



# TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, **including back up information**, 8 days prior to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

## MEETING INFORMATION

Date Submitted: March 25, 2016

Date of Meeting: April 14, 2016

Submitted by: Submitted by Town Manager Eileen Cabanel

Department:

Time Required: 10 minutes

Speakers:

Background Info. Supplied: Yes:  No:

## CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Appointment:

Recognition/Resignation/  
Retirement:

**Public Hearing:**

Old Business:

New Business:

Consent Agenda:

Nonpublic:

Other:

## TITLE OF ITEM

Human Resources Coordinator Grade Change

## DESCRIPTION OF ITEM

Town Council to consider the acceptance of a recommended grade change for the Human Resources Coordinator from Grade 15 to Grade 20 and to adjust the salary accordingly related to enhanced responsibilities in the job description.

## REFERENCE (IF KNOWN)

RSA:

Warrant Article:

Charter Article:

Town Meeting:

Other:

N/A

## EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Projector:

Grant Requirements:

Easel:

Joint Meeting:

Special Seating:

Other:

Laptop:

None:

## CONTACT INFORMATION

Name: Eileen Cabanel

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## APPROVAL

TOWN OF MERRIMACK  
CLASSIFICATION PLAN 2015-16

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GRADE 1

PT COMMUNITY RECYCLING ASSISTANT  
PT CROSSING GUARD  
PT CUSTODIAN  
CALL FIREFIGHTER  
PT CALL EMS ATTENDANT  
PT MAINTAINER  
SPECIAL POLICE OFFICER, TRAINEE

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GRADE 2

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GRADE 3

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GRADE 4

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GRADE 5

ACCOUNT CLERK II, FINANCE OFFICE, TOWN CLERK/TAX COLLECTOR'S OFFICE  
CLERK TYPIST II, COMMUNITY DEVELOPMENT CLERK, POLICE RECORDS CLERK,  
CUSTODIAN

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GRADE 6

SPECIAL POLICE OFFICER (CERTIFIED)

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GRADE 7

PT MEDIA ASSISTANT

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GRADE 8

CALL DISPATCHER  
SECRETARY, COMMUNITY DEVELOPMENT, GENERAL GOVERNMENT, PARKS &  
RECREATION

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GRADE 9

ASSESSING COORDINATOR  
ASSISTANT MEDIA SERVICES COORDINATOR

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GRADE 10

ACCOUNT CLERK III, FINANCE OFFICE

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TOWN OF MERRIMACK  
CLASSIFICATION PLAN 2015-16

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GRADE 11

EXECUTIVE SECRETARY, FIRE & RESCUE, PUBLIC WORKS  
PT TECHNOLOGY ASSISTANT

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GRADE 12

EXECUTIVE SECRETARY, TOWN MANAGER /TOWN COUNCIL'S OFFICE  
PT WELFARE ADMINISTRATOR

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GRADE 13

PT FIRE INSPECTOR

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GRADE 14

DEPUTY TOWN CLERK/TAX COLLECTOR  
OFFICE MANAGER, COMMUNITY DEVELOPMENT, POLICE DEPARTMENT  
PURCHASING AGENT/ACCOUNTANT

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GRADE 15

ACCOUNTING SUPERVISOR  
ASSISTANT ASSESSOR  
ASSISTANT PLANNER  
~~HUMAN RESOURCES COORDINATOR~~

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GRADE 16

SEWER INSPECTOR

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GRADE 17

ADMINISTRATIVE ASSESSOR  
BUILDING INSPECTOR  
PARKS & RECREATION DIRECTOR  
TOWN CLERK/TAX COLLECTOR  
MEDIA SERVICES COORDINATOR

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GRADE 18

PT HEALTH OFFICER/SANITARIAN

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TOWN OF MERRIMACK  
CLASSIFICATION PLAN 2015-16

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GRADE 19 BUILDING OFFICIAL  
PLANNING & ZONING ADMINISTRATOR

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GRADE 20  
ASSISTANT PUBLIC WORKS DIRECTOR  
DEPUTY FINANCE DIRECTOR  
HUMAN RESOURCES COORDINATOR  
OPERATIONS MANAGER  
TECHNOLOGY COORDINATOR

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GRADE 21  
PROSECUTOR

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GRADE 22  
ASSISTANT FIRE CHIEF

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GRADE 23  
DEPUTY DIRECTOR OF PUBLIC WORKS/TOWN ENGINEER  
DEPUTY POLICE CHIEF

