

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 23, 2026

Item Details

Presenter(s): Karmen McGee, Director

Department(s): Human Resources

Requested Motion

Motion to approve the Fiscal Year 2026-27 Pay Grades and Salary Ranges for the Town's Pay and Classification Plan and fully implement the position pay and classification recommendations for both the Field Operations and Technical Positions identified in the study and the Fire Operations positions identified in the study.

Approval Recommended?

Yes

Item Details

This motion is to request approval of the attached FY2027 Grades and Salary Ranges for the Town's Pay and Classification Plan. The FY27 salary ranges have been increased by three (3) percent to make necessary market adjustments so that the Town can remain competitive in recruitment and retention efforts.

The Town's Human Resources Department conducts a job evaluation and market analysis for approximately one-third of its positions every year. Currently in the third year of our three-year position study cycle, we studied 88 Field Operations and Technical positions in four departments - Electric Utilities, Parks, Recreation and Cultural Resources Operations Division, Public Works, and Water Resources. Approximately 172 employees are in the positions that were studied.

The job evaluation results determine if the duties and responsibilities of a position have changed sufficiently to warrant a change of the position's classification. The market analysis data determines if a position's current minimum salary needs to be adjusted and if that adjustment requires reclassification to another pay grade.

The market analysis included market data from the following organizations: Carrboro, Cary, Chapel Hill, Concord, Durham, ElectriCities (where applicable), Fuquay-Varina, Garner, Holly Springs, Knightdale, Morrisville, OWASA (where applicable), Raleigh, Wake County, and Wake Forest.

In addition, to maintain competitive starting pay rates and address current recruiting challenges, the Town needed to survey the starting salaries of Firefighters and Firefighter Cadets, which in turn impacts the pay rates of all operational personnel. Therefore, we conducted a market analysis of seven Fire Operations positions: Firefighter Cadet, Firefighter, Senior Firefighter, Fire Engineer, Fire Captain I, Fire Captain II, and Battalion Chief. This study looked only at market comparisons and impacts on approximately 101 employees.

Sixty-five (65) positions (about 74% of those studied) are recommended for an upgrade in position classification. Approximately fifty-five (55) employees (or 32%) will receive adjustments in their annual compensation (increase). The total budgetary impact for implementing the position study recommendations related to the field and technical operations departments is \$193,195.

The additional fire department market analysis provides additional recommendations. Six of the seven positions in the Fire Operations division are recommended for increase in position classification (grades). Approximately twenty-five (25) of the 101 employees studied in the Fire Department will receive a salary increase. The total budgetary impact for implementing the position study recommendations related to the Fire Department are \$123,900.

Funding was included in the approved operating budget for Fiscal Year 2026-2027 to implement the full position study recommendations.

Attachments

- CN19-A1: Pay and Classification Plan and Job Ranges
- CN19-A2: Staff Memo - Pay and Classification Plan Fiscal Year 2026-27

