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CLASSIFICATION AND COMPENSATION STUDY

TOWN OF WHITMAN, MA

JANUARY 2018

INTRODUCTION

As a result of a Community Compact grant, the Town of Whitman engaged the services of the Collins Center for Public Management (Collins Center) to conduct a classification and compensation study. Working with the Town Administrator, the project objectives were defined as:

- Evaluating and assigning all study positions to appropriate classifications in order to assure internal equity
- Conducting a salary survey of comparable Massachusetts municipalities in order to develop appropriate compensation levels for the Town, and to assure the external equity
- Developing new position for the study positions with clear definitions of essential functions and requirements
- Recommending the implementation of the new system and processes for movement through the salary schedule in the future

METHODOLOGY

The steps followed by the Collins Center were:

- Creation of Position Descriptions
- Discussion of Position Description Issues
- Rating of Positions for Classification and Internal Equity
- Creation of Classification Structure
- Survey of Comparable Communities
- Development of a Salary Schedule
- Implementation of and Progressing Through the Salary Schedule

POSITION DESCRIPTIONS

In order to create a viable classification system for the Town, the Collins Center began by evaluating the state of the current systems. Information about existing position descriptions was obtained.

Comprehensive questionnaires were given to the incumbents of the study positions. The questionnaire requested information regarding the position's responsibilities related to supervision, decision-making authority, budgetary responsibilities, and other characteristics that allowed the Collins Center to evaluate its level of difficulty, complexity and importance to the departmental and town organization. Interviews were offered to each employee. The interviews were conducted to clarify information contained in the questionnaires. The Collins Center has found that the time spent prior to drafting the descriptions improves accuracy of drafts and helps minimize the need for edits. The draft descriptions were created and were distributed to incumbents and department heads for comments and final descriptions were created. Very few edits were requested to the drafts and of those comments received most were minor changes. None of the comments and edits warranted significant changes to the draft description. The final recommended position descriptions are provided electronically under separate cover.

RATING OF POSITIONS FOR CLASSIFICATION AND INTERNAL EQUITY

Once descriptions were drafted, the Collins Center used a point factor rating method to objectively evaluate the positions. The application of an objective position evaluation system that is consistently applied to each position is critical in assuring the internal equity of the classification plan. The evaluation system utilized by the Collins Center is one that has been applied successfully in many public organizations in Massachusetts. Each position was assigned a point factor in the categories listed below, which determined the groupings of positions.

Supervision Required	Supervisory Responsibility
Accountability	Judgment
Complexity	Nature and Purpose of Personal Contacts
Confidentiality	Education
Experience	Occupational Risks
Work Environment	Physical Requirements

RECOMMENDED CLASSIFICATION STRUCTURE

The recommended classification system is comprised 7 grades which groups positions based on similar rating and is contained in the following Table.

PROPOSED GRADE	TITLE
A	DPW Superintendent Water/Sewer Superintendent Treasurer-Collector Director of Technology Town Accountant
B	Building Commissioner/ZO Library Director Council On Aging Director
C	Principal Assessor Town Clerk Health Inspector Recreation Director Assistant Library Director Highway General Foreman
D	Youth Services Coordinator Executive Administrative Assistant Foreman - Parks & Trees Foreman - Water/Sewer Head Mechanic Social Worker WW Operator I
E	Assistant Town Accountant Assistant Treasurer/Collector Assistant Town Clerk Administrative Assistant - Building Circulation Supervisor Senior Library Technician Head Custodian HEO/Driver/Laborer/Pipefitter HEO/Driver/Laborer - Highway HEO/Driver/Laborer - W/S

PROPOSED GRADE	TITLE
F	Department Assistant - COA Department Assistant - Assessor Department Assistant - Clerk Department Assistant - DPW Department Assistant - Health Department Assistant - T/C Equip Op/Laborer/ Groundskeeper EquipOp/Laborer/Driver
G	Office Clerical - Assessor Office Clerical - COA Office Clerical - T/C Library Technician

The Collins Center recommends standardizing titles and recommends the title of Administrative Assistant be used in the E classification, Department Assistant be used in the F level and Office Clerical be used the G level.

The Collins Center has reduced the number of classifications in the Public Works department. Currently, two different classifications exist for the Heavy Equipment Operators. By combining the positions into one classification the Town will be able to better cross train and standardize functions. The Collins Center recommend eliminating additional wages for additional licenses but consider those amounts when placing employees on a new salary schedule.

SURVEY OF COMPARABLE MUNICIPALITIES

Once the positions were classified, a salary survey was conducted to determine the ranges within which other, similar towns compensate their employees. The criteria considered for selecting comparable municipalities included geographical proximity, as well as equalized value and average tax bill. A summary of the results is attached to this report. Obtaining survey data is one of the most challenging aspects of a classification and compensation study. The towns responding to the survey were Abington, Avon, Brockton, Hanover, Kingston, Lakeville, Stoughton and Weymouth.

In most instances, the starting salaries in Whitman are well below the average of the survey municipalities. Many salaries do fall within the range of the survey municipalities, but on the lower end of the range. Whitman’s maximum salary is almost universally below the survey municipalities. It is important to note however, that not every municipality has the same positions.

DEVELOPMENT OF THE SALARY SCHEDULE

When evaluating classification, it is important to remember that each municipality is different and the internal comparability within the organization is just as important, if not more so, than external comparability. In developing the recommended salary schedule for the Town, the Collins Center coalesced the position classification with the results of the salary survey in order to establish salary ranges for each of the grades. The salary ranges were established by evaluating the median and average pay with respect to the existing pay of the positions in each grade.

The Collins Center recommends a classification schedule with 7 grades, with each grade having a range of 30%, which is the industry standard. The following table represents the recommended compensation schedule.

RECOMMENDED GRADE	RECOMMENDED MINIMUM HOURLY RATE	RECOMMENDED MAXIMUM HOURLY RATE
A	\$41.16	\$53.99
B	\$34.30	\$45.00
C	\$28.58	\$37.49
D	\$23.82	\$31.26
E	\$22.47	\$29.49
F	\$21.20	\$27.82
G	\$20.00	\$27.82

IMPLEMENTATION OF AND PROGRESSING THROUGH THE PAY SCALE

In establishing the initial placement on the scale, the Collins Center recommends employees be placed in the recommended grade at a rate granting them an increase. It is recommended the scale is implemented in FY18 and an additional step be granted for FY19. The Collins Center recommends a classification system with annual step increases of 2.5%.

