



# TOWN OF TOPSFIELD

**Kevin Harutunian, Town Administrator**

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November 15, 2023

Topsfield Select Board  
8 West Common  
Topsfield MA, 01915

## RE: FY25 JOB CLASSIFICATION LIST AND PROPOSED SALARY ADJUSTMENTS

Dear Select Board,

Please find below the FY25 Job Classification List. The Job Classification List covers all of the positions in the Town service other than positions under direction and control of the School Committee, positions filled by popular election or employees represented by union contracts. Each position has a corresponding Grade associated with it which determines appropriate compensation.

<p>Grade 1 Seasonal Laborer</p> <p>Grade 2 Custodian Data Entry Clerk Van Driver Council on Aging</p> <p>Grade 3 Recording Secretary</p> <p>Grade 4 Administrative Assistant Library Assistant Season Equipment Operator</p> <p>Grade 5 Assistant to the Library Director Librarian Technical Services/<i>Reference</i> <i>Library Marketing and Outreach Associate</i> Senior Administrative Assistant</p> <p>Grade 6 Assistant Assessor Assistant Town Accountant Assistant Town Treasurer/Collector <i>Digital Communications Coordinator</i> Executive Assistant Inspector Electrical</p>	<p>Inspector Plumbing/Gas Librarian Children/Youth Services Librarian Circulation/<i>Adult Services</i> Personnel Benefits Administrator</p> <p>Grade 7 Assistant Library Director Conservation Administrator Executive Director Council on Aging <i>Health Director</i> <i>Public Health Nurse</i> <i>Purchasing Agent/Special Projects Coordinator</i> <i>Recreation Director</i></p> <p>Grade 8 Building Inspector/<i>Zoning Enforcement Officer</i> <i>Facilities Coordinator</i> Town Clerk</p> <p>Grade 9 Library Director Principal Assessor</p> <p>Grade 10 Highway, <i>Park and Cemetery</i> Superintendent <i>Police Captain</i> Town Accountant Town Treasurer/Collector Water Superintendent</p>
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Please find below the proposed FY25 Salary Schedule. The structure of the schedule is based on the February 2023 Compensation Study. The FY25 Salary Schedule includes a two-percent (2%) salary adjustment for all eligible employees from FY24 as well as a two percent (2%) adjustment to the minimum and maximum of each grade pay range.

Grade	Min	Max
1	\$ 15.0000/hour	\$ 19.5000/hour
2	\$ 16.9350/hour	\$ 22.0155/hour
3	\$ 18.8600/hour	\$ 24.5310/hour
4	\$ 20.7560/hour	\$ 26.9880/hour
5	\$ 22.8368/hour	\$ 29.6826/hour
6	\$ 25.1153/hour	\$ 32.6478/hour
7	\$ 69,186.60/annual salary*	\$ 89,942.58/annual salary*
8	\$ 77,835.45/annual salary*	\$ 101,185.14/annual salary*
9	\$ 87,564.23/annual salary*	\$ 113,833.29/annual salary*
10	\$ 98,510.27/annual salary*	\$ 128,062.84/annual salary*

\* Annual salary is calculated based on 40/hours per week worked

The Select Board may authorize the Town Administrator to provide additional compensation to positions in the Town service other than positions under the direction and control of the School Committee, positions filled by popular election or employees represented by union contracts.

In FY24 one-time market adjustments were made to a number of employees based on data from the 2023 Compensation Study. There remain four positions with employee's whose continuous tenure with the Town is greater than five years and are still below the mid-point of their grade ranges for FY25. It is my recommendation that these four employees receive, in addition to their salary adjustment, one-time market adjustments of two-percent (2%) beginning in FY25.

The Town also plans to implement a Merit Pay Program for work performed during FY24, contingent upon available funding, which will be provided at the end of the fiscal year for certain employees who have demonstrated extraordinary service throughout the year. If the Merit Pay Program proves successful, it is anticipated that the Town will continue the program in FY25, contingent upon available funding. The terms of the Merit Pay Program, or whether to implement the Merit Pay Program in a future fiscal year will be at the discretion of the Town Administrator and Select Board.

I am very appreciative and proud of the amazing work Town staff do every day to help our town move forward. They are the heart and soul of the organization and our collective success is only possible because of their hard work and dedication to serve. I am excited for the future of Topsfield and grateful for your support.

Sincerely,



Kevin Harutunian