



Date: Tuesday, March 10, 2026

Honorable Mayor and Council Members:

Author and title: Christine Picard, Human Resources Analyst II

Title: **Approve Resolution 2026-06 Amending the Town Wage Matrix**

Jen Callaway, Town Manager

Recommended Action: That the Council approve Resolution 2026-06 amending the attached updated wage matrix dated March 10, 2026, replacing the existing Assistant Chief Building Official with Building Manager and cleaning up miscellaneous items.

Discussion: Staff recommend replacing the Assistant Chief Building Official with a Building Manager in range 24 of the wage matrix. The Building Manager classification more accurately reflects the current operational needs of the Building Division. The proposed Building Manager would oversee, evaluate, and manage the day-to-day operations of the permit and plans review staff, and provide administrative support to the Chief Building Official.

In addition, staff propose the following minor corrections to the wage matrix:

- **Business Analyst I Classification:** Based on the job duties, this position is designated as FLSA non-exempt. The corrected matrix places this position in Range 19H, an hourly range and the appropriate non-exempt range, verse Range 19 which is salaried.
- **Reserve Police Officer Classification:** Range 22 was recently divided into 22H and 22P to allow Human Resources to apply the distinct cost-of-living adjustments specified in each of the Town’s collective bargaining agreements. The proposed matrix correctly places Reserve Officer in Range 22P alongside the other Police Officer classification.
- **IDEA Program Manager Title Update:** Re-title the Diversity, Equity, and Inclusion Program Manager to Inclusion, Diversity, Equity, and Accessibility (IDEA) Program Manager to align with the Division’s current naming convention.

If approved by Council, these changes would become effective on March 10, 2026.

Priority:

<input type="checkbox"/> Enhanced Communication	<input type="checkbox"/> Climate and Greenhouse Gas Reduction	<input type="checkbox"/> Housing
<input type="checkbox"/> Infrastructure Investment	<input type="checkbox"/> Emergency and Wildfire Preparedness	<input checked="" type="checkbox"/> Core Service

Fiscal Impact: There is no immediate fiscal impact from the proposed changes to the matrix.

Public Communication: This staff report.

Attachments:

- Attachment 1 – Resolution 2026-06
- Exhibit A – Amended 2025/26 Wage Matrix