FUTURE ADJUSTMENTS TO THE SALARY SCHEDULE

The recommended classification plan provides for a sufficient range of salaries and will not need to be adjusted on an annual basis. It is recommended that a market survey be conducted by the Town every 3 to 5 years and an appropriate across the board increase be applied to the entire scale.

CONCLUSION

Thank you for allowing the Collins Center to work with the Town on this project. We believe the recommended position descriptions and classification plan will serve the Town well for many years to come.

<i>DEPARTMENT</i>	<i>TITLE</i>	Whitman Minimum	Whitman Maximum	Average Minimum	Whitman - Ave Min	Average Maximum	Whitman - Ave Max
Technology	Director of Technology		\$59.54	\$44.47		\$51.50	\$8.04
Public Works	Public Works Super.		\$46.37	\$51.71		\$59.13	(\$12.76)
Water - Sewer	Superintendent		\$46.37	\$45.10		\$51.11	(\$4.74)
Town Accountant	Town Accountant		\$41.02	\$39.52		\$49.08	(\$8.06)
Treasurer/collector	Treasurer/Collector		\$42.65	\$37.10		\$46.26	(\$3.61)
Building	Building Commissioner/ZO		\$67.85	\$41.27		\$49.77	\$18.08
COA	COA Director		\$41.02	\$28.07		\$37.26	\$3.76
Library	Library Director		\$36.87	\$37.44		\$44.77	(\$7.90)
Library	Asst. Library Director	\$26.67	\$27.90	\$27.93	(\$1.26)	\$32.23	(\$4.33)
Library	Youth Services Coordinator	\$23.82	\$27.67	\$21.47	\$2.35	\$29.39	(\$1.72)
Health	Health Inspector		\$29.38	\$29.15		\$38.71	(\$9.33)
DPW - Highway	Highway General Foreman	\$23.52	\$25.46	\$25.01		\$28.65	(\$3.19)
Assessing	Principal Assessor		\$41.02	\$39.42		\$47.98	(\$6.96)
Recreation	Recreation Director		\$28.52	\$28.92		\$38.34	(\$9.82)
Town Clerk	Town Clerk		\$41.02	\$43.51		\$43.78	(\$2.76)
Water - Sewer	WW Operator I	\$22.07	\$23.23	\$22.05	\$0.02	\$27.54	(\$4.31)
Water - Sewer	Foreman - Water/Sewer	\$23.52	\$25.58	\$26.26	(\$2.74)	\$29.69	(\$4.11)
BOS	Executive Administrative Assistant		\$24.02	\$26.80		\$34.84	(\$10.82)
DPW - Parks	Foreman - Parks & Trees	\$23.52	\$25.46	\$27.63		\$31.80	(\$6.34)
DPW - Highway	Head Mechanic	\$23.52	\$25.46	\$24.36		\$28.22	(\$2.76)
COA	Social Worker		\$29.73	\$20.71		\$25.78	\$3.96
Library	Circulation Supervisor	\$20.33	\$23.44	\$21.75	(\$1.42)	\$27.88	(\$4.44)

<i>DEPARTMENT</i>	<i>TITLE</i>	Whitman Minimum	Whitman Maximum	Average Minimum	Whitman - Ave Min	Average Maximum	Whitman - Ave Max
Maintenance	Head Custodian	\$20.97	\$23.62	\$21.53	(\$0.56)	\$24.97	(\$1.35)
Water - Sewer	HEO/Driver/Laborer/Pipefitter	\$21.33	\$23.23	\$21.78	(\$0.45)	\$24.16	(\$0.93)
DPW-Highway	HEO/Driver/Laborer - Highway	\$22.07	\$23.87	\$21.96	\$0.12	\$25.54	(\$1.67)
Water - Sewer	HEO/Driver/Laborer - W/S	\$22.07	\$23.98	\$23.03	(\$0.96)	\$26.31	(\$2.33)
Library	Senior Library Technician	\$20.33	\$23.44	\$20.95	(\$0.62)	\$27.21	(\$3.77)
Town Accountant	Asst. Town Accountant	\$21.25	\$23.91	\$22.44	(\$1.19)	\$29.13	(\$5.22)
Building	Administrative Assistant	\$21.25	\$23.91	\$22.42	(\$1.17)	\$27.43	(\$3.52)
Town Clerk	Asst. Town Clerk	\$21.25	\$23.91	\$25.32	(\$4.07)	\$28.91	(\$5.00)
Treasurer/collector	Asst. Treas/Collector	\$21.25	\$23.91	\$30.50	(\$9.25)	\$37.40	(\$13.49)
DPW Park and Tree	Equip.Operator//Laborer/Groundskeeper	\$20.46	\$22.05	\$20.78	(\$0.32)	\$23.74	(\$1.69)
Town Clerk	Department Assistant - Clerk	\$20.61	\$23.23	\$22.05	(\$1.44)	\$27.29	(\$4.06)
Assessor	Department Assistant - Assessor	\$20.61	\$23.23	\$25.93	(\$5.32)	\$33.64	(\$10.41)
Treasurer/collector	Department Assistant - TC	\$20.61	\$23.23	\$21.23	(\$0.62)	\$26.55	(\$3.32)
Health	Department Assistant - Health	\$21.25	\$23.91	\$21.55	(\$0.30)	\$27.19	(\$3.28)
DPW-Highway	Equipment Operator//Laborer/Driver	\$21.33	\$23.10	\$21.09	\$0.24	\$24.45	(\$1.35)
DPW	Department Assistant - DPW	\$22.06	\$23.91	\$21.19	\$0.87	\$25.88	(\$1.97)
COA	Department Assistant - COA	\$21.25	\$23.91	\$21.57	(\$0.32)	\$24.79	(\$0.88)
Library	Library Technician	\$19.23	\$22.26	\$19.14	\$0.09	\$24.12	(\$1.86)
Treasurer/collector	Office Clerical - TC	\$20.01	\$22.54	\$20.66	(\$0.65)	\$25.28	(\$2.74)
Assessors	Office Clerical - Assessor	\$20.01	\$22.54	\$21.39	(\$1.38)	\$26.07	(\$3.53)
COA	Office Clerical - COA	\$20.61	\$23.23	\$19.83	\$0.78	\$24.49	(\$1.26)

