBILITY:

None.

EDUCATION & EXPERIENCE:

- ◆ Bachelor's degree in business administration, public administration, or related field; and five or more years of progressively responsible experience in financial management, customer service, or a related field; or any equivalent combination of education and experience.

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Knowledge of public policy processes and issues, general knowledge of state and local government operations, and a working knowledge of municipal finance, accounting and procurement.
- ◆ Ability to develop a financial strategy for Committee operations, to develop a budget, and to manage allocated resources.
- ◆ Ability to interpret and apply the principles and practices of regulations and laws relating to the assigned work.
- ◆ Excellent interpersonal skills; ability to communicate effectively both verbally and in writing; ability to effectively deal with all members of the public, other employees, departments, officials and agencies in a courteous and tactful manner. Ability to maintain confidential information.
- ◆ Ability to work effectively under time constraints to meet deadlines.

WORKING CONDITIONS & PHYSICAL DEMANDS:

External and internal applicants, as well as position incumbents who are or become disabled as defined under the Americans With Disabilities Act, must be able to perform the physical demands (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

Normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Majority of work is performed in a moderately noisy work environment, with constant interruptions. Frequently subjected to the demands of other individuals and the volume and /or rapidity with which tasks must be accomplished. Regularly attends night meetings.

Operates computer, printer, calculator, telephone, copier, and all other standard office equipment requiring eye-hand coordination and finger dexterity. Balancing, crouching, grasping, pulling, reaching and stooping may also be required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

CLASSIFICATION AND COMPENSATION PLAN

Revision Date: June ~~1225~~, 2024

Hourly rates control calculations; Annual rates illustrate base compensation at 40 hours per week for 52 weeks.

Grade	Classification Title	Base Pay Rates			
			Minimum	Mid-Point	Maximum
18	Chief Financial Officer	<i>Annual</i>	\$138,174	\$165,807	\$193,440
	Chief Technology Officer	<i>Hourly</i>	\$66.43	\$79.72	\$93.00
	Deputy Town Manager				
17	Assistant Town Manager	<i>Annual</i>	\$129,126	\$154,950	\$180,773
	Director of Public Works	<i>Hourly</i>	\$62.08	\$74.50	\$86.91
	Fire Chief				
	Police Chief				
16	Director of Human Resources	<i>Annual</i>	\$120,682	\$144,820	\$168,958
	Director of Library Services	<i>Hourly</i>	\$58.02	\$69.63	\$81.23
15	Assistant Fire Chief	<i>Annual</i>	\$112,778	\$135,335	\$157,893
	Building Commissioner	<i>Hourly</i>	\$54.22	\$65.07	\$75.91
	Facilities Manager				
	Highway & Grounds Superintendent				
	Recreation Director				
	Police Captain				
	Town Engineer				
	Water/Sewer Superintendent				
14	Public Health Director	<i>Annual</i>	\$102,045	\$122,450	\$142,854
	Special Projects Manager/Systems Manager	<i>Hourly</i>	\$49.06	\$58.87	\$68.68
	Town Accountant				
	Town Assessor				
13	Assistant Town Engineer	<i>Annual</i>	\$97,178	\$116,615	\$136,053
	Assistant Water/Sewer Superintendent	<i>Hourly</i>	\$46.72	\$56.07	\$65.41
	Beede Center General Manager				
	IT Operations Manager				
	Natural Resources Director				
	Police Lieutenant				
	Council on Aging Director				
	Town Planner				

12	Assistant Director of Library Services	<i>Annual</i>	\$92,539	\$111,051	\$129,563
	Assistant Facilities Manager	<i>Hourly</i>	\$44.49	\$53.39	\$62.29
11	Assistant Highway & Grounds Superintendent				
	Customer Service Manager				
11	Emergency Communications Center Manager				
	Financial Manager/Accountant				
11	Town Clerk				
	Assistant Human Resources Director	<i>Annual</i>	\$88,150	\$105,778	\$123,406
11	Assistant Recreation Director	<i>Hourly</i>	\$42.38	\$50.86	\$59.33
	Budget & Purchasing Director				
10	Business Manager				
	Deputy Treasurer/ Collector				
10	GIS Program Manager				
	Operations Manager				
10	Sustainability Director				
	Childcare Services Manager	<i>Annual</i>	\$85,259	\$102,305	\$119,350
10	Master Plumber/ HVAC Technician	<i>Hourly</i>	\$40.99	\$49.19	\$57.38
	Media Manager				
9	Municipal Archivist/Records Manager				
	Public Health Nurse				
9	Public Works Supervisor				
	Senior Public Works Engineer				
9	Assistant Natural Resources Director	<i>Annual</i>	\$80,434	\$96,522	\$112,611
	Aquatics Manager	<i>Hourly</i>	\$38.67	\$46.41	\$54.14
9	Communications Manager				
	Community Services Coordinator				
9	Customer Service Supervisor				
	Economic Vitality Manager				
9	Energy Efficiency & Electrification Coordinator				
	Environmental Health & Safety Manager				
9	Local Inspector				
	Risk & Compliance Programs Manager				
9	Senior Environmental & Regulatory Coordinator				
	Senior Public Health Inspector				
9	Senior Treatment Systems Operator				
	Social Services Supervisor				
9	Tourism Manager				

