

Town of Southern Shores Classification and Pay Study 2026



NC

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The MAPS Group

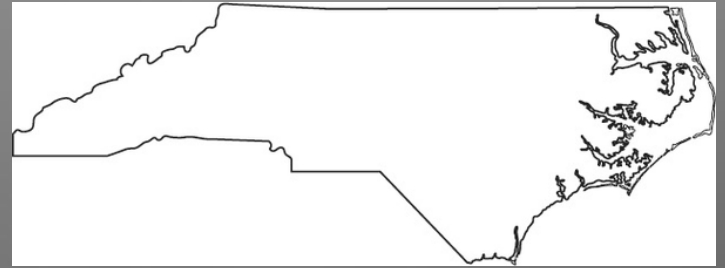
- ❑ The MAPS Group
 - Preferred provider of the North Carolina League of Municipalities
 - Founded in 1983
 - 8 consultants across the State

- ❑ Partner with:
 - Only public employers in North Carolina – Cities, Counties, Special Districts, Libraries, and others

- ❑ Provide Public Sector Human Resource Services
 - Classification & Pay Studies
 - Personnel Policy development
 - Management & Supervisory Training
 - Performance Evaluation
 - Assessment Centers



Clients Include



▶ Municipalities

- Apex
- Boone
- Garner
- Fairmont
- Forest Town
- Garner
- Henderson
- Hendersonville
- Salisbury
- Whiteville

▶ Counties

- Alleghany
- Beaufort
- Cherokee
- Harnett
- Mitchell
- Nash
- Orange
- Scotland
- Stanly
- Vance

▶ Non-Profits

- North Wilkesboro Housing Authority
- Smithfield Housing Authority
- Dunn Housing Authority
- Laurinburg Housing Authority
- Tuckasegee Water & Sewer Authority
- Outer Banks Visitors Bureau

What is a Class and Pay Study?

- ▶ Study the Town Positions/classifications and corresponding compensation in the current pay plan
- ▶ Examine **INTERNAL PAY EQUITY** (relationships between positions) – ensure that positions with similar levels of complexity, responsibility, knowledge/skills required are classified comparably in the pay plan
- ▶ Analyze external competitiveness (pay relationships with labor market competitors) (**EXTERNAL PAY EQUITY**)
- ▶ Update the Town's personnel policy
- ▶ Update and write new class specifications (job descriptions)

Primary Goals of the Study

- ▶ Ensure market competitiveness with peer communities and the regional labor market
 - (positions and pay plan)
- ▶ Ensure that the Town of Southern Shores can attract, retain, and motivate high quality employees



Why Do A Classification Study?

- Jobs Change
 - New Technology & New Services
 - Reorganization / Shift in duties
- Market/Industry changes
- Helps to Enhance the Recruitment/Retention
- Ensure Equitable Compensation System/Equal Pay for Equal Work
- Ensure Legal Compliance
 - Fair Labor Standards Act, ADA, OSHA

Steps in Class\Pay Study

- ▶ Identify Need
- ▶ Employee Orientation
- ▶ Questionnaires
- ▶ Interviews
- ▶ Salary Survey
- ▶ Analysis/Position Review
- ▶ Complete Analysis & Write Draft Report
- ▶ Finalize Report
- ▶ Write class specifications
- ▶ Personnel Policy Update

Job Analysis – Classification Factors

(Use to Compare Positions)

- *Education, Training, and Certifications/Licenses*
- *Experience Required for Position*
- *Difficulty, Complexity and Variety of work*
- *Problem Solving/Ingenuity*
- *Independence of Action*
- *Responsibility for Resources*
- *Contacts with Others-Internal/External*
- *Supervision Received and/or Given to Others*
- *Consequences of Error/Job Decisions Made on the Job/Risk Exposure*
- *Working Conditions/Hazards/Physical and Mental Demands*

Market Study

- *Comparable organizations*
- *In the same market or similar market*
- *Other organizations you recruit and hire from*
- *Organizations offering similar services*
- *Organizations you lose employees to*
- *Typically within a commutable distance*

Market Survey Organizations



Town of Duck (776)

Town of Kill Devil Hills (7,852)

Town of Kitty Hawk (3,791)

Town of Manteo (1,636)

Town of Nags Head (3,233)

Town of Carolina Beach (6,791)

Town of Topsail Beach (510)

Town of Emerald Isle (4,018)

Town of Edenton (4,458)

City of Chesapeake, VA

Currituck County

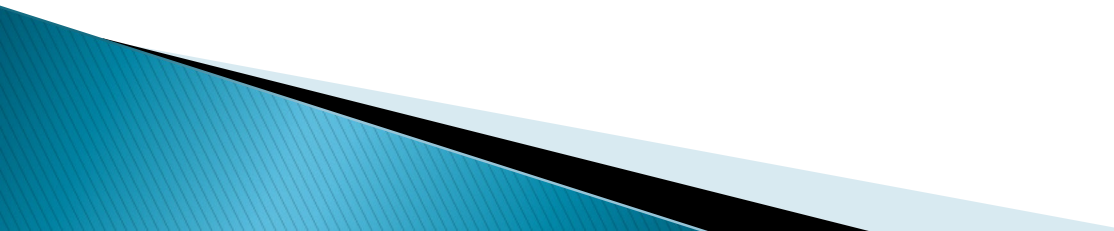
Dare County

Classifications by Grade

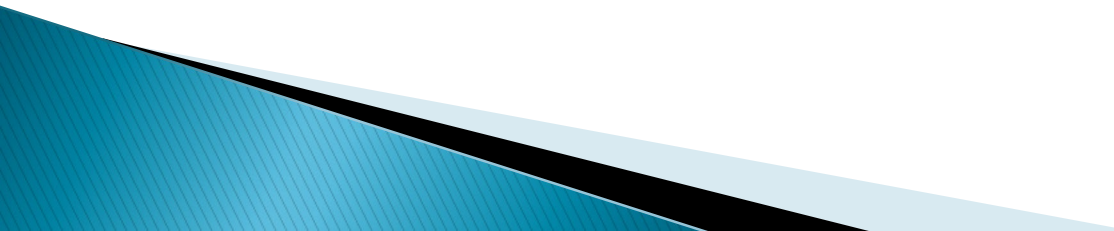
(sample pay plan)

Salary Grade	Class Title	Minimum	Midpoint	Maximum
16	Park Technician Maintenance Worker	\$32,819	\$41,024	\$49,229
17	Equipment Operator WWTP Operator	\$34,460	\$43,075	\$51,690
18	Recreation Coordinator Maintenance Crew Leader Administrative Specialist	\$36,183	\$45,229	\$54,275
19	Deputy Planner	\$37,992	\$47,490	\$56,988
20	Planner II Deputy Sergeant Customer Service Supervisor	\$39,892	\$49,865	\$59,838

Project Overview

- ▶ Pay Plan: The MAPS Group developed an updated pay plan tailored to the study results
 - ▶ Grade Assignments: Determined based on internal equity (job evaluation) and external market review
 - ▶ Implementation: Multiple implementation options were provided for the updated pay plan to assist the Town in adopting the new classification and compensation system
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Key Market Findings

- ▶ Most positions are in line with or above market
 - ▶ Positions falling below market – Department heads and senior level staff
 - ▶ Competitive gaps identified
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Recommendations

We recommend the Town consider:

- *Adopting the recommended class and pay plan with grade assignments*
- *Adopt the updated personnel policy*
- *Continue efforts to maintain the classification and compensation system:*
 - *Routinely review positions, job descriptions, and market conditions*
 - *Continue to adjust the pay plan and salaries, annually, to keep pace with the market*