TITLE	DEPARTMENT	GRADE	STEP
Principal Assessor	Assessing	Exempt	
Department Assistant - Assessor	Assessor	2	5
Office Clerical - Assessor	Assessors	1	5
Administrative Assistant	Building	3	5
Building Commissioner/Facilities Manager	Building	Exempt	
COA Director	COA	Exempt	
Department Assistant - COA	COA	3	5
Office Clerical - COA	COA	1	2
Social Worker	COA		
Department Assistant - DPW	DPW	3	5
Head Mechanic	DPW - Highway	19	3
Highway Foreman	DPW - Highway	19	3
Foreman - Parks & Trees	DPW - parks	19	3
Equipment Operator//Laborer/Groundskeeper	DPW Park and Tree	11	3
Equipment Operator//Laborer/Driver	DPW-Highway	13	2
HEO/Driver/Laborer - Highway	DPW-Highway	15	2
Department Assistant - Health	Health	3	5
Health Inspector	Health		
Asst Library Director	Library		
Circulation Supervisor	Library	3	15
Library Director	Library		
Library Technician	Library	1	2
Senior Library Technician	Library	2	10
Youth Services LIBRARIAN	Library	4	3
Head Custodian	Maintenance		
Public Works Superintendent	Public Works	Exempt	
Recreation Director	Recreation		
Executive Administrative Assistant	Selectmen's Office		
Director of Technology	Technology		
Asst. Town Accountant	Town Accountant	3	5
Town Accountant	Town Accountant		
Asst. Town Clerk	Town Clerk	3	5

Department Assistant - Clerk	Town Clerk		2	4
Town Clerk	Town Clerk	Exempt		
Asst. Treas/Collector	Treasurer/collector		3	5
Department Assistant - TC	Treasurer/collector		2	5
Office Clerical - TC	Treasurer/collector		1	5
Treasurer-Collector	Treasurer/collector	Exempt		
Foreman - Water/Sewer	Water - Sewer		19	3
HEO/Driver/Laboerer/Pipefitter	Water - Sewer		13	3
HEO/Driver/Laborer - W/S	Water - Sewer		15	3
Superintendent	Water - Sewer			
WW Operator I	Water - Sewer		13	2

ACTUAL HOURLY	MINIMUM HOURLY	MAXIMUM HOURLY
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41.02

23.23

20.61

23.23

22.54

23.91

67.85

41.02

23.91

20.61

29.73

23.91

22.06

23.53

25.58

25.58

25.46

22.05

20.46

22.05

22.16

21.33

23.10

23.05

22.07

23.87

23.91

21.25

23.91

29.38

27.34

23.44

20.33

23.44

36.87

19.68

19.23

22.26

22.76

20.33

23.44

24.93

23.82

27.67

23.62

20.97

23.62

46.37

28.52

24.02

59.54

23.91

21.25

23.91

41.02

23.91

22.55	20.61	23.23
41.02		
23.91		
23.23	20.61	23.23
20.61	20.01	22.54
42.65		
25.58	23.52	25.58
22.28	21.33	23.23
23.05	22.07	23.98
46.37		
22.28	21.43	23.23

Notes

4 day 31 hr workweek (Mon-Thrs)

4 day 31 hr workweek (Mon-Thrs) includes 3 hours at ot rate for Tuesday

4 day 31 hr workweek (Mon-Thrs) includes 3 hours at ot rate for Tuesday

4 day 31 hr workweek (Mon-Thrs) includes 3 hours at ot rate for Tuesday

4.5 hrs per day 4 days per week plus 4 hrs /wk Facilities Mgr Total \$77,623

4 day 31 hr workweek (Mon-Thrs)

5 day 35 hours

2 PT 17 1/2 hrs - FT Job Share

7 hrs/day, 3 days per week (NOT MSW)

FT 35 hrs

FT 40 hrs (paid lunch)

FT 40 hrs (paid lunch)

FT 40 hrs (paid lunch)

FT 40 hrs (paid lunch)

FT 40 hrs (paid lunch)

FT 40 hrs (paid lunch)