8	Assistant Assessor	<i>Annual</i>	\$75,899	\$91,073	\$106,246
	Assistant Town Accountant	<i>Hourly</i>	\$36.49	\$43.79	\$51.08
	Assistant Town Clerk				
	Assistant Treasurer				
	Associate Financial Manager/Accountant				
	Crew Leader				
	Electrical Inspector				
	HVAC Technician				
	Land Manager				
	Management Analyst				
	Master Electrician/ Crew Leader				
	Public Works Engineer				
	Senior Financial Analyst				
	<u>Senior GIS Analyst</u>				
	Senior Information Systems Technician				
Senior Master Mechanic					
Senior Planner					
Senior Utility Electrician					
7	Business Systems Analyst	<i>Annual</i>	\$71,573	\$85,894	\$100,214
	Aquatics Supervisor	<i>Hourly</i>	\$34.41	\$41.30	\$48.18
	Facilities Custodial Supervisor				
	GIS Analyst				
	<u>Management Specialist</u>				
	Production Manager				
	Program Analyst				
	Public Health Inspector				
	Recreation Facilities Coordinator				
	Recreation Supervisor				
	Senior Facilities/Landscape Maintainer				
Treatment Systems Operator					
Utility Electrician					
6	Energy Efficiency & Electrification Specialist	<i>Annual</i>	\$67,704	\$81,245	\$94,786
	Executive Assistant to the Select Board	<i>Hourly</i>	\$32.55	\$39.06	\$45.57
	Executive Assistant to the Town Manager				
	Human Resources Generalist				
	Information Systems Technician				
	Membership Coordinator				
	Office Administrator				
	Payroll & Finance Generalist				
	Senior Producer & Education Coordinator				
	Skilled Carpenter				

5	Environmental & Regulatory Coordinator	<i>Annual</i>	\$64,459	\$77,355	\$90,251
	Equipment/Line Operator	<i>Hourly</i>	\$30.99	\$37.19	\$43.39
	Geriatric Health Nurse				
	GIS Technician				
	Maintenance & Warehouse Coordinator				
	Office Accountant				
	Office Coordinator				
	Outreach Coordinator				
	Project & Procurement Coordinator				
	Senior Meter Technician				
	Senior Producer				
Water/Sewer System Maintainer					
4	Accounts Payable Specialist	<i>Annual</i>	\$61,402	\$73,684	\$85,966
	Associate Engineer	<i>Hourly</i>	\$29.52	\$35.43	\$41.33
	Customer Services Specialist				
	Meter Technician				
	Senior Administrative Specialist				
Senior Finance Specialist					
3	Administrative Specialist	<i>Annual</i>	\$58,490	\$70,190	\$81,890
	Finance Specialist	<i>Hourly</i>	\$28.12	\$33.75	\$39.37
	Fitness Trainer				
2	Program Coordinator	<i>Annual</i>	\$55,702	\$66,841	\$77,979
	Customer Support Specialist	<i>Hourly</i>	\$26.78	\$32.14	\$37.49
	Senior Building Custodian				
	Senior Crew Member				
	Senior Van Driver				
1	Building Custodian	<i>Annual</i>	\$53,040	\$63,648	\$74,256
	Crew Member	<i>Hourly</i>	\$25.50	\$30.60	\$35.70
	Finance Assistant				
	Office Assistant				
LP-17	Director of Concord Municipal Light Plant	<i>Annual</i>	\$170,955	\$205,140	\$239,325
		<i>Hourly</i>	\$82.19	\$98.63	\$115.06
LP-16	(No positions in grade)	<i>Annual</i>	\$148,637	\$178,370	\$208,104
		<i>Hourly</i>	\$71.46	\$85.76	\$100.05
LP-15	Assistant Director of Concord Municipal Light Plant	<i>Annual</i>	\$129,251	\$155,106	\$180,960
		<i>Hourly</i>	\$62.14	\$74.57	\$87.00
LP-14	Broadband Manager	<i>Annual</i>	\$121,763	\$146,120	\$170,477
	Power Supply & Rates Administrator	<i>Hourly</i>	\$58.54	\$70.25	\$81.96
LP-13	Lead Electrical Engineer	<i>Annual</i>	\$113,797	\$136,552	\$159,307
	Line Supervisor	<i>Hourly</i>	\$54.71	\$65.65	\$76.59

