



TOWN OF WELLFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667

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**BOARD OF
SELECTMEN**

**TOWN
ADMINISTRATOR**

June 28, 2016

WEA Board of Directors
President, Jeanne Maclauchlan

Via Hand Delivery and E-mail.

Dear Jeanne,

Please find attached the final Classification and Compensation Study. It will be posted on the town website so that it is accessible to anyone that would like to view the documents. As per the Personnel Manual and the WEA Collective Bargaining Agreement employees job descriptions will be reviewed annually at the time of performance review and an employee may request a re-classification through their supervisor.

Thank you to the WEA Board of Directors and WEA employees for their time and consideration as we have moved through this process.

Respectfully, 

Brian Carlson, Assistant Town Administrator

CC: Town Administrator
Board of Selectmen

**Town of Wellfleet, MA
General Government Classification Plan
(Non-Union Positions)**

Proposed	Position	Point
Grade Levels	Title	Total
I	Executive Assistant	375
0 - 500		
II	Town Clerk	510
501 - 600	Town Treasurer	510
	Town Collector	510
III	Assistant Town Administrator	640
601 - 700		
IV	Town Administrator	715
701 +		

**Town of Wellfleet, MA
Point Level Rating Chart
(Non-Union Positions)**

Position	1	2	3	4	5	6	7	8	9	10	11	12	13	13a	13b	13c	13d	Point	
Title	Education Knowledge	Experience	Accountability	Judgment	Complexity	Supervision Required	Personal Contacts	Work Environment	Physical Demands	Motor Skills	Occupational Risks	Confidentiality	Supervision Responsibility	Staff Size	Complexity	Stability	Workforce Dispersion	Total	
Grade Level I																			
Executive Assistant	60	50	20	50	15	20	25	10	10	10	10	30	40	5	10	5	5	375	
Grade Level II																			
Town Clerk	60	70	40	75	20	30	50	10	10	10	10	20	75	5	15	5	5	510	
Town Treasurer	60	70	40	75	20	30	50	10	10	10	10	20	75	5	15	5	5	510	
Town Collector	60	70	40	75	20	30	50	10	10	10	10	20	75	5	15	5	5	510	
Grade Level III																			
Assistant Town Administrator	60	70	60	100	25	40	75	25	10	10	20	30	75	5	25	5	5	640	
Grade Level IV																			
Town Administrator	60	70	80	100	25	60	100	10	10	10	10	30	75	25	30	5	15	715	

Town of Wellfleet, MA
Salary Ranges to FY 2016 Survey Data
Non-Union Positions

Position Title	FY 2016 Employee Salary	Proposed FY 2016 Minimum	Proposed FY 2016 Benchmark	Proposed FY 2016 Maximum	FY 2016 Survey Average Min	FY 2016 Survey Average Mid-Point	FY 2016 Survey Average Max	FY2016 Employee Salary To Benchmark
Executive Assistant	\$57,000				\$47,058	\$55,283	\$63,507	3.01%
Grade Level I		\$44,226	\$55,283	\$66,339				
Grade Level II		\$60,776	\$75,970	\$91,164				
Town Clerk	\$63,550				\$61,642	\$67,994	\$74,345	-19.54%
Town Treasurer/Collector					\$66,741	\$79,164	\$91,586	
Town Treasurer	\$65,000				\$72,183	\$78,362	\$84,540	-16.88%
Town Collector	\$67,790				\$72,183	\$78,362	\$84,540	-12.07%
Grade Level III		\$69,550	\$86,938	\$104,326				
Assistant Town Administrator	\$80,975				\$76,079	\$86,938	\$97,797	-7.36%
Grade Level IV		\$104,430	\$130,538	\$156,645				
Town Administrator	\$111,427				\$118,856	\$130,538	\$142,219	-17.15%
Overall Average								-11.66%

**Town of Wellfleet, MA
Classification Plan
(Unit A Positions)**

Proposed	Position	Point
Grade Level	Title	Total
I	Assistant Shellfish Constable	410
0 - 500		
II	Assistant DPW Director	570
501 - 640	Recreation Director	570
	Building Commissioner	575
	Assessor	575
	Town Accountant	580
	Library Director	595
	Shellfish Constable	625
III	Health & Conservation Agent	645
641 +	Director of Community Services	645