PT 20 hrs

24 hours

Exempt non-union position

35 hr

Exempt non-union position

35 hr

35 hr

35 hr

40 hr

\$96,458 per annum 40 hr workweek

STIPEND position assume average 12 hrs per week

FT 123,850 annually

4 day (Mon-Thr), 31 hr work week includes 3 hrs OT on Tue

EXEMPT 4 day 31 hr workweek

4 day (Mon-Thr), 31 hr work week includes 3 hrs OT on Tue

4 day (Mon-Thr), 31 hr work week includes 3 hrs OT on Tue

EXEMPT 4 day 31 hr workweek ELECTED POSITION

4 day (Mon-Thr), 31 hr work week includes 3 hrs OT on Tue

4 day (Mon-Thr), 31 hr work week includes 3 hrs OT on Tue

4 day (Mon-Thr), 31 hr work week includes 3 hrs OT on Tue

88,717 annually EXEMPT 40 hr work week ELECTED POSITION

40 hr workweek with paid lunch

40 hr workweek with paid lunch

40 hr workweek with paid lunch

\$96,458 per annum 40 hr workweek

40 hr workweek with paid lunch

Last	First	Title	Grade	Dept	Super. Visior. Rep.		Super. Visior. Respon. Ability		Accommodability		Judgment		Compt. exity		Neatne & Punct. se		Contr. dentit. lity		Educa. tion		Expe. ence		Work. Envir. nt.		Phys. cal Demands		Micro. Visior. Skills		Occu. ations / Risks		Total Points
					Degree	Points	Degree	Points	Degree	Points	Degree	Points	Degree	Points	Degree	Points	Degree	Points	Degree	Points	Degree	Points	Degree	Points	Degree	Points	Degree	Points	Degree	Points	
Martin	Bruce	Public Works Super.	A	Public Works	4	30	3	75	5	40	4	75	3	15	3	50	2	20	2	40	5	90	3	40	3	40	2	20	2	15	550
Richardson	Aaron	Superintendent	A	Water - Sewer	4	30	3	75	5	40	4	75	3	15	3	50	2	20	2	40	5	90	3	40	3	40	2	20	2	15	550
Carter	Mary beth	Treasurer-Collector	A	Treasurer/collector	5	40	3	75	5	40	4	75	3	15	3	50	2	20	4	80	4	70	1	10	1	10	1	10	1	5	500
MacNeil	Joshua	Director of Technology	A	Technology	4	30	2	40	4	30	4	75	5	25	3	50	2	20	4	80	5	90	1	10	2	25	1	10	1	5	490
Smedile	Mary Claire	Town Accountant	A	Town Accountant	4	30	3	75	4	30	4	75	3	15	3	50	2	20	4	80	4	70	1	10	1	10	1	10	1	5	480
Rounds	Andrea	Library Director	B	Library	4	30	3	75	3	20	4	75	3	15	3	50	2	20	4	80	4	70	1	10	1	10	1	10	1	5	470
Curran	Robert	Building Commissioner/ZO	B	Building	4	30	3	75	4	30	3	50	2	10	2	25	2	20	3	60	4	70	2	25	2	25	2	20	2	15	455
Garvey	Barbara	COA Director	B	COA	4	30	3	75	3	20	4	75	3	15	3	50	2	20	3	60	4	70	1	10	1	10	1	10	1	5	450
O'Connor	Marcie Walsh	Asst Library Director	C	Library	3	20	3	75	3	20	3	50	3	15	2	25	2	20	4	80	3	50	1	10	1	10	1	10	1	5	390
Keefe	Kathleen	Principal Assessor	C	Assessing	4	30	3	75	3	20	3	50	2	10	2	25	2	20	3	60	3	50	1	10	1	10	1	10	1	5	375
Andrews	Alexis	Health Inspector	C	Health	3	20	1	20	3	20	3	50	3	15	3	50	2	20	3	60	2	30	2	25	2	25	2	20	2	15	370
Amado	Oliver	Recreation Director	C	Recreation	4	30	2	40	3	20	3	50	2	10	2	25	2	20	3	60	2	30	2	25	2	25	2	20	2	15	370
Trumbull	Robert	Highway General Foreman	C	DPW - Highway	2	10	2	40	3	20	2	20	3	15	2	25	1	10	1	20	4	70	3	40	3	40	3	35	3	20	365
Varley	Dawn	Town Clerk	C	Town Clerk	4	30	3	75	4	30	3	50	2	10	2	25	2	20	3	60	2	30	1	10	1	10	1	10	1	5	365
Young	Stephanie	Youth Services Coordinator	D	Library	3	20	3	75	3	20	2	20	3	15	2	25	2	20	4	80	3	50	1	10	1	10	1	10	1	5	360
Smith	Dennis	Foreman - Water/Sewer	D	Water - Sewer	2	10	2	40	3	20	2	20	2	10	2	25	1	10	2	40	3	50	3	40	3	40	3	35	3	20	360
Pechilis	James	Head Mechanic	D	DPW - Highway	2	10	1	20	3	20	2	20	2	10	1	10		0	2	40	3	50	3	40	3	40	4	60	2	15	335
Barradas	Kevin	Foreman - Parks & Trees	D	DPW - parks	2	10	1	20	3	20	2	20	2	10	2	25	1	10	2	40	3	50	3	40	3	40	3	35	3	20	340
Henderson/Dodrill		WW Operator I	D	Water - Sewer	2	10		0	3	20	2	20	2	10	2	25		0	2	40	4	70	3	40	3	40	3	35	3	20	330
Altieri	Theresa	Outreach Worker	D	COA	3	20		0	3	20	3	50	3	15	4	75	2	20	3	60	2	30	1	10	1	10	1	10	1	5	325
O'Brien	Laurie	Executive Administrative Assistar	D	Selectmen's Office	3	20	1	20	3	20	3	50	3	15	2	25	2	20	2	40	4	70	1	10	1	10	1	10	1	5	315
Bryant	Barbara	Circulation Supervisor	E	Library	2	10	2	40	2	10	2	20	3	15	2	25	1	10	3	60	2	30	1	10	1	10	1	10	1	5	255
DeCouto	Todd	Head Custodian	E	Maintenance	3	20	1	20	3	20	2	20	2	10	1	10		0	1	20	2	30	2	25	3	40	2	20	2	15	250
Harris/Lemay		HEO/Driver/Laboerer/Pipefitter	E	Water - Sewer	1	5		0	3	20	1	10	2	10	1	10		0	1	20	3	50	3	40	3	40	2	20	3	20	245
Coots/Hamilton		HEO/Driver/Laborer - Highway	E	DPW-Highway	1	5		0	3	20	1	10	2	10	1	10		0	1	20	3	50	3	40	3	40	2	20	3	20	245
Cingolani/Quinlan		HEO/Driver/Laborer - W/S	E	Water - Sewer	1	5		0	3	20	1	10	2	10	1	10		0	1	20	3	50	3	40	3	40	2	20	3	20	245
Holland	Paula	Asst. Town Accountant	E	Town Accountant	3	20		0	4	30	2	20	3	15	2	25	2	20	2	40	2	30	1	10	1	10	1	10	1	5	235
Hayes	Michelle	Asst. Treas/Collector	E	Treasurer/collector	3	20	1	20	2	10	2	20	3	15	2	25	2	20	2	40	2	30	1	10	1	10	1	10	1	5	235
Casey	Mary	Senior Library Technician	E	Library	2	10	1	20	2	10	2	20	2	10	2	25	1	10	3	60	2	30	1	10	1	10	1	10	1	5	230
Hucksam	Karen	Administrative Assistant	E	Building	3	20	1	20	3	20	2	20	3	15	2	25	1	10	1	20	2	30	1	10	1	10	1	10	1	5	215
Holland	Mary	Asst. Town Clerk	E	Town Clerk	3	20	0	0	2	10	2	20	3	15	2	25	2	20	2	40	2	30	1	10	1	10	1	10	1	5	215
Kelly	Linda	Department Assistant - COA	F	COA	2	10	1	20	2	10	2	20	2	10	2	25	2	20	1	20	2	30	1	10	1	10	1	10	1	5	200
Wing	Joanne	Department Assistant - Assessor	F	Assessor	2	10		0	3	20	2	20	2	10	2	25	2	20	1	20	2	30	1	10	1	10	1	10	1	5	190
Ganshirt	Michael	Department Assistant - Clerk	F	Town Clerk	2	10		0	3	20	2	20	2	10	2	25	2	20	1	20	2	30	1	10	1	10	1	10	1	5	190
Anderson/Bezanson		Department Assistant - DPW	F	DPW	2	10		0	3	20	2	20	2	10	2	25	2	20	1	20	2	30	1	10	1	10	1	10	1	5	190
William	Elaine	Department Assistant - Health	F	Health	2	10		0	3	20	2	20	2	10	2	25	2	20	1	20	2	30	1	10	1	10	1	10	1	5	190
Butler/DeVasto/Maroney		Department Assistant - TC	F	Treasurer/collector	2	10		0	3	20	2	20	2	10	2	25	2	20	1	20	2	30	1	10	1	10	1	10	1	5	190
Riley/McCambell		Equip Op/Laborer/ Gndskeepr	F	DPW Park and Tree	1	5		0	1	5	1	10	1	5	1	10		0	1	20	1	10	3	40	3	40	2	20	3	20	185
Sopinski	David	EquipOp/Laborer/Driver	F	DPW-Highway	1	5		0	1	5	1	10	1	5	1	10		0	1	20	1	10	3	40	3	40	2	20	3	20	185
Fall	Andrea	Office Clerical - Assessor	G	Assessors	2	10		0	2	10	1	10	1	5	2	25	1	10	1	20	2	30	1	10	1	10	1	10	1	5	155
Caley/Cox		Office Clerical - COA	G	COA	2	10		0	2	10	1	10	1	5	2	25	1	10	1	20	2	30	1	10	1	10	1	10	1	5	155
Campanile	Victoria	Office Clerical - TC	G	Treasurer/collector	2	10		0	2	10	1	10	1	5	2	25	1	10	1	20	2	30	1	10	1	10	1	10	1	5	155
Dynan/Donaghey/Cotolas		Library Technician	G	Library	2	10		0	1	5	1	10	1	5	2	25		0	1	20	1	10	1	10	1	10	1	10	1	5	120

