


**TOWN OF SOUTH KINGSTOWN**  
**OFFICE OF THE TOWN MANAGER**  
**MEMORANDUM**

**TO** James Manni, Town Manager  
**FROM** Lucas Murray, Director of Administrative Services   
**SUBJECT** FY 2023-2024 Non-Union Municipal Personnel Pay Plan Adoption  
**DATE** June 14, 2023



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The Position Allocation to Pay Schedule and the Grade & Step Schedule constitutes the 'Pay Plan' for all non-union Town Employees. There are changes proposed to the FY 2023-2024 non-union pay plan that were included within the [FY 2023-2024 Municipal Budget Program](#) adopted by the Town Council on April 24<sup>th</sup>, 2023. Additional amendments to the pay plan are outlined herein. Section 13-31(b) of the Town Code of Ordinances prescribes that the Town Manager submit revisions to the pay plan and rules for the plans administration to the Town Council for adoption or amendment. Accordingly, an updated pay plan is included as an attachment for consideration by the Town Council for adoption or amendment. Please note that any amendments must apply uniformly to all positions within the same class.

The following is a summary of changes in the FY 2023-2024 Pay Plan:

1. **Addition of a Public Services Librarian (Grade 6):** This budget neutral full-time position was created by eliminating three (3) part-time positions and reducing existing expenditures in the Library Department. This position has been assigned to Grade 6 and was filled in May 2023.
2. **Parks Superintendent Retitled and Reassigned (Grade 14):** The Parks Superintendent position has been retitled Deputy Director of Leisure Services/ Parks Superintendent to reflect additional duties and responsibilities assigned to this position. This position will continue to address the responsibilities of the Parks Superintendent and will assist the Director of Leisure Services with general departmental operations and serve as the director of the department when needed. Compensation has been adjusted from Grade 13 to Grade 14.
3. **Facilities Superintendent Retitled and Reassigned (Grade 14):** The Facilities Superintendent position has been retitled Facilities Director to better reflect the duties, responsibilities, and decision making required of this position. Compensation has been adjusted from Grade 13 to Grade 14.
4. **Town Assessor Reassigned (Grade 14):** The Town Assessor position was reassigned from Grade 13 to Grade 14 in July 2022. The Town Assessor retired in November 2021. It was difficult to recruit a Town Assessor given competitive labor market conditions. After reviewing compensation levels throughout the state, the Town Assessor position was reassigned from a Grade 13 to a Grade 14. Shortly after the reassignment of this position the Town recruited an experienced Assessor.
5. **Town Clerk Reassigned (Grade 15):** Compensation for the position of Town Clerk has been reassigned from a Grade 14 to a Grade 15 in consideration of additional responsibilities within the department to include the addition of the Municipal Court. Compensation has been adjusted from a Grade 14 to a Grade 15.

6. **Information Services Manager Retitled (Grade 15):** The Information Services Manager position has been retitled to Deputy Director of Information Technology to better align with the responsibilities and tasks outlined in the job description. There is no salary adjustment associated with this change.
7. **Town Engineer Position Retitled and Reassigned (Grade 16):** The Town Engineer position was retitled to Town Engineer/ Deputy Director of Public Services to better align with new tasks and responsibilities outlined in the job description. An analysis of the statewide salary survey and private industry comparisons for registered engineers revealed that this position was undercompensated. Compensation was adjusted from Grade 15 to Grade 16 in consideration of the new duties and responsibilities of the position, as well as the salary analysis. Shortly after the reassignment of this position the Town recruited an experienced Engineer.
8. **Director of Administrative Services Retitled and Reassigned (Grade 17):** The Director of Administrative Services position has been retitled Deputy Town Manager/ DOAS in consideration of new duties and responsibilities assigned by the Town Manager. Compensation has been adjusted from Grade 16 to Grade 17.

Should the Council agree to these changes, the following resolution has been placed on the agenda for the Council's consideration:

"A Resolution to formally adopt the FY 2023-2024 Non-Union Employee Pay Plan including the Position Allocation to Pay Schedule and Grade & Step Schedule as outlined in the Town Council's FY 2023-2024 Budget adopted April 24, 2023, and as amended herein, as further described in a memorandum from the Director of Administrative Services to the Town Manager dated June 14, 2023 and entitled "FY 2023-2024 Non-Union Municipal Personnel Pay Plan Adoption."

