

**Classification and Compensation
Study
General Government Positions**



**Town of Oakham,
Massachusetts
Final Report Summary**

Project Goal and Objectives

1

GOAL (Purpose of Study): To develop and maintain a process to pay positions and employees in a fair (consistent) manner, internally and externally equitable (competitive) in accordance with the MA. Pay Equity Act.

OBJECTIVES (What Has Been Accomplished):

- **JOB DESCRIPTIONS:** Job descriptions have been written that accurately describe the essential functions (what an employee is required to do) and the minimum qualifications (knowledge, ability skill) required .
- **CLASSIFICATION PLAN (Internal Equity):** Developed consistent with the organization structure of Town departments.
- **COMPENSATION PLAN (External Equity):** Salary ranges have been developed competitive with the market place based on current survey data, employee rate of pay, and an employee's years of service in the current position.



Proposed General Government Classification Plan

2

- Classification Plan has been developed based on the application of 13 universal position evaluation criteria to measure the “comparable value” of positions in a consistent manner.
- General Government Positions: 5 grade levels are recommended consistent with the organizational structure of the Town

Please see the Proposed Classification Plan Characteristic Chart and Position Rating Chart for further details.



Proposed General Government Compensation Plan

3

A salary study was conducted of comparable municipalities:

	Survey Avg. Min	Survey Avg. Mid.	Survey Avg. Max
Current Employee Salary To:	-3.74%	-11.36%	-18.72%

Proposed Salary Ranges To:

Survey Avg. Min.	Survey Avg. Mid.	Survey Avg. Max.
-15.94%	-0.92 %	16.30%

Proposed Hiring Pay Band To:

Survey Avg. Min.	Survey Avg. Mid-Point	Survey Avg. Max.
-19.59%	-22.61 %	-22.85 - %

Proposed Equity Pay Band To:

Survey Avg. Min.	Survey Avg. Mid-Point	Survey Avg. Max.
-6.31%	-2.18 %	3.01%

Please see the Proposed Salary Ranges to FY 2022 Survey Data Charts for details



Competitive Pay Practice Guideline

4

In order to interpret market data in a consistent manner and to maintain a competitive Compensation Plan, it is recommended that the Town establish the following guideline to interpret market salary data in a consistent manner:

Competitive: +/- 15%

Possible Market Misalignment: +/- 16 to 25%

Significant Market Misalignment: greater than 25%