**Town of Wellfleet, MA
Point Level Rating Chart
(Unit A Positions)**

Position	1	2	3	4	5	6	7	8	9	10	11	12	13	13a	13b	13c	13d	Point	
Title	Education Knowledge	Experience	Accountability	Judgment	Complexity	Supervision Required	Personal Contacts	Work Environment	Physical Demands	Motor Skills	Occupational Risks	Confidentiality	Supervision Responsibility	Staff Size	Complexity	Stability	Workforce Dispersion	Total	
Grade Level I																			
Assistant Shellfish Constable	40	50	30	50	15	20	25	40	40	20	30	10	20	5	5	5	5	410	
Grade Level II																			
Assistant DPW Director	60	70	40	50	15	20	50	40	40	35	30	20	40	10	20	15	15	570	
Recreation Director	60	70	40	75	20	30	50	25	25	10	20	20	75	15	15	10	10	570	
Building Commissioner	60	70	40	75	20	30	75	25	25	10	20	20	75	5	15	5	5	575	
Assessor	60	70	40	75	20	30	75	25	25	10	20	20	75	5	15	5	5	575	
Town Accountant	60	70	60	100	25	40	50	10	10	10	10	20	75	5	20	10	5	580	
Library Director	80	70	60	75	20	30	50	25	25	10	10	20	75	5	20	10	10	595	
Shellfish Constable	60	70	40	75	20	30	75	40	40	20	30	20	75	5	15	5	5	625	
Grade Level III																			
Health & Conservation Agent	60	70	60	100	25	40	75	25	25	10	20	20	75	5	25	5	5	645	
Director of Community Services	60	70	60	100	25	40	50	25	25	10	20	20	75	15	25	10	15	645	

Town of Wellfleet, MA
Salary Ranges to FY 2016 Survey Data
Unit A

Position Title	FY 2016 Employee Salary	Proposed FY 2016 Minimum	Proposed FY 2016 Benchmark	Proposed FY 2016 Maximum	FY 2016 Survey Average Min	FY 2016 Survey Average Mid-Point	FY 2016 Survey Average Max	FY 2016 Employee Salary To Benchmark	
Grade Level I		\$35,988	\$44,985	\$53,982					
Assistant Shellfish Constable	\$54,385				\$44,985	\$44,985	\$63,933	17.28%	
Grade Level II		\$61,640	\$77,050	\$92,460					
Assistant DPW Director	\$76,793				\$65,612	\$76,876	\$88,139	-0.33%	
Recreation Director	\$61,208				\$56,887	\$67,439	\$77,990	-25.89%	
Building Commissioner (18 Hrs)	\$33,652	\$74,496			\$67,053	\$77,940	\$88,827	-3.43%	
Assessor	\$67,194				\$66,942	\$78,098	\$89,253	-14.67%	
Town Accountant	\$77,893				\$78,839	\$92,421	\$106,003	1.08%	
Library Director	\$71,750				\$63,546	\$70,533	\$77,520	-7.39%	
Shellfish Constable	\$70,289				\$64,285	\$76,046	\$87,807	-9.62%	
Grade Level III		\$64,663	\$80,829	\$96,995					
Health and Conservation Agent	\$74,504				\$62,603	\$70,692	\$78,780	-7.91%	
Director of Community Services	\$79,092				\$80,072	\$90,967	\$101,862	-2.20%	
*Left out PT Building Commissioner from this calculation								Overall	-5.51%

