

**TOWN OF WEAVERVILLE  
TOWN COUNCIL AGENDA ITEM**

**MEETING DATE:** June 17, 2025  
**SUBJECT:** Position Classification Plan and Pay Plan for FY2025-2026  
**PRESENTER:** Finance Director Dozier  
**ATTACHMENTS:** Proposed Position Classification/Pay Plan

**DESCRIPTION/SUMMARY OF REQUEST:**

Under Section 5 of the Personnel Policy it is Town Council's responsibility to establish the Town's position classification plan and pay plan.

Town staff has conducted its annual review of these plans and recommends the attached plan for adoption.

This plan reflects the 3% cost of living adjustment (COLA) that was approved with Town Council consensus early on in the budget process. Three percent (3%) has been budgeted for COLA and Town Manager Harris intends to implement that COLA by distributing an equal amount to each current full-time employee through salary adjustments reflecting that fixed amount.

Town staff will be glad to answer any questions

**TOWN COUNCIL ACTION REQUESTED:**

Town Council action to approve the attached position classification and pay plan as proposed or with amendments deemed appropriate by Town Council. Suggested motion:

*Motion to approve the FY2025-2026 Position Classification and Pay Plan*

**TOWN OF WEAVERVILLE  
PAY PLAN & POSITION CLASSIFICATION PLAN  
FY 2025-2026**

<b>GRADE</b>	<b>CLASSIFICATION</b>	<b>FLSA STATUS</b>	<b>MINIMUM</b>	<b>MID-POINT</b>	<b>MAXIMUM</b>
20	<b>Maintenance Technician</b>	Non-Exempt	\$38,147.00	\$47,684.00	\$57,221.00
21			\$39,672.00	\$49,590.00	\$59,508.00
22	<b>Senior Maintenance Technician</b>	Non-Exempt	\$41,260.00	\$51,575.00	\$61,890.00
23	<b>Administrative Assistant</b>	Non-Exempt	\$42,910.00	\$53,638.00	\$64,365.00
	<b>Financial Administrative Assistant</b>	Non-Exempt			
	<b>Police Administrative Assistant</b>	Non-Exempt			
	<b>Public Works Administrative Assistant</b>	Non-Exempt			
	<b>Recreation Assistant</b>	Non-Exempt			
24	<b>Meter Technician</b>	Non-Exempt	\$44,627.00	\$55,784.00	\$66,941.00
	<b>Water Treatment Plant Operator I</b>	Non-Exempt			
25	<b>Law Enforcement Administrative Coordinator</b>	Non-Exempt	\$46,412.00	\$58,015.00	\$69,618.00
	<b>Police Records and Evidence Specialist</b>	Non-Exempt			
26	<b>Facilities Maintenance Technician</b>	Non-Exempt	\$48,268.00	\$60,335.00	\$72,402.00
	<b>Firefighter</b>	Non-Exempt			
	<b>Police Officer</b>	Non-Exempt			
	<b>Public Works Crew Leader</b>	Non-Exempt			
	<b>School Resource Officer</b>	Non-Exempt			
	<b>Water Treatment Plant Operator II</b>	Non-Exempt			
	<b>Recreation Coordinator</b>	Non-Exempt			
27	<b>Police Detective</b>	Non-Exempt	\$50,199.00	\$62,749.00	\$75,299.00
	<b>Senior Firefighter</b>	Non-Exempt			
	<b>Senior Police Officer</b>	Non-Exempt			
28	<b>Finance Specialist</b>	Non-Exempt	\$52,206.00	\$65,258.00	\$78,309.00
	<b>Fire Engineer</b>	Non-Exempt			
	<b>Senior Police Detective</b>	Non-Exempt			
	<b>Water Treatment Plant Operator III</b>	Non-Exempt			
29	<b>Community Resource Officer</b>	Non-Exempt	\$54,295.00	\$67,869.00	\$81,443.00
	<b>Detective Sergeant</b>	Non-Exempt			
	<b>Police Sergeant</b>	Non-Exempt			
30	<b>Assistant to the Town Manager</b>	Non-Exempt	\$56,501.00	\$70,626.00	\$84,752.00
	<b>Community Center / Recreation Manager</b>	Exempt			
	<b>Fire Captain</b>	Non-Exempt			

	<b>Planner / Code Enforcement Technician</b>	Non-Exempt			
	<b>Police Lieutenant</b>	Non-Exempt			
	<b>Town Clerk</b>	Non-Exempt			
31	<b>Public Works Superintendent</b>	Non-Exempt	\$59,326.00	\$74,158.00	\$88,989.00
	<b>Senior Finance Specialist</b>	Non-Exempt			
	<b>Water Maintenance Superintendent</b>	Non-Exempt			
	<b>Water Treatment Plant Chief Operator</b>	Non-Exempt			
32	<b>Fire Battalion Chief</b>	Non-Exempt	\$62,292.00	\$77,865.00	\$93,438.00
	<b>Police Captain</b>	Non-Exempt			
33	<b>Fire Marshal</b>	Exempt	\$65,407.00	\$81,759.00	\$98,111.00
	<b>Water Treatment Plant Supervisor</b>	Exempt			
34	<b>Assistant Police Chief</b>	Exempt	\$68,677.00	\$85,846.00	\$103,016.00
	<b>Assistant Public Works Director</b>	Exempt			
	<b>Deputy Finance Director</b>	Exempt			
	<b>Deputy Fire Chief</b>	Exempt			
35	<b>Water Treatment Plant Superintendent</b>	Exempt	\$72,111.00	\$90,139.00	\$108,167.00
36	<b>Planning Director</b>	Exempt	\$75,717.00	\$94,646.00	\$113,576.00
37	<b>Fire Chief</b>	Exempt	\$79,503.00	\$99,379.00	\$119,255.00
	<b>Police Chief</b>	Exempt			
38	<b>Finance Director</b>	Exempt	\$83,478.00	\$104,348.00	\$125,217.00
	<b>Public Works Director</b>	Exempt			
39			\$87,652.00	\$109,565.00	\$131,478.00
40	<b>Assistant Town Manager</b>	Exempt	\$92,034.00	\$115,043.00	\$138,051.00
41			\$96,636.00	\$120,795.00	\$144,954.00
42			\$101,468.00	\$126,835.00	\$152,202.00

**Town Manager - Exempt; Pay established by employment agreement**

**Exempt = Classification eligible to be exempt from the Wage and Hour provisions of the Fair Labor Standards Act (FLSA)**