

TO: Jennie Greene, Chairwoman HRB
 FR: Tim Carroll
 DT: 27 September 2017
 RE: Placing town positions at the Island Mean (FY2017)

DRAFT FOR POLICY DEVELOPMENT PURPOSES ONLY

After the meeting this morning your administrative assistant and I disagreed on what positions I was asked to provide you information on. The motion made by Mr. Golden was "to place the positions at the mean except for the police sergeant, which will be 5% below (the island mean)". I interpreted that to apply to all the positions. So I was planning on being more inclusive rather than less.

However, with the 11% increase between Grades, it is not possible to place any of the positions exactly at their Island Mean without modifying the Pay Scale Grades. For example, if a position is -6% (below) the island mean and it is advanced one Grade (11%), then that position could end up at +5% (above) the island mean.

It is possible to look at where the island mean would fall on the Chilmark ranges for each Grade. (I have labeled that STEP in the chart below.) The middle of the range is a fictional step of 4.5 out of the 8 steps.

By comparing where the island mean falls on a particular Grade can tell us which is the more appropriate Grade for a position based on the market analysis of the island towns. This is a much less precise method than adjusting the % between grades to try and match the market data.

BASED on FY2017 #s	Chilmark GRADE	HRB Rec FY17 Chilmark MEAN	FY17 Island MEAN	Chilmark Range Starting Step	Chilmark Range TOP Step	STEP at which ISLAND MEAN is achieved	MAKE GRADE
Tax Collector	10	\$ 38.50	\$ 40.64	\$ 33.89	\$ 43.11	6.5	11
	11	\$ 42.74		\$ 37.61	\$ 47.86	3.7	
Town Clerk	10	\$ 38.50	\$ 39.53	\$ 33.89	\$ 43.11	5.5	11
	11	\$ 42.74		\$ 37.61	\$ 47.86	2.5	
Police Sergeant	10	\$ 38.50	\$ 42.82 ¹	\$ 33.89	\$ 43.11	6.5	11
	11	\$ 42.74	\$ 40.68 ²	\$ 37.61	\$ 47.86	3.5	
Superintendent of Streets	9	\$ 34.69	\$ 38.41	\$ 30.53	\$ 38.84	7.9	10
	10	\$ 38.50		\$ 33.89	\$ 43.11	4.5	
Shellfish Constable	8	\$ 31.25	\$ 33.28	\$ 27.50	\$ 34.99	6.5	9
	9	\$ 34.69		\$ 30.53	\$ 38.84	3.9	
Clerical Assistant TTA ³	6	\$ 25.36	\$ 28.15				7
	7	\$ 28.15					

- The Library Assistant position was already regraded to Grade 5 by the HRB. So it is already a little above the Island Mean and requires no action.
- Receptionist/Assistant position was carried as a Grade 8 on the documents used by the HRB to create the recommended Pay Scale for Town Meeting. If the position was left at Grade 7 it would be below the Island Mean between -1 & -7 %. Placing this position at Grade 8 as originally calculated is shown below.

BASED on FY2017 #s	Chilmark GRADE	HRB Rec FY17 Chilmark MEAN	FY17 Island MEAN	Chilmark Range Starting Step	Chilmark Range TOP Step	STEP at which ISLAND MEAN is achieved	MAKE GRADE
Receptionist/Assistant	7	\$ 28.15	\$ 28.41 ⁴	\$ 24.78	\$ 31.52	5	8
	8	\$ 31.25	\$ 30.07 ⁵	\$ 27.50	\$ 34.99	4	

- Town Accountant was previously regraded by the HRB to Grade 11. The Position Description was changed to reflect greater responsibilities and the supervision of a part-time staff member. So it is already a little above the Island Mean and requires no action.

¹ 100% of Island Mean for Police Sergeant.

² 95% of Island Mean used for Police Sergeant.

³ Clerical Assistant and the Administrative Assistant position descriptions.

⁴ Lowest Island Mean for Receptionist/Assistant.

⁵ Highest Island Mean for Receptionist/Assistant.

**CHILMARK WAGE ADJUSTMENTS
9/28/2017**

Job Title	Current Grade	FY 18 Current G/S	FY 18 Current Wage	Current Grade				FY 18 Current G/S Wage	FY 18 Current G/S New Wage	FY 18 Higher G New Wage	Where Start? Higher G/S	FY 17 Higher G Mean New Wage	FY 17 Higher G % < > Other Mean
				FY 17 Current Grade Mean	FY 17 Other Towns Mean	FY 17 New Mean	New FY 17 % < > Other Mean						
Tax Collector	10	G10/S8	\$ 40.11	\$ 35.46	\$ 40.64	\$ 38.50	-6%	\$ 40.11	\$ 43.58	\$ 43.63	G11/S5	\$ 42.74	5%
Town Clerk	10	G10/S7	\$ 38.73	\$ 35.46	\$ 39.54	\$ 38.50	-3%	\$ 38.73	\$ 42.11	\$ 42.16	G11/S4	\$ 42.74	7%
Police Sergeant	10	? G10/S4	\$ 37.57	\$ 35.46	\$ 42.82	\$ 38.50	-11%	\$ 34.95	\$ 37.98	\$ 38.02	G11/S1	\$ 42.74	0%
Superintendent of Streets	9	G9/S8	\$ 36.79	\$ 32.53	\$ 38.41	\$ 34.69	-11%	\$ 36.79	\$ 39.26	\$ 39.31	G10/S5	\$ 38.50	0%
Shellfish Constable	8	G8/S8	\$ 33.46	\$ 29.58	\$ 33.28	\$ 31.25	-6%	\$ 33.46	\$ 35.37	\$ 35.41	G9/S5	\$ 34.69	4%
Recept. Admin BOS	7	G7/S8	\$ 30.94	\$ 27.37	\$ 30.07	\$ 28.15	-7%	\$ 30.94	\$ 31.87	\$ 31.91	G8/S5	\$ 31.25	4%
Town Accountant	10	G10/S6	\$ 37.45	\$ 35.46	\$ 38.28	\$ 38.50	1%	\$ 37.45	\$ 40.69	\$ 40.73	G11/S3	\$ 42.74	10%
Assessor	10	G10/S8	\$ 40.11	\$ 35.46	\$ 38.90	\$ 38.50	-1%	\$ 40.11	\$ 43.58	\$ 43.63	G11/S5	\$ 42.74	9%
Ass't. Lib. Dir./Children's Lib.											Current G8		
Cemetery Superintendent											Current G7		
Beach Superintendent											Current G9		