

Article 13
Personnel Board Classification and Pay Plan
(Town Administrator)
REVISED/CORRECTED APRIL 29, 2025
ARTICLE LANGUAGE

To see if the Town, pursuant to the authority contained in Section 108A of Chapter 41 of the General Laws, will vote to amend Article 24 of the Natick Town By-Laws, specifically the Classification and Pay Plan referenced in Section 3, paragraph 3.10 therein, by adding, deleting or amending position titles; re-classifying positions to a different Grade; and/or effecting changes in the salary ranges as presently established; or otherwise act thereon.

PURPOSE OF THE ARTICLE

To amend Article 24 of the Natick Town By-Laws, specifically the Classification and Pay Plan referenced in Section 3, paragraph 3.10 therein, by adding, deleting or amending position titles; re-classifying positions to a different Grade; and/or effecting changes in the salary ranges as presently established.

FINANCE COMMITTEE RECOMMENDATION

The Finance Committee took the following action:	RECOMMENDATION:	Favorable
	QUANTUM OF VOTE:	13-0-0
	DATE VOTED:	March 4, 2025

MOTION (Requires a Majority Vote)

Move that the Town vote to amend the By-Laws by changing in its entirety the table entitled Classification and Pay Plan that is incorporated by reference into Article 24, Section 3, Paragraph 3.10 with the new Classification and Pay Plan as follows:

Town of Natick Classification and Pay Plan

Effective July 1, 2025

Classification changes are effective upon the vote of the Personnel Board

Grade	Minimum	Point 1	Point 2	Maximum
6	\$125,000.00	\$140,000.00	\$155,000.00	\$200,000.00
5	\$100,000.00	\$120,000.00	\$135,000.00	\$175,000.00
4	\$75,000.00	\$90,000.00	\$105,000.00	\$151,000.00
3	\$60,000.00	\$72,000.00	\$85,000.00	\$127,000.00
2	\$48,000.00	\$55,000.00	\$62,500.00	\$97,000.00
1	\$42,000.00	\$48,000.00	\$54,000.00	\$77,000.00

GRADE 6	GRADE 3 (continued)	GRADE 2
Chief of Police	Assistant Director of Programs & Services	Assistant Director, Bacon Free Library
Deputy Town Administrator/Director of Finance	Assistant Director Programs & Special Events	Assistant Director, Farm
Deputy Town Administrator/Operations	Assistant Director – Resource Allocation	Assistant Director, Internal Operations
Executive Director of Public Works and Facilities	Assistant Director – Services & Outreach	Assistant to Town Administration & Select Board
Fire Chief	Assistant Library Director, Morse Institute Library	Associate Planner
Town Administrator	Assistant Town Clerk	Associate Project Coordinator
GRADE 5	Assistant Treasurer	Case Manager
Comptroller	Bacon Free Director	Clinical Social Worker
Deputy Chief of Police	Benefits Manager	Coordinator of Adaptive Programs
Director of Community & Economic Development	Budget & Financial Analyst	Custodial Supervisor
Director of Community Services	Business & Special Projects Manager	Executive Assistant
Director of Facilities Management	Communications Director	Executive Assistant to the Fire Chief
Director of Human Resources/Labor Relations	Community & Economic Development Office Manager	Executive Assistant - Library
Director of Public Works	Community Planner	Finance Coordinator
GRADE 4	Conservation Agent/Environmental Planner	Golf Course Superintendent
Assistant Comptroller	Desktop Support Specialist	Health Agent
Building Commissioner	Environmental Health Agent	Human Resources Coordinator
Director of Assessing	Environmental Health & Safety Manager	Payroll Manager
Director of Council on Aging & Human Services	Executive Director, Farm	Senior Executive Assistant to the Chief of Police
Director of Equity, Inclusion, & Outreach	Facility Maintenance Manager	Social Worker
Director of Procurement	Golf Course Manager	Special Asst. to Director of Facilities Management
Director of Public Health	Information Systems Network Administrator	Special Asst. to Director of Finance
Director of Recreation & Parks	Information Technology Manager	Special Asst. to Director of Senior Center & Community Services
Director of Sustainability	Local Building Inspector	Youth Center Coordinator
IT Infrastructure Manager	Prevention & Outreach Program Manager	GRADE 1
Morse Library Director	Project Manager	Animal Control Officer
Town Clerk	Public Health Nurse	Assistant Superintendent Golf Course
Treasurer/Collector	Senior Building Official	Golf Professional
GRADE 3	Senior Assistant to Town Administration	Outreach Coordinator
Assistant Assessor -Commercial/Personal Property	Senior Environmental Health Specialist	Parking Enforcement Officer
Assistant Assessor -Residential	Staff Accountant	Police Records Coordinator
Assistant Collector	Sustainability Coordinator	
Assistant Director of Assessing	Transportation & Economic Development Planner	
Assistant Director of Finance	Veterans Agent	
Assistant Director - Programs		

