

TOWN OF MILFORD
Milford, Massachusetts
NOTICE OF MEETING- AGENDA

Board or Commission Milford Select Board
Date and Time of Meeting April 4, 2022, 6:00PM
Place of Meeting Room 03, 52 Main Street

A.) SIGNING OF WARRANT

B.) INVITATION TO SPEAK

Remote Public Hearing/Invitation to Speak access now requires advanced registration. Please register online here: <http://tiny.cc/h07quz> Any member of the public may now register to access the zoom webinar as an attendee. Public attendees will be able to view the zoom LIVE and request to speak at the "Public Hearing/Invitation to Speak."

C.) PUBLIC HEARINGS

D.) SCHEDULED APPOINTMENTS

1. Police Chief, re: K9 Unit
2. Human Resources Director, re: Wage and Salary Plan
3. Town Administrator, re: Review of Annual Town Meeting Warrant

E.) TOWN ADMINISTRATOR'S REPORT

F.) OLD BUSINESS

G.) NEW BUSINESS

H.) CORRESPONDENCE

I.) EXECUTIVE SESSION

The listing of matters above are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Signature  Dated 3/31/22

MILFORD TOWN CLERK
2022 MAR 31 4:55 PM



GovHR USA

GovTEMPS USA

Town of Milford, MA
Classification and Compensation Study

Personnel Board

March 9, 2022

630 Dundee Road, Suite 130, Northbrook, IL 60062
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22-1-5
4-4-22

Outline

- ▶ Scope of Work
- ▶ Job Evaluation
- ▶ Proposed Classification Plan
- ▶ Salary Survey
- ▶ Proposed Compensation Plan
- ▶ Implementation of Classification and Compensation Plan
- ▶ Future Administration of the Plan
- ▶ Questions

Scope of Work and Process

- ▶ Job Evaluation Analysis and Classification Plan
 - ▶ Study preparation and project meetings
 - ▶ Determination of comparable communities
 - ▶ Distribution of materials and employee meetings
 - ▶ Job evaluation analysis and establishment of Classification Plan
- ▶ Salary Data Analysis
- ▶ Draft and Final Report Preparation
 - ▶ Presentation to Town regarding Draft Report
 - ▶ Finalize report

Job Evaluation

- ▶ Positions were reviewed using the following nine job factors to establish Internal Equity:
 - ▶ Education – Required Preparation and Training
 - ▶ Work Experience – Years of Experience Needed to Perform Job
 - ▶ Decision Making and Independent Judgment
 - ▶ Responsibility for Policy Development
 - ▶ Planning of Work
 - ▶ Contact with Others
 - ▶ Work of Others (Supervision Exercised)
 - ▶ Working Conditions
 - ▶ Use of Technology/Specialized Equipment

Job Evaluation

- ▶ Positions were evaluated based on the information received by the Town and as a result of virtual interviews with at least one employee in each position.
- ▶ The Classification Plan was developed based on Internal Equity – meaning how positions related to one another in Milford.
- ▶ Some positions were reclassified as a result of the Job Evaluation.
- ▶ New position titles were recommended in some instances.
- ▶ Table 1 – Classification Plan.

Comparable Communities

- ▶ Establishment of comparable communities:
 - ▶ The following eight criteria were used (Appendix B):
 - ▶ Population
 - ▶ DOR Income Per Capita
 - ▶ EQV Per Capita
 - ▶ Total Assessed Value
 - ▶ Tax Levy
 - ▶ State Aid
 - ▶ Total Budget
 - ▶ Proximity to Milford

Top Comparable Communities (82+ Points)

- ▶ Ashland
- ▶ Attleboro
- ▶ Bellingham
- ▶ Canton
- ▶ Dedham
- ▶ Easton
- ▶ Foxborough
- ▶ Franklin
- ▶ Grafton
- ▶ Hudson
- ▶ Mansfield
- ▶ Marlborough
- ▶ North Attleborough
- ▶ Norton
- ▶ Norwood
- ▶ Shrewsbury
- ▶ Walpole
- ▶ Westborough

Salary Survey

- ▶ Data is collected through the use of a survey
 - ▶ Each position is defined to assist in gathering accurate data.
 - ▶ Salary data is reviewed to determine if information gathered is appropriate for the position surveyed.
 - ▶ Salary ranges are the preferred method to gather salary data.
 - ▶ Salary data gathered is the current market for the positions in the survey regardless if adjustments have been made to the compensation plans in other communities.
 - ▶ Appendix C – Detailed Salary Data.

Proposed Compensation Plan – 50th Percentile

- ▶ Compensation Plan - 15 Grades:
 - ▶ Grades 1 – 4: Administrative and Technical
 - ▶ Grades 5 – 9: Supervisors and Advanced Technical
 - ▶ Grades 10 – 14: Directors and Senior Managers
 - ▶ Grade 15: Town Administrator

All proposed ranges are open ranges. There is a 7.5% graduation between Grades 1 – 14.

All Grades have a 35% range spread from minimum to maximum.

Implementation of Classification and Compensation Plans

- ▶ Move current employee salaries into new pay plan with the following assumptions:
 - ▶ Employees whose present pay is below the minimum pay of the range should be raised to the minimum of the range.
 - ▶ Employees whose present pay is within the range for their classification should be slotted into the new pay plan at their current compensation or at the closest step without losing pay.
 - ▶ Employees whose present pay is above the maximum pay of the range should be held at his or her current rate *without a reduction in pay* until the range increases to the employee's pay level.

Future Administration of the Plan

▶ Classification

- ▶ Review positions each year to respond to changing conditions (tools provided)
- ▶ Create, Adjust and/or Abolish positions as needed

▶ Compensation

- ▶ Survey Communities for salary changes
- ▶ Adjust pay ranges
- ▶ Consider pay adjustments for employees



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Questions?

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