DEPARTMENT	TITLE	ABINGTON	AVON	HANOVER	BROCKTON	HANSON	KINGSTON	LAKEVILLE	STOUGHTON	WEYMOUTH	AVERAGE	MEDIAN	ABINGTON	AVON	HANOVER	BROCKTON	HANSON	KINGSTON	LAKEVILLE	STOUGHTON	WEYMOUTH	AVERAGE	MEDIAN		
		MINIMUM HOURLY	MINIMUM HOURLY	MINIMUM HOURLY	MINIMUM HOURLY	MINIMUM HOURLY	MINIMUM HOURLY	MINIMUM HOURLY	MINIMUM HOURLY	MINIMUM HOURLY	MINIMUM HOURLY	MINIMUM HOURLY	MINIMUM HOURLY	MINIMUM HOURLY	MINIMUM HOURLY	MINIMUM HOURLY	MINIMUM HOURLY	MINIMUM HOURLY	MINIMUM HOURLY	MINIMUM HOURLY	MINIMUM HOURLY	MINIMUM HOURLY	MINIMUM HOURLY	MINIMUM HOURLY	
Assessor	Principal Assessor					543.48	524.72	538.78		543.53	546.57	539.42	543.48	544.00		542.35	552.99	538.46	546.29		554.37	557.40	547.98	547.14	
Assessor	Department Assistant - Assessor	521.72		515.75	541.17	521.37			520.40	527.66	533.47	525.93	521.72	527.42		549.89	525.99			522.74	534.54	541.24	533.64	533.64	
Assessors	Office Clerical - Assessor	517.89	520.47		525.47	520.36			517.87	534.69	523.21	521.39	520.47	522.59	523.58		521.29	524.52		520.11	520.82	520.57	526.07	525.29	
Building	Administrative Assistant	521.72			525.47	520.36		519.00	520.40	534.69	525.52	521.42	521.72	527.42		521.29	524.52	523.74	522.74	520.82	521.46	527.42	527.42	527.42	
Building	Building Commissioner/Dir			520.00	524.50	525.00	527.97		543.23	556.61	541.27	540.75	527.42		529.20	564.78	545.00	548.49	529.12	554.37	559.77	549.77	548.49	548.49	
COA	COA Director			515.75	524.98	529.23	529.20	520.36	543.53	523.47	528.07	529.20			520.87	545.02	520.22	527.75	522.77	554.37	541.24	527.42	527.42	527.42	
COA	Department Assistant - COA				516.87		516.93	517.09	527.66	527.33	521.57	518.87			517.00	523.31		521.14	520.11	520.11	524.54	523.66	524.79	523.31	
COA	Office Clerical - COA	517.93			521.35	520.16			519.68	520.04	519.83	520.04		519.77		527.20	524.52			524.58	526.39	524.49	524.51	524.51	
COA	Social Worker				514.00	514.00			530.98	523.86	520.71	518.93				514.00	523.00			528.70	529.40	525.78	525.78	525.78	
DPW	Department Assistant - DPW		522.11		528.30	517.49	519.00	517.09	523.12	521.19	520.56	524.43		525.83	524.41		528.09	523.11	523.74	520.11	526.80	525.88	524.41	524.41	
DPW - Highway	Head Mechanic	522.83			526.67	523.38	523.43	519.10	530.98	524.13	524.36	524.43				527.68	526.69	529.25	521.35	528.70	528.02	528.22	527.85	527.85	
DPW - Highway	Highway Foreman	523.44	525.43		529.24	524.12	523.43	520.40	530.98	523.03	525.01	523.78		526.01	528.05		527.39	529.25	522.74	528.70	526.69	528.65	528.65	528.65	
DPW - Parks	Foreman - Parks & Trees				528.89				530.98	523.03	527.63	528.89				530.00				528.70	526.69	531.80	530.90	530.90	
DPW Park and Trees	Equipment Operator/Laborer/Groundskeeper	519.96	521.21		522.28			518.54		521.93	520.78	521.21	522.71	523.90		523.12		523.40			525.58	523.74	523.57	523.57	523.57
DPW Highway	Equipment Operator/Laborer/Driver	516.94	521.21		521.29	521.42			524.69	520.96	520.69	521.25	521.29	523.90		522.10	524.40			520.83	524.18	524.45	524.18	524.18	
DPW Highway	HEO/Driver/Laborer - Highway	522.00			523.63	519.87	518.54		527.66	520.03	521.96	521.02	524.44			524.53	523.29	523.40		524.54	523.03	525.54	524.44	524.44	
Health	Department Assistant - Health	517.89			521.35	520.16	519.00		527.66	523.21	521.55	520.76	522.59			527.20	524.52	523.74		524.54	520.57	527.19	527.19	527.19	
Health	Health Inspector			520.00	531.38	521.99	529.20		538.87	533.46	529.15	520.29	527.42		529.20	537.86	532.97	537.78	533.65	548.54	541.24	528.71	528.46	528.46	
Library	Asst Library Director		522.11		533.78					527.93	527.93	527.93			524.41		540.04				527.88	527.88	527.88	527.88	
Library	Circulation Supervisor	519.41			525.66	518.99	523.83			520.84	521.75	520.84			521.41		534.39	523.12	520.85		529.62	527.88	528.75	528.75	
Library	Library Director				548.35	524.72	535.78	525.66	543.53	546.57	537.44	539.66	536.63		544.35	548.35	538.46	548.02	530.57	554.37	557.40	544.77	544.77	544.77	
Library	Library Technician	515.14	519.41		521.01	520.16	520.16			518.95	519.14	519.79	519.93	521.41	522.78		528.12	524.52	525.13		526.93	524.12	524.12	524.12	
Library	Senior Library Technician	517.41	517.93		525.66					522.82	520.95	520.38	522.25	519.77		534.39					532.43	527.21	527.21	527.21	
Library	Youth Services Coordinator				525.66	517.00		520.40		522.82	521.47	521.61				534.39	529.00		522.74		532.43	529.39	529.39	529.39	
Maintenance	Head Custodian				525.51	520.67	522.11	515.49		523.85	521.53	522.11				526.49	523.84	527.62	517.38		529.40	524.97	525.73	525.73	
Public Works	Public Works Super.				562.12		533.49		554.61	556.61	551.71	555.61	555.52			578.35	538.00	544.96		568.20	569.77	559.13	559.13	559.13	
Recreation	Recreation Director	515.75			543.96	516.48	529.20		534.70	533.46	528.92	531.33	521.29			528.80	527.47	537.78		543.34	541.34	538.34	538.34	538.34	
BOS	Executive Administrative Assistant				525.47	517.00	531.24	523.19	534.70	529.23	526.80	527.35				531.29	532.00	540.43	525.94	543.34	536.02	534.84	534.84	534.84	
Technology	Director of Technology				555.83	532.96	533.44		543.53	556.61	544.47	543.53	529.16			562.99	549.45	543.26		554.37	569.77	551.50	526.65	526.65	
Town Accountant	Asst Town Accountant			513.00		519.87	521.35	519.10	538.87	536.61	522.44	519.87	529.46		525.48		523.29	526.65	521.35	548.54		529.13	526.65	526.65	
Town Accountant	Town Accountant				529.69		538.28		543.53	546.57	539.52	540.91	543.96			540.14	549.53		554.37	557.40		549.08	549.08	549.08	
Town Clerk	Asst Town Clerk	520.47			534.49	519.87	522.65	523.19		531.27	525.32	522.92	522.00		522.58	526.84	543.80	523.29	528.27	525.94	538.54	528.91	526.84	526.84	
Town Clerk	Department Assistant - Clerk	517.93			520.69		519.00		530.98	521.67	522.05	520.69		519.77		525.69		523.74		528.70	528.53	527.29	526.49	526.49	
Town Clerk	Town Clerk				554.74		529.20		543.53	546.57	543.51	545.05	538.66		534.59	565.41	532.31	537.78	529.70	554.37	557.40	543.78	538.66	538.66	
Treasurer/Collector	Asst. Treas/Collector		527.18		534.41	519.87	529.20		538.87	533.46	530.50	531.33		529.96	529.48	551.43	523.29	537.78		548.54	541.34	537.40	537.59	537.59	
Treasurer/Collector	Department Assistant - TC	521.72			522.97		519.00				521.23	521.72	527.42			528.10		523.74				526.55	526.99	526.99	
Treasurer/Collector	Office Clerical - TC	517.89			520.69	521.92		517.09	524.69	521.67	520.66	521.18	522.59			525.69	524.92		519.11	520.83	528.54	525.28	525.28	525.28	
Treasurer/Collector	Treasurer/Collector			520.00	520.70	524.72			543.53	546.57	537.10	543.53	541.21			561.67	538.46	537.75	532.96	554.37	557.40	546.26	543.74	543.74	
Water - Sewer	Foreman - Water/Sewer	523.44	525.43		529.00	525.70			530.98	523.03	526.26	525.57	526.01	528.05		530.10	528.60			528.70	526.69	528.60	528.60	528.60	
Water - Sewer	HEO/Driver/Laborer/Pipefitter				520.63	522.79			543.53	546.57	521.78	521.93				521.43	525.46				525.58	524.16	524.81	524.81	
Water - Sewer	HEO/Driver/Laborer - W/S		521.21		521.17	522.15			527.66	520.96	523.03	522.15		523.90		524.08	524.86		534.54	524.18	526.31	524.52	524.52	524.52	
Water - Sewer	Superintendent				545.21				543.53	546.57	545.10	545.21				555.15	537.50			554.37	557.40	551.11	554.37	554.37	
Water - Sewer	WW Operator I								522.05		522.05	522.05								527.54	527.54	527.54	527.54	527.54	