**Town of Natick
Part-Time Classification and Pay Plan**

Effective July 1, 2025

Classification changes are effective upon the vote of the Personnel Board

Grade	Minimum	Point 1	Point 2	Maximum
1	\$15.00	\$19.00	\$21.25	\$23.50
2	\$17.50	\$27.75	\$31.00	\$34.50
3	\$28.00	\$36.50	\$40.50	\$45.00

GRADE 1	GRADE 2	GRADE 3
Adaptive Program Leader	Adaptive Program Assistant	Adult Contractor
Adaptive Program Specialist	Administrative Support	Beach Manager
Assistant Leader (Rec)	Assistant Director (Rec)	Building Inspector
Assistant Swim Coach	Bookkeeper	Camp Arrowhead Nurse
Attendant (Rec)	Building Monitor II	Certified Sports Official
Building Monitor I (Rec)	Camp Arrowhead Program Supervisor	Health Care Supervisor
Bus Dispatcher	Camp Director	Instructor III
Bus Driver	Community Garden Coordinator	Laborer III
Camp Arrowhead Counselor	Conservation Agent	Nurse (RN)
Camp Arrowhead Head Counselor	Election Warden	Per Diem Public Health Nurse
Cart Attendant (Golf)	Golf Course Mechanic	
Clerical Assistant	Head Lifeguard	
Club House Attendant (Golf)	Instructor II	
Club House Supervisor (Golf)	Intern Cooperative	
Concession Manager	Labor II	
Custodian	Library Assistant (Bacon)	
Deputy Animal Control Officer	Lifeguard	
Election Clerk	Parking Enforcement Officer	
Electrician Inspector	Plumbing & Wiring Inspector	
Equipment Operator (Golf)	Police Matron	
Instructor	Program Assistant	
Laborer I	Program Supervisor (Rec)	
Leader/Counselor Certified (Rec)	Recycling Attendant	
Library Page (Morse)	School Crossing Guard	
Parking Clerk	Social Worker	
Ranger/Starter (Golf)	Substitute Library Assistant	
Receptionist	Swim Coach	
Senior Counselor Certified (Rec)	Transportation Coordinator	
Specialist (Rec)		
Parking Clerk		

Position	Annual Rate
Inspector of Animals	\$3,750.00
Registrar of Voters	\$966.00
Town Meeting Page	\$100.00/session

Premium (up to a max of \$85/per hr)
Golf Instructor
Recreation Professional
Special Assignment Nurse
Subject Area Expert
Traffic Constable

FINANCE COMMITTEE PUBLIC HEARING AND DISCUSSION

Mr. Errickson presented this Article and explained that these are minor changes. In Grade 2, there are three job titles that are being modified. In grade 3, there were minor adjustments to better reflect actual duties. Finally, in grade 4, there was an adjustment to the Director of the Council on Aging and Human Services title (essentially reverting to the previous title). There also is a new position for "Substitute Library Assistant" in the part time pay plan (Grade 2).

A committee member observed that for some of the technology based positions, the grade and upper range appears over-stated. This is a recurring question. Mr. Errickson indicated that it will be reviewed with the IT Director, but that the chart reflects rather broad ranges and that employees are at various points within the ranges.

A member sought information about FTEs/Headcounts over time. That question was beyond the scope of the general Pay Plan, and would be more appropriately answered by an analysis by the Payroll Department, which would be forwarded the question.