LP-12	Lead Lineworker	<i>Annual</i>	\$106,371	\$127,639	\$148,907
		<i>Hourly</i>	\$51.14	\$61.37	\$71.59
LP-11	Electrical Engineer Senior Network Engineer	<i>Annual</i>	\$99,403	\$119,278	\$139,152
		<i>Hourly</i>	\$47.79	\$57.35	\$66.90
LP-10	Lineworker, Grade 1	<i>Annual</i>	\$96,595	\$115,918	\$135,242
		<i>Hourly</i>	\$46.44	\$55.73	\$65.02
LP-9	Network Engineer	<i>Annual</i>	\$89,877	\$107,848	\$125,819
		<i>Hourly</i>	\$43.21	\$51.85	\$60.49
LP-8	Lead Broadband Technician Meter Supervisor Senior Engineering Technician	<i>Annual</i>	\$83,595	\$100,318	\$117,042
		<i>Hourly</i>	\$40.19	\$48.23	\$56.27
LP-7	Lineworker, Grade 2 Senior Broadband Technician	<i>Annual</i>	\$77,771	\$93,319	\$108,867
		<i>Hourly</i>	\$37.39	\$44.87	\$52.34
LP-6	Broadband Technician	<i>Annual</i>	\$67,704	\$81,245	\$94,786
		<i>Hourly</i>	\$32.55	\$39.06	\$45.57
LP-5	Lineworker, Grade 3	<i>Annual</i>	\$64,459	\$77,355	\$90,251
		<i>Hourly</i>	\$30.99	\$37.19	\$43.39
LP-4	<i>(No positions in grade)</i>	<i>Annual</i>	\$61,402	\$73,684	\$85,966
		<i>Hourly</i>	\$29.52	\$35.43	\$41.33
LP-3	<i>(No positions in grade)</i>	<i>Annual</i>	\$58,490	\$70,190	\$81,890
		<i>Hourly</i>	\$28.12	\$33.75	\$39.37
LP-2	<i>(No positions in grade)</i>	<i>Annual</i>	\$55,702	\$66,841	\$77,979
		<i>Hourly</i>	\$26.78	\$32.14	\$37.49
LP-1	<i>(No positions in grade)</i>	<i>Annual</i>	\$53,040	\$63,648	\$74,256
		<i>Hourly</i>	\$25.50	\$30.60	\$35.70

(End of new Classification & Compensation Plan)

CLASSIFICATION AND COMPENSATION PLAN

Revision Date: June 25, 2024

Hourly rates control calculations; Annual rates illustrate base compensation at 40 hours per week for 52 weeks.

Grade	Classification Title	Base Pay Rates			
		Minimum	Mid-Point	Maximum	
18	Chief Financial Officer	<i>Annual</i>	\$138,174	\$165,807	\$193,440
	Chief Technology Officer	<i>Hourly</i>	\$66.43	\$79.72	\$93.00
	Deputy Town Manager				
17	Assistant Town Manager	<i>Annual</i>	\$129,126	\$154,950	\$180,773
	Director of Public Works	<i>Hourly</i>	\$62.08	\$74.50	\$86.91
	Fire Chief				
	Police Chief				
16	Director of Human Resources	<i>Annual</i>	\$120,682	\$144,820	\$168,958
	Director of Library Services	<i>Hourly</i>	\$58.02	\$69.63	\$81.23
15	Assistant Fire Chief	<i>Annual</i>	\$112,778	\$135,335	\$157,893
	Building Commissioner	<i>Hourly</i>	\$54.22	\$65.07	\$75.91
	Facilities Manager				
	Highway & Grounds Superintendent				
	Recreation Director				
	Police Captain				
	Town Engineer				
	Water/Sewer Superintendent				
14	Public Health Director	<i>Annual</i>	\$102,045	\$122,450	\$142,854
	Special Projects Manager/Systems Manager	<i>Hourly</i>	\$49.06	\$58.87	\$68.68
	Town Accountant				
	Town Assessor				
13	Assistant Town Engineer	<i>Annual</i>	\$97,178	\$116,615	\$136,053
	Assistant Water/Sewer Superintendent	<i>Hourly</i>	\$46.72	\$56.07	\$65.41
	Beede Center General Manager				
	IT Operations Manager				
	Natural Resources Director				
	Police Lieutenant				
	Council on Aging Director				
	Town Planner				