**Town of Wellfleet, MA
Classification Plan
(Unit B Positions)**

Proposed	Position
Grade Level	Title
I	Library Assistant I
	Tax Clerk
II	Committee Secretary (BOH)*
	Committee Secretary (Cons/Zoning)*
	Committee Secretary/Water System Clerk
	Exercise Program Coordinator *
	Admin Asst to (Health/Cons/Bldg)
	Admin Asst to (Health/Cons)
	Accounting Clerk
	Library Assistant II
	Assistant to the Town Clerk and Town Treasurer
	Principal Clerk (Administration)
III	Data Collector
	Administrative Assistant (Fire)
	Office Manager (COA)
	Outreach Coordinator (Library)
	Office Assistant (COA)
	Outreach Coordinator (COA)
	Assistant to Town Accountant
	Food Service Manager*
	Technical Services Librarian
	Administrative Assistant (DPW)
	Asst Health/Conservation Agent
	Deputy Shellfish Constable
IV	Youth Services Librarian
	Animal Control Officer
	Assistant Library Director
*Not in WEA	Assistant Recreation Director

Town of Wellfleet, MA
Point Level Rating Chart
(Unit B Positions)

Position Title	1 Education Knowledge	2 Experience	3 Accountability	4 Judgment	5 Complexity	6 Supervision Required	7 Personal Contacts	8 Work Environment	9 Physical Demands	10 Motor Skills	11 Occupational Risks	12 Confidentiality	13 Supervision Responsibility	13a Staff Size	13b Complexity	13c Stability	13d Workforce Dispersion	Point Total
Grade Level I																		
Library Assistant I	20	10	5	10	5	5	25	25	25	10	10	10	0	0	0	0	0	160
Tax Clerk	20	10	10	20	10	10	25	10	10	10	10	20	0	0	0	0	0	165
Grade Level II																		
Committee Secretary (BOH)*	20	30	10	20	10	10	25	10	10	10	10	10	0	0	0	0	0	175
Committee Secretary (Cons/Zoning)*	20	30	10	20	10	10	25	10	10	10	10	10	0	0	0	0	0	175
Committee Secretary/Water System Clerk	20	30	10	20	10	10	25	10	10	10	10	10	0	0	0	0	0	175
Exercise Program Coordinator*	20	30	10	20	10	10	25	10	25	10	10	10	0	0	0	0	0	190
Admin Asst to (Health/Cons/Bldg)	40	30	10	20	10	10	25	10	10	10	10	10	0	0	0	0	0	195
Admin Asst to (Health/Cons)	40	30	10	20	10	10	25	10	10	10	10	10	0	0	0	0	0	195
Accounting Clerk	40	30	10	20	10	10	25	10	10	10	10	20	0	0	0	0	0	205
Library Assistant II	20	30	10	20	10	10	25	25	25	10	10	10	0	0	0	0	0	205
Asst to the Town Clerk and Town Treasurer	40	50	20	20	10	10	25	10	10	10	10	20	0	0	0	0	0	235
Principal Clerk (Administration)	40	30	10	50	15	20	25	10	10	10	10	20	0	0	0	0	0	250
*Not in WEA																		
Grade Level III																		
Data Collector	40	30	10	20	15	20	25	25	25	20	20	10	0	0	0	0	0	260
Administrative Assistant (Fire)	40	50	20	50	15	20	25	10	10	10	10	10	0	0	0	0	0	270
Office Manager (COA)	40	50	20	50	15	20	25	10	10	10	10	10	0	0	0	0	0	270
Outreach Coordinator (Library)	60	50	20	20	10	10	25	25	25	10	10	10	0	0	0	0	0	275
Office Assistant (COA)	40	30	20	50	10	20	25	10	10	10	10	10	20	5	5	5	5	285
Outreach Coordinator (COA)	60	50	20	50	15	20	25	10	10	10	10	10	0	0	0	0	0	290
Assistant to Town Accountant	40	50	30	50	15	20	25	10	10	10	10	20	0	0	0	0	0	290
Food Service Manager*	40	50	20	50	15	20	25	25	25	10	20	10	0	0	0	0	0	310
Technical Services Librarian	60	50	20	50	15	20	25	25	25	10	10	10	0	0	0	0	0	320
Administrative Assistant (DPW)	60	50	20	50	15	20	25	25	10	10	20	20	0	0	0	0	0	325
Asst Health/Conservation Agent	60	50	20	50	15	20	25	25	25	10	20	20	0	0	0	0	0	340
Deputy Shellfish Constable	40	50	20	50	15	20	25	40	40	35	30	10	0	0	0	0	0	375
*Not in WEA																		
Grade Level IV																		
Youth Services Librarian	80	30	20	50	15	20	25	25	25	10	10	10	40	0	10	5	5	380
Animal Control Officer	40	50	20	50	10	10	50	40	40	35	30	10	0	0	0	0	0	385
Assistant Library Director	80	50	30	50	15	20	25	25	25	10	10	20	40	5	10	5	5	425
Assistant Recreation Director	60	50	20	50	15	20	25	25	25	20	20	20	40	10	10	10	10	430