"Redlines" – Strike-through = Deleted *Italic* = New/Revised

Town of Natick
Classification and Pay Plan
 Effective July 1, 2024-2025

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GRADE 6	GRADE 3 (continued)	GRADE 2
Chief of Police	Assistant Director of Programs & Services	Assessor (non-certified)
Deputy Town Administrator/Director of Finance	Assistant Director Programs & Special Events	Assistant Director, Bacon Free Library
Deputy Town Administrator/Operations	Assistant Director – Resource Allocation	Assistant Director, Farm
Executive Director of Public Works and Facilities	Assistant Director – Services & Outreach	Assistant Director, Internal Operations
Fire Chief	Assistant Library Director, Morse Institute Library	Assistant to the Town Administrator & Select Board
Town Administrator	Assistant to Town Administration	Assistant to Town Administration & Select Board
GRADE 5	Assistant Town Clerk	Associate Planner
Comptroller	Assistant Treasurer	Associate Project Coordinator
Deputy Chief of Police	Bacon Free Director	Case Manager
Director of Community & Economic Development	Benefits Manager	Clinical Social Worker
Director of Community Services	Budget & Financial Analyst	Coordinator of Adaptive Programs
Director of Facilities Management	Business & Special Projects Manager	Facilities-Custodial-Supervisor
Director of Human Resources/Labor Relations	Communications Director	Custodial Supervisor
Director of Public Works	Community & Economic Development Office Manager	Executive Assistant
GRADE 4	Community Planner	Executive Assistant to the Fire Chief
Assistant Comptroller	Conservation Agent/Environmental Planner	Executive Assistant - Library
Building Commissioner	Desktop Support Specialist	Finance Coordinator
Deputy Community Services Director-Council on Aging & Human Services	Environmental Health Agent	Golf Course Superintendent
Deputy Community Services Director-Recreation & Parks	Environmental Health & Safety Manager	Health Agent
Director of Assessing	Executive Director, Farm	Human Resources Coordinator
Director of Council on Aging & Human Services	Facility Maintenance Manager	Payroll Manager
Director of Equity, Inclusion, & Outreach	Golf Course Manager	Senior Executive Assistant to the Chief of Police
Director of Procurement	Information Systems Network Administrator	Social Worker
Director of Public Health	Information Technology Manager	Special Asst. to Director of Facilities Management
Director of Recreation & Parks	Local Building Inspector	Special Asst. to Director of Finance
Director of Sustainability	Prevention & Outreach Program Manager	Special Asst. to Director of Senior Center & Community Services
IT Infrastructure Manager	Project Manager	Youth Center Coordinator
Morse Library Director	Public Health Nurse	GRADE 1
Town Clerk	Senior Building Official	Animal Control Officer
Treasurer/Collector	Senior Assistant to Town Administration	Assistant Superintendent Golf Course
GRADE 3	Senior Environmental Health Specialist	Golf Professional
Assistant Assessor (Certified)	Staff Accountant	Outreach Coordinator
Assistant Assessor - Commercial/Personal Property	Sustainability Coordinator	Parking Enforcement Officer
Assistant Assessor - Residential	Transportation & Economic Development Planner	Police Records Coordinator
Assistant Collector	Veterans Agent	
Assistant Director of Assessing		
Assistant Director of Finance		
Assistant Director - Programs		

Town of Natick
Classification and Pay Plan

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Bus Dispatcher	Camp Director	Instructor III
Bus Driver	Community Garden Coordinator	Laborer III
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Clerical Assistant	Head Lifeguard	
Club House Attendant (Golf)	Instructor II	
Club House Supervisor (Golf)	Intern Cooperative	
Concession Manager	Labor II	
Custodian	Library Assistant (Bacon)	
Deputy Animal Control Officer	Lifeguard	
Election Clerk	Parking Enforcement Officer	
Electrion Inspector	Plumbing & Wiring Inspector	
Equipment Operator (Golf)	Police Matron	
Instructor	Program Assistant	
Laborer I	Program Supervisor (Rec)	
Leader/Counselor Certified (Rec)	Recycling Attendant	
Library Page (Morse)	School Crossing Guard	
Parking Clerk	Social Worker	
Ranger/Starter (Golf)	<i>Substitute Library Assistant</i>	
Receptionist	Swim Coach	
Senior Counselor Certified (Rec)	Transportation Coordinator	
Specialist (Rec)		
Parking Clerk		

The committee voted 13-0-0 to recommend Favorable Action on the subject matter of Article 13.

~~ END OF ARTICLE ~~