

Class and Compensation Study

Town of Medfield

2025

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Executive Summary

The Town of Medfield engaged the Edward J. Collins, Jr. Center for Public Management to conduct a classification and compensation study. Key outcomes include:

New position descriptions with clear duties and requirements.

Evaluation of positions to ensure internal equity.

A market survey to recommend a fair compensation structure.

Position Descriptions

The Project Team gathered information from position classification questionnaires and interviews. Draft descriptions were reviewed and finalized with Department Heads and Employee feedback.

Collected position data via questionnaires and interviews.

Developed new descriptions, including roles, responsibilities, and qualifications

Process: Draft descriptions reviewed and finalized with feedback

Each position was assigned a point factor in a series of categories, including those listed below, and the total points determined the groupings of positions. These categories include:

- ❖ Supervision Received
- ❖ Supervision Exercised
- ❖ Accountability
- ❖ Judgment
- ❖ Complexity
- ❖ Personal Contacts
- ❖ Confidentiality
- ❖ Education/Licenses
- ❖ Experience
- ❖ Work Environment
- ❖ Physical Requirements
- ❖ Motor Skills Requirement
- ❖ Physical Skills Requirements
- ❖ Vision Requirement
- ❖ Occupational Risks

Classification & Internal Equity

Using a point factor rating system, the Project Team evaluated positions based on key categories, ensuring internal equity across roles.

RECOMMENDED CLASSIFICATION STRUCTURE

A standardized classification structure was developed for recruitment and comparisons with other municipalities. This was further refined to reflect exempt and non-exempt positions.

GRADE	DEPARTMENT	TITLE
A	DPW	Director of Public Works
B	Town Administrator	Assistant Town Administrator
C	Accountant	Town Accountant
C	Assessing	Principal Assessor
C	Building	Building Commissioner
C	Library	Director of Library Services
C	Outreach	Director of Human Services & Outreach
C	Parks & Recreation	Director of Parks and Recreation
C	Planning	Director of Land Use and Planning
C	Treasurer/Collector	Treasurer/Collector
D	COA	Director of Council on Aging
D	DPW	Highway Superintendent
D	DPW	Water Superintendent
D	Health	Public Health Nurse
E	DPW	Wastewater Lead Operator
E	Facilities	Facilities Project Manager Town
E	IT	IT/Network Specialist
E	Outreach	Outreach Clinician
E	Parks & Recreation	Program Coordinator Parks and Recreation
E	Planning	Conservation Agent & Environmental Planner
E	Town Administrator	Assistant to the TA/ Public Information Coordinator

GRADE	DEPARTMENT	TITLE
F	Accountant	Assistant Town Accountant
F	Assessing	Assistant Assessor/Field Appraiser
F	DPW	Fleet Supervisor
F	DPW	Highway Supervisor
F	DPW	Transfer Station Supervisor
F	DPW	Water Supervisor
F	DPW	Wastewater Assistant Lead Operator
F	Facilities	Facilities Coordinator Town
F	Library	Adult Services and Programming Librarian
F	Library	Head of Children's Services
F	Library	Access Services Supervisor
F	Library	Teen and Reference Librarian
F	Parks & Recreation	Recreational Grounds and Field Coordinator
F	Police	Animal Control Officer
F	Town Clerk	Assistant Town Clerk
G	Building	Building Department Office Manager
G	COA	COA Outreach and Activities Coordinator
G	DPW	DPW Office Manager
G	DPW	Cemetery Caretaker
G	DPW	Highway Heavy Equipment Operator
G	DPW	Transfer Station Heavy Equipment Operator
G	DPW	Fleet Mechanic
G	DPW	Water Operator
G	DPW	Wastewater Operator
G	Police	Confidential Assistant to the Chief of Police
G	Treasurer/Collector	Assistant Treasurer/Collector

GRADE	DEPARTMENT	TITLE
H	Assessing	Administrative Assistant
H	COA	COA Program and Volunteer Coordinator
H	DPW	Administrative Assistant
H	DPW	Highway Equipment Operator
H	DPW	Wastewater Technician
H	Health	Administrative Assistant
H	Library	Technical Services/Department Asst.
H	Treasurer/Collector	Payroll Coordinator
I	COA	COA Transportation/Facilities Coordinator
I	DPW	Highway/Grounds Laborer
I	Library	Technology and Reference Librarian Assistant
I	Planning	Office Assistant
J	Accountant	Accounting Assistant
J	Library	Library Assistant - Access Services
J	Library	Library Assistant - Children's Services

FACTOR	DISCUSSION
Title Comparison	Titles may have different responsibilities across municipalities, leading to skewed results.
Data Points	Analysis relies on at least three salary data points to avoid skewing averages with outliers.
Organizational/Staffing Structure	Larger municipalities often have specialized positions with narrower responsibilities, while smaller ones have broader roles, impacting salary comparisons.
Elected and Appointed Officials	Appointed officials are often compensated higher than elected ones with the same title due to required education and experience.
Reporting Relationship	Titles may differ in meaning depending on municipal size—e.g., the same title may represent different levels of authority in larger municipalities.
Salary Ranges	Salary ranges may be outdated, and it's unclear whether municipalities hire at the minimum reported salary.

Labor Market Salary Survey

A salary survey compared the Town's pay with other municipalities. Key challenges in comparisons include varying duties and title structures. A median pay approach was used to ensure accuracy, with results showing that most pay levels fall within market ranges.

IMPLEMENTATION

- DPW Restructuring
- Health Department Restructuring
- FY 26 Pay Grades
 - Adjusted Ranges for FY26
 - Created Exempt and Non-Exempt Tables

FY 24		
Recommended Grade	Recommended FY24 Minimum*	Recommended FY24 Maximum
A	\$63.08	\$82.00
B	\$55.38	\$72.00
C	\$47.69	\$62.00
D	\$38.46	\$50.00
E	\$35.38	\$46.00
F	\$32.31	\$42.00
G	\$29.23	\$38.00
H	\$26.15	\$34.00
I	\$23.08	\$30.00
J	\$20.00	\$26.00



FY 26		
Recommended Grade	Recommended FY26 Minimum*	Recommended FY26 Maximum
A	\$65.29	\$86.15
B	\$57.32	\$75.64
C	\$49.36	\$65.14
D	\$39.81	\$52.53
E	\$36.63	\$48.33
F	\$33.44	\$44.13
G	\$30.25	\$39.92
H	\$27.08	\$35.72
I	\$23.87	\$31.52
J	\$20.70	\$27.32

CONCLUSION

The recommended classification and compensation plan will support the Town's recruitment and retention strategies.