

RESOLUTION
BOARD OF SELECTMEN
Town of Portland, Connecticut

December 4, 2024

**REVISION TO NON-UNION/ADMINISTRATIVE PAY PLAN FOR FISCAL YEAR
2024-2025**

RESOLVED, that the 2024-2025 pay plan for Non-Union part-time, specialists, seasonal employees, and administrative, professional, executive and elected officials as outlined on the attached, be and is hereby adopted with the following revisions:

- CT minimum wage adjustments that are tied to the percentage change in the federal employment cost index, effective **January 1, 2025** (affecting Town Tech, Parks & Rec seasonal employees and election workers)
- Update to wage ranges for Public Works Director and Director of Finance

**TOWN OF PORTLAND, CONNECTICUT
FISCAL YEAR 2024-2025 PAY PLAN**

Administrative, Professional, Executive, and Elected Officials

<u>Quarterly Payments</u>	<u>Annual</u>		<u>Quarterly</u>
Emergency Management Dir	5,250.00	\$36.76	1,312.50
Dispensing Clinic Volunteer Coord.		\$19.15	5 hrs mnth
Registrars of Voters	6,410.00		1,602.50
Fire Chief	22,120.00		5,530.00
Deputy Fire Chief	9,078.00		2,269.50
EMS Coordinator	1,524.00		381.00
EMS Assistant Coordinator	1,252.00		313.00
Assistant Chief	5,428.00		1,357.00
Captain of Training	3,500.00		875.00

<u>Professional Employees</u>	<u>Minimum</u>	<u>Maximum</u>
Youth Services Adminstrator	60,000	77,000
Senior Services Adminstrator	60,000	77,000
Parks & Recreation Director	62,000	87,000
Executive Secretary First Selectman	62,000	87,000
Librarian III - Assistant Director	62,000	87,000
Building Official/Blight Official	79,250	103,000

<u>Executive Employees</u>	<u>Minimum</u>	<u>Maximum</u>
Library Director	79,000	105,000
Town Planner	79,000	105,000
Technology Director	80,000	123,000
Assessor - 35 hour position	74,000	105,000
Public Works Director	95,000	146,500
Director of Finance	100,000	157,000

<u>Elected Officials</u>	<u>July 2024</u>	<u>Minimum</u>
First Selectman	89,493	85,000
Town Clerk	79,730	75,000

(Per Sec. 302 of Town Charter)

Miscellaneous Payments

Board Assessment Appeals - Chairman	405.00	Annually for a non-reval year
Board Assessment Appeals - Chairman	505.00	Annually for a reval year
Board Assessment Appeals - Member	355.00	Annually for a non-reval year
Board Assessment Appeals - Member	455.00	Annually for a reval year
Election/Voting - Set-up/Breakdown	125.00	Per primary, referendum, or election
Election Moderator	615.00	Per primary, referendum, or election
Election - Deputy Moderator	548.00	Per primary, referendum, or election
Election Workers	15.69	Hourly - State Minimum Wage (16.35 as of 1/1/2025)
Deputy Registrars of Voters	17.35	Hourly - for primary, referendum, or election
Registrars of Voters	615.00	Per primary, referendum, or election
Registrars of Voters	19.00	Special hourly duty (audits, canvassing, early voting, etc.)
Election Moderator - Early Voting	19.00	Special hourly duty (early voting)

**TOWN OF PORTLAND, CONNECTICUT
FISCAL YEAR 2024-2025 PAY PLAN**

Hourly, Specialists, and Seasonal Employees

	<u>Rates</u>			
<u>Professional Full-time Hourly Positions</u>				
Assistant Technology Coordinator	25.00	minimum	37.12	maximum
<u>Professional Part-time Hourly Positions</u>				
Fringe Benefit Administrator	25.00	minimum	37.12	maximum
Development Planner	25.00	minimum	37.12	maximum
Land Use Administrator	25.00	minimum	37.12	maximum
<u>Hourly/Part-Time Positions</u>				
Board/Comm. Clerk	22.70			
Clerk	22.70			
Drivers for Senior Van	22.70			
Substitute Librarian	24.70			
Temporary Assistant Town Clerk	31.15			
Temporary Building Official	60.00			
Zoning Enforcement Officer	35.79			
<u>Town Tech - Summer</u>				
	<u>As of 7/1/24</u>		<u>As of 1/1/2025</u>	
Worker I	15.69		16.35	
Worker II	17.08		17.50	
<u>Parks & Rec/Youth Services</u>				
Counselor I	15.69		16.35	
Counselor II	16.00		16.65	
Counselor III	16.50		17.15	
Counselor IV	17.00		17.65	
Counselor V	17.46		18.11	
Counselor VI	18.42		18.60	
Counselor VII	19.52		19.52	
Counselor VIII	20.69		20.69	
Counselor IX	22.05		22.05	
Counselor X	23.36		23.36	
Ass't. Animal Control Officer	22.98		per hour when working	
Ass't. Animal Control Officer - weekend			\$181 for weekend coverage on call and care and feeding of animals	
Police Officer - Part Time	32.38			
Police Officer - Part Time - Private Duty	48.57			
Public Safety Chaplain	1,000.00		Annual Stipend	
Highway Nonunion Maintainer	32.94			
Grounds Maintenance Crew Leader	4.46			
Grounds Maintenance Worker	19.11			
Fire Marshal	38.92			
Deputy Fire Marshal	28.20			