GRADE	Recommended Min	Recommended Max**	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
A	\$41.16	\$51.23	\$41.16	\$41.99	\$42.83	\$43.69	\$44.57	\$45.47	\$46.38	\$47.31	\$48.26	\$49.23	\$50.22	\$51.23
B	\$34.30	\$42.69	\$34.30	\$34.99	\$35.69	\$36.41	\$37.14	\$37.89	\$38.65	\$39.43	\$40.22	\$41.03	\$41.85	\$42.69
C	\$28.58	\$35.59	\$28.58	\$29.16	\$29.75	\$30.35	\$30.96	\$31.58	\$32.22	\$32.87	\$33.53	\$34.20	\$34.89	\$35.59
D	\$23.82	\$29.66	\$23.82	\$24.30	\$24.79	\$25.29	\$25.80	\$26.32	\$26.85	\$27.39	\$27.94	\$28.50	\$29.07	\$29.66
E	\$22.47	\$27.97	\$22.47	\$22.92	\$23.38	\$23.85	\$24.33	\$24.82	\$25.32	\$25.83	\$26.35	\$26.88	\$27.42	\$27.97
F	\$21.20	\$26.40	\$21.20	\$21.63	\$22.07	\$22.52	\$22.97	\$23.43	\$23.90	\$24.38	\$24.87	\$25.37	\$25.88	\$26.40
G	\$20.00	\$24.91	\$20.00	\$20.40	\$20.81	\$21.23	\$21.66	\$22.10	\$22.55	\$23.01	\$23.47	\$23.94	\$24.42	\$24.91

