



2018 JUN 32 AM 8:46

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TOPSFIELD, MA

Posted 7/2/18 8:45 Am

AGENDA

PERSONNEL PUBLIC MEETING
Town Offices Conference Room
461 Boston Street, Unit E-6

Thursday, July 5, 2018
3:00 PM

CALL TO ORDER – Personnel Director/Town Administrator

AMEND CLASSIFICATION PLAN:

*Proposed amendment to Topsfield's Personnel Classification Plan as authorized under the
Topsfield Personnel By-Law:*

Single Agenda Item:

Police Captain: Recommendation to add the Title of "Police Captain" to
Topsfield's Personnel Classification Plan under "Grade 10" classification and
compensation level as recommended by the Chief of Police and Personnel
Director.

PUBLIC COMMENT (IF ANY)

ADJOURN

Town of Topsfield
Classification Plan & Non-Union Position Titles by Grade
(Revised June 26, 2018)

GRADE 1:	Seasonal Laborer
GRADE 2:	Van Driver Custodian Data Entry Clerk
GRADE 3:	Recording Secretary
GRADE 4:	Seasonal Equipment Operator Administrative Assistant Library Assistant
GRADE 5:	Senior Administrative Assistant Senior Library Assistant Assistant to Library Director
GRADE 6:	Assistant Assessor Assistant Town Accountant Assistant Town Treasurer Collector Personnel Benefits Administrator Executive Assistant Office Manager Land Use Coordinator Inspector: Electrical, Plumbing/Gas Librarian: Children/Young Adult, Circulation, Technical Services Reference Librarian/Assistant to Library Director
GRADE 7:	Executive Director – Council on Aging Conservation Administrator Health Agent Purchasing Agent/Community Development Coordinator
GRADE 8:	Building Inspector Town Clerk/Records Access Officer
GRADE 9:	Parks & Cemeteries Superintendent Library Director Principal Assessor
GRADE 10:	Highway Superintendent <u>Police Captain*</u> Town Accountant Treasurer Collector Water Superintendent
GRADE 11:	Police Chief Fire Chief
GRADE 12:	Town Administrator

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- *Proposed for discussion at 7/5/18 Personnel Public Meeting*