



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)

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July 2
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Posted 7/2/18 8:45 Am

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
Police Captain*
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*