** Recommend 30% scale 12 steps 2.5%

Rev 3-23-2019 2% between steps

Last	First	Title	Grade	Dept	DOH	Years Emp:	Hours	Salary Range			Recommended		S#	Current Sal	S#	Step Based	Maximum	Increase
								Per Week	Min	Max	Current	Minimum						
Martin	Bruce	Public Works Super.	A	Public Works	6/28/1993	25	40	51.71	59.13	46.25	41.16	51.23	7	46.38	8	47.31		(96,200)
Richardson	Aaron	Superintendent	A	Water - Sewer	11/10/1997	20	40	45.10	51.11	46.25	41.16	51.23	7	46.38	8	47.31	96,470	270
Carter	Mary beth	Treasurer-Collector	A	Treasurer/collector	12/22/2003	14	40	37.10	46.26	42.65	41.16	51.23	3	42.83	4	43.69	89,086	374
MacNeil	Joshua	Director of Technology	A	Technology	6/10/2004	14	40	44.47	51.50	59.54	41.16	51.23					-	(123,843)
Smedile	M. Claire	Town Accountant	A	Town Accountant	12/14/1989	28	31	39.52	49.08	41.02	41.16	51.23	1	41.16	2	41.99	66,350	226
Rounds	Andrea	Library Director	B	Library	11/19/2012	5	40	37.44	44.77	36.87	34.30	42.69	5	37.14	6	37.89	77,251	562
Curran	Robert	Building Commissioner/ZO	B	Building	4/13/1998	20	22	41.27	49.77	59.71	34.30	42.69					-	(68,308)
Garvey	Barbara	COA Director	B	COA	6/16/2005	13	31	28.07	37.29	36.33	34.30	42.69	4	36.41	5	37.14	58,693	129
Walsh Oconnor	Marcie	Asst Library Director	C	Library	9/15/2015	2	40	27.93	32.23	27.87	28.58	35.59	1	28.58	2	29.16	59,446	1,477
Keefe	Kathleen	Principal Assessor	C	Assessing	4/11/2006	12	31	39.42	47.98	41.02	28.58	35.59					-	(66,124)
Andrews	Alexis	Health Inspector	C	Health	2/29/2016	2	24	29.15	38.71	29.38	28.58	35.59	3	29.75	4	30.35	37,128	462
Amado	Oliver	Recreation Director	C	Recreation	9/10/2015	2	12	28.92	38.34	23.17	28.58	35.59	1	28.58	2	29.16	17,834	3,376
Trumbull	Robert	Highway General Foreman	C	DPW - Highway	4/18/2006	12	40	25.01	28.65	25.97	28.58	35.59	1	28.58	2	29.16	59,446	5,429
Varley	Dawn	Town Clerk	C	Town Clerk	3/30/1998	20	31	43.51	43.78	41.02	28.58	35.59					-	(66,124)
Young	Stephanie	Youth Services Coordinator	D	Library	10/22/2015	2	35	21.47	29.39	24.93	23.82	29.66	3	25.29	5	25.80	46,028	655
Smith	Dennis	Foreman - Water/Sewer	D	Water - Sewer	1/9/1995	23	40	26.26	29.69	26.45	23.82	29.66	7	26.85	8	27.39	55,848	832
Pechilis	James	Head Mechanic	D	DPW - Highway	11/23/2015	2	40	24.36	28.22	26.61	23.82	29.66	7	26.85	8	27.39	55,848	499
Barradas	Kevin	Foreman - Parks & Trees	D	DPW - parks	12/18/2000	17	40	27.63	31.80	25.97	23.82	29.66	6	26.32	7	26.85	54,746	728
Doddrill	Steve	WW Operator I	D	Water - Sewer	8/7/1995	22	40	22.05	27.54	24.47	23.82	29.66	3	24.79	4	25.29	51,563	666
Henderson	Scott	WW Operator I	D	Water - Sewer	5/31/1994	24	40	22.05	27.54	24.47	23.82	29.66	3	24.79	4	25.29	51,563	666
Altieri	Theresa	Outreach Worker	D	COA	7/1/1998	20	21	20.71	25.78	29.73	23.82	29.66					-	(32,465)
O'Brien	Laurie	Executive Administrative Assistar	D	Selectmen's Office	3/25/2003	15	31	26.80	34.84	24.02	23.82	29.66	2	24.30	3	24.79	39,172	451
Bryant	Barbara	Circulation Supervisor	E	Library	3/2/1999	19	35	21.75	27.88	26.69	22.47	27.97	10	26.88	11	27.42	48,922	346
DeCouto	Todd	Head Custodian	E	Maintenance	10/14/2008	9	40	21.53	24.97	23.62	22.47	27.97	4	23.85	5	24.33	49,608	478
Harris	Kenneth	HEO/Driver/Laborer/Pipefitter	E	Water - Sewer	5/3/2004	14	40	23.23	24.16	23.57	22.47	27.97	4	23.85	5	24.33	49,608	582
Lemay	David	HEO/Driver/Laboerer/Pipefitter	E	Water - Sewer	3/4/2013	5	40	23.23	24.16	23.87	22.47	27.97	5	24.33	6	24.82	50,606	957
Coots	Joshua	HEO/Driver/Laborer - Highway	E	DPW-Highway	10/1/2015	2	40	21.96	25.54	24.47	22.47	27.97	6	24.82	7	25.32	51,626	728
Hamilton	Matthew	HEO/Driver/Laborer - Highway	E	DPW-Highway	6/29/2015	3	40	21.96	25.54	23.68	22.47	27.97	4	23.85	5	24.33	49,608	354