12	Assistant Director of Library Services	<i>Annual</i>	\$92,539	\$111,051	\$129,563
	Assistant Facilities Manager	<i>Hourly</i>	\$44.49	\$53.39	\$62.29
11	Assistant Highway & Grounds Superintendent				
	Customer Service Manager				
	Emergency Communications Center Manager				
	Financial Manager/Accountant				
	Town Clerk				
	Assistant Human Resources Director	<i>Annual</i>	\$88,150	\$105,778	\$123,406
	Assistant Recreation Director	<i>Hourly</i>	\$42.38	\$50.86	\$59.33
	Budget & Purchasing Director				
10	Business Manager				
	Deputy Treasurer/ Collector				
	GIS Program Manager				
	Operations Manager				
	Sustainability Director				
	Childcare Services Manager	<i>Annual</i>	\$85,259	\$102,305	\$119,350
	Master Plumber/ HVAC Technician	<i>Hourly</i>	\$40.99	\$49.19	\$57.38
9	Media Manager				
	Municipal Archivist/Records Manager				
	Public Health Nurse				
	Public Works Supervisor				
	Senior Public Works Engineer				
	Assistant Natural Resources Director	<i>Annual</i>	\$80,434	\$96,522	\$112,611
	Aquatics Manager	<i>Hourly</i>	\$38.67	\$46.41	\$54.14
	Communications Manager				
	Community Services Coordinator				
	Customer Service Supervisor				
	Economic Vitality Manager				
	Energy Efficiency & Electrification Coordinator				
	Environmental Health & Safety Manager				
	Local Inspector				
Risk & Compliance Programs Manager					
Senior Environmental & Regulatory Coordinator					
Senior Public Health Inspector					
Senior Treatment Systems Operator					
Social Services Supervisor					
Tourism Manager					

8	Assistant Assessor	<i>Annual</i>	\$75,899	\$91,073	\$106,246
	Assistant Town Accountant	<i>Hourly</i>	\$36.49	\$43.79	\$51.08
	Assistant Town Clerk				
	Assistant Treasurer				
	Associate Financial Manager/Accountant				
	Crew Leader				
	Electrical Inspector				
	HVAC Technician				
	Land Manager				
	Management Analyst				
	Master Electrician/ Crew Leader				
	Public Works Engineer				
	Senior Financial Analyst				
	Senior GIS Analyst				
	Senior Information Systems Technician				
	Senior Master Mechanic				
	Senior Planner				
Senior Utility Electrician					
7	Business Systems Analyst	<i>Annual</i>	\$71,573	\$85,894	\$100,214
	Aquatics Supervisor	<i>Hourly</i>	\$34.41	\$41.30	\$48.18
	Facilities Custodial Supervisor				
	GIS Analyst				
	Management Specialist				
	Production Manager				
	Program Analyst				
	Public Health Inspector				
	Recreation Facilities Coordinator				
	Recreation Supervisor				
	Senior Facilities/Landscape Maintainer				
	Treatment Systems Operator				
Utility Electrician					
6	Energy Efficiency & Electrification Specialist	<i>Annual</i>	\$67,704	\$81,245	\$94,786
	Executive Assistant to the Select Board	<i>Hourly</i>	\$32.55	\$39.06	\$45.57
	Executive Assistant to the Town Manager				
	Human Resources Generalist				
	Information Systems Technician				
	Membership Coordinator				
	Office Administrator				
	Payroll & Finance Generalist				
	Senior Producer & Education Coordinator				
	Skilled Carpenter				

