

## **FY2025-2026 Position Study Recommendations**

### **Human Resources Department**

#### **Background**

This is year two of our three-year position study cycle and 180 professional and administrative positions were studied. The position study consisted of a job evaluation analysis and a market analysis. The majority of town positions were above the market minimums in keeping with the Town's philosophy to stay 5% above market on average across all Town positions. One reason the Town continues to maintain this consistency with only a small number of changes needed each year is the annual cost of labor increase the Town makes to all pay grades and applies to all employee salaries. This continues to keep us in a healthy place in the relevant labor market.

#### **Discussion**

The annual Position Study consists of two parts – a job evaluation analysis and a market analysis – to determine if a position is placed in the appropriate grade or if the position should be reclassified to a higher grade. When it is determined that a position should be reclassified to a lower grade, that reclassification does not occur until the position is vacant.

A job evaluation analysis is done to determine if duties and responsibilities of the studied positions have changed. A market analysis is done to determine if the Town's pay grades still lead the relevant market. The market analysis included market data from Cary, Fuquay-Varina, Garner, Holly Springs, Morrisville, Raleigh, Wake Forest, Wake County, Carrboro, Chapel Hill, OWASA, Durham and Concord for most (but not all) positions. The average of all market data was used for the comparison against the Town's current pay grade minimums to determine if a position's grade needed to be reclassified.

#### **Recommendations**

##### **Job evaluation analysis**

There are four positions being recommended for a new grade based on the job evaluation analysis. This analysis found that these positions had additional or different work duties than the current job description and classification reflected. These four positions affect five employees.

- Water Resources Program Coordinator, Grade M09 to M10 and title change to Water Resources Compliance Supervisor
- Human Resources Consultant, Grade M09 to M11
- Electric Programs & Tech Coordinator, Grade M07 to M09
- Electric Utilities Specialist, Grade M09 to M10 and title change to Electric Projects Specialist

##### **Position market analysis**

There are 18 positions being recommended for a new grade based on market analysis.

Accounts Payable Technician	Current Grade	M05	Recommended Grade	M06
Economic Development Specialist	Current Grade	M05	Recommended Grade	M06
Program Support Specialist	Current Grade	M05	Recommended Grade	M06
Utility Customer Service Specialist	Current Grade	M05	Recommended Grade	M06

Legal Assistant	Current Grade	M07	Recommended Grade	M08
Marketing & Programs Coordinator	Current Grade	M07	Recommended Grade	M08
Digital Media Specialist	Current Grade	M08	Recommended Grade	M09
Multimedia Specialist	Current Grade	M08	Recommended Grade	M09
Stormwater Specialist I & II	Current Grade	M09	Recommended Grade	M10
Purchasing & Contracts Manager	Current Grade	M11	Recommended Grade	M12
Customer Service & Billing Manager	Current Grade	M11	Recommended Grade	M12
It Security & Compliance Analyst	Current Grade	M11	Recommended Grade	M12
Accounting Manager	Current Grade	M12	Recommended Grade	M13
IT Project Manager	Current Grade	M11	Recommended Grade	M13

The following positions are recommended for a new grade based on the above positions to keep the career paths intact:

Senior Program Support Specialist	Current Grade	M06	Recommended Grade	M07
Senior Utility Customer Service Specialist	Current Grade	M06	Recommended Grade	M07
Executive Assistant	Current Grade	M07	Recommended Grade	M08
Stormwater Compliance Specialist I & II	Current Grade	M10	Recommended Grade	M11

#### **Budget Impact**

**We will process a 5% increase** for the employees in the positions being reclassified due to job evaluation and the cost is approximately **\$20,540**.

For the market analysis, four employees are recommended for a salary increase in the first pay period in July 2025, resulting in an approximate **cost of almost \$5,000**.

The projected total budget costs to implement the FY25-FY26 Position Study recommendations is **\$25,540**.