## NON-UNION EMPLOYEES POSITION ALLOCATION TO PAY SCHEDULE FY 2023-2024

Grade 1	Salary Range	Grade 12	Salary Range
(no positions at this time)	\$38,794 - \$42,952	Personnel Administrator Procurement Administrator	\$72,748 - \$80,687
<b>Grade 2</b>		Senior Services Director Water Superintendent	
(no positions at this time)	\$40,277 - \$44,444		
<b>Grade 3</b>		<b>Grade 13</b>	
(no positions at this time)	\$41,667 - \$45,834	Highway Superintendent Library Director	\$83,185 - \$91,768
<b>Grade 4</b>		Recreation Superintendent Natural Resource Officer & Harbormaster	
(no positions at this time)	\$44,445 - \$48,610		
<b>Grade 5</b>		<b>Grade 14</b>	
Community Elder Information Senior Center Program Coordinator	\$45,834 - \$50,000	Deputy Director of Leisure Services/ Parks Super <sup>2</sup> Facilities Director <sup>3</sup> Building Official	\$90,392 - \$97,525
<b>Grade 6</b>		Communications Superintendent Wastewater Superintendent Town Assessor <sup>4</sup>	
Digital Services Librarian Library Circulation Supervisor Public Services Librarian <sup>1</sup>	\$48,610 - \$52,776		
<b>Grade 7</b>		<b>Grade 15</b>	
Librarian I	\$51,388 - \$55,553	Town Clerk <sup>5</sup> Finance Manager Deputy Director of Information Technology <sup>6</sup> EMS Director	\$97,415 - \$109,093
<b>Grade 8</b>			
(no positions at this time)	\$54,165 - \$58,332		
<b>Grade 9</b>		<b>Grade 16</b>	
Librarian II	\$56,879 - \$61,108	Deputy Finance Director Director of Planning Information Technology Director Town Engineer/ Deputy Director of Public Svcs <sup>7</sup>	\$108,570 - \$121,394
<b>Grade 10</b>			
Assistant Facilities Superintendent Assistant Highway Superintendent Assistant Parks Superintendent Deputy Town Clerk Deputy Town Assessor Librarian III Assistant Personnel Administrator	\$62,100 - \$70,167		
<b>Grade 11</b>		<b>Grade 17</b>	
Executive Assistant Recreation Center Manager Tax Collector	\$68,782 - \$74,072	Deputy Town Manager/ DOAS <sup>8</sup> Police Chief Director of Leisure Services	\$120,575 - \$133,399
		<b>Grade 18</b>	
		Finance Director Director of Public Services	\$132,281 - \$144,547
		<b>Grade 19</b>	
		(no positions at this time)	\$142,923 - \$154,934

1. The Public Services Librarian is a new position that was created by eliminating 3 part-time positions and reducing existing expenditures in the Library Department. This position is budget neutral and was filled in May 2023.
2. The Parks Superintendent position has been retitled Deputy Director of Leisure Services to reflect additional duties and responsibilities assigned to this position. This position will continue to address the responsibilities of the Parks Superintendent and will assist the Director of Leisure Services with general departmental operations and serve as the director of the department when needed. Compensation has been adjusted from Grade 13 to Grade 14 in consideration of the new duties and responsibilities.
3. The Facilities Superintendent position has been retitled Facilities Director to better reflect the duties, responsibilities, and decision making required of this position. Compensation has been adjusted from Grade 13 to Grade 14.
4. The Town Assessor position was moved from Grade 13 to Grade 14 after an analysis of the statewide salary survey revealed that this position was undercompensated, and it became difficult to identify and attract talent.
5. Compensation for the position of Town Clerk has been adjusted from a Grade 14 to a Grade 15 in consideration of additional responsibilities within the department to include the Municipal Court. Compensation has been adjusted from a Grade 14 to a Grade 15.
6. The Information Services Manager position has been retitled to better align with the responsibilities and tasks outlined in the job description. There is no salary adjustment associated with this change.

**Non-Organized Municipal Personnel FY 2023-2024 Position Allocation to Pay Schedule  
June 14, 2023**

7. The Town Engineer position was retitled to Town Engineer/ Deputy Director of Public Services to better align with new tasks and responsibilities outlined in the job description. An analysis of the statewide salary survey and private industry comparisons for registered engineers revealed that this position was undercompensated. Compensation has been adjusted from Grade 15 to Grade 16 in consideration of the new duties and responsibilities of the position, as well as the salary analysis.
8. The Director of Administrative Services position has been retitled Deputy Town Manager/ DOAS in consideration of new duties and responsibilities assigned by the Town Manager and in the job description. Compensation has been adjusted from Grade 16 to Grade 17.

**NON-UNION EMPLOYEE PAY PLAN FY 2023-2024**

<b>NON-UNION EMPLOYEES PAY PLAN FY 2023-2024<sup>1</sup></b>				
<b>GRADE</b>	<b>STEP 0</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>
1	\$38,794	\$40,182	\$41,564	\$42,952
2	\$40,277	\$41,667	\$43,054	\$44,444
3	\$41,667	\$43,054	\$44,444	\$45,834
4	\$44,445	\$45,834	\$47,222	\$48,610
5	\$45,834	\$47,222	\$48,610	\$50,000
6	\$48,610	\$50,000	\$51,388	\$52,776
7	\$51,388	\$52,776	\$54,166	\$55,553
8	\$54,165	\$55,553	\$56,943	\$58,332
9	\$56,879	\$58,201	\$59,523	\$61,108
10	\$62,100	\$64,787	\$67,480	\$70,167
11	\$68,782	\$70,157	\$71,919	\$74,072
12	\$72,748	\$75,394	\$77,247	\$80,687
13	\$83,185	\$86,501	\$89,097	\$91,768
14	\$90,392	\$92,772	\$95,148	\$97,525
15	\$97,415	\$99,657	\$102,424	\$109,093
16	\$108,570	\$112,844	\$117,119	\$121,394
17	\$120,575	\$124,849	\$129,124	\$133,399
18	\$132,281	\$136,250	\$140,337	\$144,547
19	\$142,923	\$146,927	\$150,930	\$154,934

1. Reflects a 2.25% increase over FY 2023. Salaries shown above are annualized based upon 260 workdays; it is noted there are 260 workdays in FY 2023-2024.