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GRADE 24  
COMMUNITY DEVELOPMENT DIRECTOR  
FINANCE DIRECTOR

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GRADE 25  
FINANCE DIRECTOR/ASSISTANT TOWN MANAGER  
FIRE CHIEF  
POLICE CHIEF  
PUBLIC WORKS DIRECTOR

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TOWN OF MERRIMACK  
WAGE SCHEDULE 2015-16

1	YRLY	22,893.35	27,960.29	33,027.23
	WKLY	440.26	537.70	635.14
	HRLY	11.01	13.44	15.88
2	YRLY	24,095.25	29,388.83	34,682.41
	WKLY	463.37	565.17	666.97
	HRLY	11.58	14.13	16.67
3	YRLY	25,360.25	30,892.37	36,424.49
	WKLY	487.70	594.08	700.47
	HRLY	12.19	14.85	17.51
4	YRLY	26,691.66	32,474.84	38,258.02
	WKLY	513.30	624.52	735.73
	HRLY	12.83	15.61	18.39
5	YRLY	28,092.98	34,140.40	40,187.82
	WKLY	540.25	656.55	772.84
	HRLY	13.51	16.41	19.32
6	YRLY	29,567.86	35,893.39	42,218.93
	WKLY	568.61	690.26	811.90
	HRLY	14.22	17.26	20.30
7	YRLY	31,120.17	37,738.42	44,356.67
	WKLY	598.46	725.74	853.01
	HRLY	14.96	18.14	21.33
8	YRLY	32,753.98	39,680.31	46,606.65
	WKLY	629.88	763.08	896.28
	HRLY	15.75	19.08	22.41
9	YRLY	34,473.56	41,724.15	48,974.75
	WKLY	662.95	802.39	941.82
	HRLY	16.57	20.06	23.55
10	YRLY	36,283.42	43,875.30	51,467.17
	WKLY	697.76	843.76	989.75
	HRLY	17.44	21.09	24.74
11	YRLY	38,188.30	46,139.38	54,090.45
	WKLY	734.39	887.30	1,040.20
	HRLY	18.36	22.18	26.01
12	YRLY	40,193.19	48,522.32	56,851.45
	WKLY	772.95	933.12	1,093.30
	HRLY	19.32	23.33	27.33
13	YRLY	42,303.33	51,030.36	59,757.40
	WKLY	813.53	981.35	1,149.18
	HRLY	20.34	24.53	28.73

EFFECTIVE 7/1/2013

Note: Annual and weekly wages shown are base on 40 hour weeks

TOWN OF MERRIMACK  
WAGE SCHEDULE 2015-16

14	YRLY	44,524.26	53,670.08	62,815.91
	WKLY	856.24	1,032.12	1,208.00
	HRLY	21.41	25.80	30.20
15	YRLY	46,861.78	56,448.39	66,035.00
	WKLY	901.19	1,085.55	1,269.90
	HRLY	22.53	27.14	31.75
16	YRLY	49,322.02	59,372.55	69,423.08
	WKLY	948.50	1,141.78	1,335.06
	HRLY	23.71	28.54	33.38
17	YRLY	51,911.43	62,450.24	72,989.05
	WKLY	998.30	1,200.97	1,403.64
	HRLY	24.96	30.02	35.09
18	YRLY	54,636.78	65,689.50	76,742.22
	WKLY	1,050.71	1,263.26	1,475.81
	HRLY	26.27	31.58	36.90
19	YRLY	57,505.21	69,098.82	80,692.44
	WKLY	1,105.87	1,328.82	1,551.78
	HRLY	27.65	33.22	38.79
20	YRLY	60,524.23	72,687.14	84,850.04
	WKLY	1,163.93	1,397.83	1,631.73
	HRLY	29.10	34.95	40.79
21	YRLY	63,701.76	76,463.84	89,225.92
	WKLY	1,225.03	1,470.46	1,715.88
	HRLY	30.63	36.76	42.90
22	YRLY	67,046.10	80,438.81	93,831.53
	WKLY	1,289.35	1,546.90	1,804.45
	HRLY	32.23	38.67	45.11
23	YRLY	70,566.02	84,622.48	98,678.93
	WKLY	1,357.04	1,627.36	1,897.67
	HRLY	33.93	40.68	47.44
24	YRLY	74,270.73	89,025.78	103,780.83
	WKLY	1,428.28	1,712.03	1,995.79
	HRLY	35.71	42.80	49.89
25	YRLY	78,169.95	93,660.26	109,150.57
	WKLY	1,503.27	1,801.16	2,099.05
	HRLY	37.58	45.03	52.48

EFFECTIVE 7/1/2013

Note: Annual and weekly wages shown are base on 40 hour weeks