Cingolani	Daniel	HEO/Driver/Laborer - W/S	E	Water - Sewer	6/22/2015	3	40	23.03	26.31	25.34	22.47	27.97	8	25.83	9	26.35	53,726	1,019
Gibbons	Michael	Pipelayer	E	Water - Sewer	10/25/2005	12	40	23.03	26.31	23.56	22.47	27.97	4	23.85	5	24.33	49,608	603
Quinlan	Jonathan	HEO/Driver/Laborer - W/S	E	Water - Sewer	6/27/2011	7	40	23.03	26.31	24.47	22.47	27.97	6	24.82	7	25.32	51,626	728
Lane	Christopher	Assistant Mechanic	E	DPW Highway	9/26/2016	1	40	23.03	26.31	23.51	22.47	27.97	4	23.85	5	24.33	49,608	707
Holland	Paula	Asst. Town Accountant	E	Town Accountant	1/29/2013	5	31	22.44	29.13	24.38	22.47	27.97	6	24.82	7	25.32	40,010	709
Hayes	Michelle	Asst. Treas/Collector	E	Treasurer/collector	5/22/2003	15	31	30.50	37.40	24.51	22.47	27.97	6	24.82	7	25.32	40,010	500
Casey	Mary	Senior Library Technician	E	Library	8/15/2006	11	35	20.95	27.21	22.76	22.47	27.97	2	22.92	3	23.38	41,714	291
Hucksam	Karen	Administrative Assistant	E	Building	3/18/1997	21	31	22.42	27.43	24.38	22.47	27.97	6	24.82	7	25.32	40,010	709
Holland	Mary	Asst. Town Clerk	E	Town Clerk	6/18/2012	6	31	25.32	28.91	24.38	22.47	27.97	6	24.82	7	25.32	40,010	709
Kelly	Linda	Department Assistant - COA	F	COA	9/20/2010	7	35	21.57	24.79	21.31	21.20	26.40	2	21.63	3	22.07	39,367	582
Wing	Joanne	Department Assistant - Assessor	F	Assessor	2/25/2008	10	31	25.93	33.94	23.91	21.20	26.40	8	24.38	9	24.87	39,301	758
Ganshirt	Michael	Department Assistant - Clerk	F	Town Clerk	1/6/2014	4	31	22.05	27.29	23.23	21.20	26.40	6	23.43	7	23.90	37,769	322
Anderson/Bez Paula		Department Assistant - DPW	F	DPW	7/15/1996	21	35	21.19	25.88	20.59	21.20	26.40	1	21.20	2	21.63	38,584	1,110
Bezanson	Elonie	Department Assistant - DPW	F	DPW	1/5/2004	14	35	21.19	25.88	20.59	21.20	26.40	1	21.20	2	21.63	38,584	1,110
Williams	Elaine	Department Assistant - Health	F	Health	8/16/2010	7	20	21.55	27.19	23.91	21.20	26.40	8	24.38	9	24.87	25,355	489
Butler	Mary	Department Assistant - TC	F	Treasurer/collector	9/18/2006	11	31	21.23	26.55	23.23	21.20	26.40	6	23.43	7	23.90	37,769	322
DeVasto	Jennifer	Department Assistant - TC	F	Treasurer/collector	12/3/2007	10	31	21.23	26.55	23.23	21.20	26.40	6	23.43	7	23.90	37,769	322
Maroney	Sheri	Department Assistant - TC	F	Treasurer/collector	11/15/2004	13	31	21.23	26.55	23.23	21.20	26.40	6	23.43	7	23.90	37,769	322
Riley	Jeffrey	Equip Op/Laborer/ Gndskeepr	F	DPW Park and Tree	12/8/2014	3	40	20.78	23.74	23.22	21.20	26.40	6	23.43	7	23.90	48,734	437
Smith	Patrick	Equip Op/Laborer/ Gndskeepr	F	DPW Park and Tree	5/23/2017	1	40	20.78	23.74	20.97	21.20	26.40	1	21.20	2	21.63	44,096	478
Supinski	David	EquipOp/Laborer/Driver	F	DPW-Highway	5/7/2012	6	40	21.09	24.45	22.60	21.20	26.40	5	22.97	6	23.43	47,778	770
Fall	Andrea	Office Clerical - Assessor	G	Assessors	11/4/2013	4	31	21.39	26.07	22.54	20.00	24.91	7	22.55	8	23.01	36,351	16
Caley	Patricia	Office Clerical - COA	G	COA	11/16/2015	2	31	19.83	24.49	18.12	20.00	24.91	1	20.00	2	20.40	32,240	3,031
Cox	Elaine	Office Clerical - COA	G	COA	11/16/2015	2	31	19.83	24.49	18.12	20.00	24.91	1	20.00	2	20.40	32,240	3,031
Campanile	Victoria	Office Clerical - TC	G	Treasurer/collector	9/1/2015	2	31	21.39	26.07	21.26	20.00	24.91	5	21.66	6	22.10	34,916	645
Dynan	Sharon	Library Technician	G	Library	3/31/2003	15	15	19.14	24.12	21.61	20.00	24.91	5	21.66	6	22.10	16,895	39
Donaghey	Ellen	Library Technician	G	Library	7/6/2011	6	35	19.14	24.12	20.98	20.00	24.91	4	21.23	5	21.66	38,639	455
Cotoulas	Nicholas	Library Technician	G	Library	7/1/2016	2	15	19.14	24.12	19.68	20.00	24.91	1	20.00	2	20.40	15,600	250