5	Environmental & Regulatory Coordinator	<i>Annual</i>	\$64,459	\$77,355	\$90,251
	Equipment/Line Operator	<i>Hourly</i>	\$30.99	\$37.19	\$43.39
	Geriatric Health Nurse				
	GIS Technician				
	Maintenance & Warehouse Coordinator				
	Office Accountant				
	Office Coordinator				
	Outreach Coordinator				
	Project & Procurement Coordinator				
	Senior Meter Technician				
	Senior Producer				
Water/Sewer System Maintainer					
4	Accounts Payable Specialist	<i>Annual</i>	\$61,402	\$73,684	\$85,966
	Associate Engineer	<i>Hourly</i>	\$29.52	\$35.43	\$41.33
	Customer Services Specialist				
	Meter Technician				
	Senior Administrative Specialist				
	Senior Finance Specialist				
3	Administrative Specialist	<i>Annual</i>	\$58,490	\$70,190	\$81,890
	Finance Specialist	<i>Hourly</i>	\$28.12	\$33.75	\$39.37
	Fitness Trainer				
2	Program Coordinator	<i>Annual</i>	\$55,702	\$66,841	\$77,979
	Customer Support Specialist	<i>Hourly</i>	\$26.78	\$32.14	\$37.49
	Senior Building Custodian				
	Senior Crew Member				
	Senior Van Driver				
1	Building Custodian	<i>Annual</i>	\$53,040	\$63,648	\$74,256
	Crew Member	<i>Hourly</i>	\$25.50	\$30.60	\$35.70
	Finance Assistant				
	Office Assistant				
LP-17	Director of Concord Municipal Light Plant	<i>Annual</i>	\$170,955	\$205,140	\$239,325
		<i>Hourly</i>	\$82.19	\$98.63	\$115.06
LP-16	(No positions in grade)	<i>Annual</i>	\$148,637	\$178,370	\$208,104
		<i>Hourly</i>	\$71.46	\$85.76	\$100.05
LP-15	Assistant Director of Concord Municipal Light Plant	<i>Annual</i>	\$129,251	\$155,106	\$180,960
		<i>Hourly</i>	\$62.14	\$74.57	\$87.00
LP-14	Broadband Manager	<i>Annual</i>	\$121,763	\$146,120	\$170,477
	Power Supply & Rates Administrator	<i>Hourly</i>	\$58.54	\$70.25	\$81.96
LP-13	Lead Electrical Engineer	<i>Annual</i>	\$113,797	\$136,552	\$159,307
	Line Supervisor	<i>Hourly</i>	\$54.71	\$65.65	\$76.59

LP-12	Lead Lineworker	<i>Annual</i>	\$106,371	\$127,639	\$148,907
		<i>Hourly</i>	\$51.14	\$61.37	\$71.59
LP-11	Electrical Engineer Senior Network Engineer	<i>Annual</i>	\$99,403	\$119,278	\$139,152
		<i>Hourly</i>	\$47.79	\$57.35	\$66.90
LP-10	Lineworker, Grade 1	<i>Annual</i>	\$96,595	\$115,918	\$135,242
		<i>Hourly</i>	\$46.44	\$55.73	\$65.02
LP-9	Network Engineer	<i>Annual</i>	\$89,877	\$107,848	\$125,819
		<i>Hourly</i>	\$43.21	\$51.85	\$60.49
LP-8	Lead Broadband Technician Meter Supervisor Senior Engineering Technician	<i>Annual</i>	\$83,595	\$100,318	\$117,042
		<i>Hourly</i>	\$40.19	\$48.23	\$56.27
LP-7	Lineworker, Grade 2 Senior Broadband Technician	<i>Annual</i>	\$77,771	\$93,319	\$108,867
		<i>Hourly</i>	\$37.39	\$44.87	\$52.34
LP-6	Broadband Technician	<i>Annual</i>	\$67,704	\$81,245	\$94,786
		<i>Hourly</i>	\$32.55	\$39.06	\$45.57
LP-5	Lineworker, Grade 3	<i>Annual</i>	\$64,459	\$77,355	\$90,251
		<i>Hourly</i>	\$30.99	\$37.19	\$43.39
LP-4	<i>(No positions in grade)</i>	<i>Annual</i>	\$61,402	\$73,684	\$85,966
		<i>Hourly</i>	\$29.52	\$35.43	\$41.33
LP-3	<i>(No positions in grade)</i>	<i>Annual</i>	\$58,490	\$70,190	\$81,890
		<i>Hourly</i>	\$28.12	\$33.75	\$39.37
LP-2	<i>(No positions in grade)</i>	<i>Annual</i>	\$55,702	\$66,841	\$77,979
		<i>Hourly</i>	\$26.78	\$32.14	\$37.49
LP-1	<i>(No positions in grade)</i>	<i>Annual</i>	\$53,040	\$63,648	\$74,256
		<i>Hourly</i>	\$25.50	\$30.60	\$35.70

(End of new Classification & Compensation Plan)