Town of Wellfleet, MA
Salary Ranges to FY 2016 Survey Data
Unit B

Position Title	FY 2016 Employee Salary	Proposed FY 2016 Minimum	Proposed FY 2016 Benchmark	Proposed FY 2016 Maximum	FY 2016 Min	FY 2016 Survey Average		FY 2016 Max	FY 2016 Employee Salary To Benchmark
						Mid-Point			
Library Assistant I (P/T)	\$10,000								
Tax Clerk (7/hr/wk/Same Employee as Accounting Clerk)	\$3,985	\$39,958			\$34,118	\$39,111	\$44,103		2.12%
Grade Level II		\$38,429	\$48,036	\$57,643					
Committee Secretary (BOH) P/T (960hrs/yr)	\$6,094								
Committee Secretary (Cons/Zoning) (960hrs/yr)	\$19,477								
Committee Secretary/Water System Clerk	\$37,597				\$39,056	\$44,805	\$50,553		-27.76%
Administrative Assistant to (Health/Cons/Bldg)	\$45,286								-6.07%
Administrative Assistant to (Health/Cons)	\$21,654	\$43,308							-10.92%
Accounting Clerk (28/hr/wk/Same Employee as Tax Clerk)	\$26,973	\$39,958							-\$0.20
Library Assistant II P/T (19hr/wk)	\$19,948								
Assistant to the Town Clerk and Town Treasurer	\$45,285				\$44,908	\$51,267	\$57,626		-6.07%
Principal Clerk (Administration)	\$43,969				\$38,180	\$43,335	\$48,490		-9.25%
Grade Level III		\$39,282	\$49,103	\$58,923					
Data Collector	\$43,950				\$42,746	\$48,439	\$54,132		-11.72%
Administrative Assistant (Fire)	\$45,285				\$43,678	\$50,586	\$57,493		-8.43%
Office Manager (COA)	\$43,970				\$38,180	\$43,335	\$48,490		-11.67%
Outreach Coordinator (Library 25/hr/wk)*	\$27,950	\$39,130			\$43,462	\$50,110	\$56,758		-25.49%
Office Assistant (COA)	\$37,860				\$38,180	\$43,335	\$48,490		-29.70%
Outreach Coordinator (COA)	\$50,718				\$45,449	\$50,313	\$55,176		3.18%
Assistant to Town Accountant	\$48,048				\$47,545	\$55,433	\$63,321		-2.20%
Technical Services Librarian	\$47,041				\$40,878	\$46,357	\$51,835		-4.38%
Administrative Assistant (DPW)	\$51,750				\$42,659	\$49,359	\$56,058		5.12%
Assistant Health/Conservation Agent	\$44,707				\$53,761	\$59,913	\$66,064		-9.83%
Deputy Shellfish Constable	\$47,351				\$36,175	\$40,518	\$44,861		-3.70%
<small>*FY2017 new hire</small>									
Grade Level IV		\$43,790	\$54,738	\$65,686					
Youth Services Librarian	\$49,224				\$45,633	\$51,937	\$58,241		-11.20%
Animal Control Officer (P/T 22hrs shared with Tuoro)	\$33,491	\$59,081			\$46,456	\$53,966	\$61,476		7.35%
Assistant Library Director	\$49,233				\$53,129	\$58,311	\$63,493		-11.18%
Assistant Recreation Director	\$53,301				\$44,749	\$52,057	\$59,365		-2.70%
Overall									-8.72%

*left out P/T Animal Control, Library Outreach and Admin Assistant PT from this calculation