



TOWN OF FAIRFAX SUPPLEMENTAL STAFF REPORT October 11, 2022

TO: Mayor and Town Council

FROM: Heather Abrams, Town Manager

SUBJECT: Adopt Resolution Establishing Wages and Benefits for Management, Confidential and Part-time Employees for the Period of July 1, 2022, through June 30, 2024.

DISCUSSION

The supplement provided today only makes one change.

The supplement provided today shows the same monthly salary effective 10/1/22 for the Climate Action Coordinator as was displayed in the notice that was part of the 10/6/22 Council Meeting Packet.

However, in coding payroll for the pay period, Town Finance staff noted that the Cost of Living Adjustment (COLA) of 4% was made effective retroactively to 7/1/22, but the switch from a 37.5 hour full-time work week to a 40 hour full-time work was made effective on 10/1/22 for this position only. Therefore, a row was added above the pay rate effective 10/1/22 for this position, showing the lower rate of pay for the period between 7/1/22 and 9/30/22.

Climate Action Coordinator	(7/1/22-9/30/22)	5,200.13	5,460.14	5,733.14	6,019.80	← Added
Climate Action Coordinator	(.9375FTE to FT 10/1/22)	5,546.81	5,824.15	6,117.35	6,421.12	← Previously Noticed

ATTACHMENT

Exhibit A to the Resolution – Revised Salary Range Table

EXHIBIT A --- TOWN OF FAIRFAX

SALARY RANGES/SCHEDULE -- UNREPRESENTED

REVISED 10/11/22

Management Employees				
As of June 30, 2022	STEP A	STEP B	STEP C	STEP D
Assistant to the Town Manager	7,855.35	8,248.12	8,660.52	9,093.55
Dep Town Clerk /Assistant to the Town Manager	10,253.21	10,765.87	11,304.16	11,869.37
Planning & Building Director	10,253.21	10,765.87	11,304.16	11,869.37
Finance Director	10,253.21	10,765.87	11,304.16	11,869.37
Public Works Director	11,877.77	12,471.66	13,095.24	13,750.00
Climate Action Coordinator	5,000.13	5,250.13	5,512.64	5,788.27
Chief Bldg Official / Public Works Mgr	9,216.91	9,677.76	10,161.64	10,669.73
Assistant Planner	5,754.53	6,042.26	6,344.37	6,661.59
Associate Planner	6,300.44	6,615.46	6,946.24	7,293.55
Senior Planner	7,877.87	8,271.76	8,685.35	9,119.62
Principal Planner	8,759.88	9,197.87	9,657.77	10,140.66
Marketing & Communications Specialist	6,906.29	7,251.60	7,614.18	7,994.89
Events & Volunteer Coordinator	5,349.96	5,617.46	5,898.33	6,193.25
Accountant I	5,964.23	6,262.44	6,575.56	6,904.34
Accountant II	6,904.35	7,249.57	7,612.05	7,992.65
Recreation & Community Services Manager	7,248.45	7,610.87	7,991.42	8,390.99
Management Analyst	6,906.29	7,251.60	7,614.18	7,994.89

Management Employees				
As of July 1, 2022 (4% COLA)	STEP A	STEP B	STEP C	STEP D
Assistant to the Town Manager	8,169.56	8,578.04	9,006.94	9,457.29
Dep Town Clerk /Assistant to the Town Manager	10,663.34	11,196.51	11,756.33	12,344.15
Planning & Building Director (Also incr to \$175k)	13,101.54	13,756.61	14,444.44	15,166.67
Finance Director	10,663.34	11,196.51	11,756.33	12,344.15
Public Works Director (Also incr to \$185k)	13,850.20	14,542.71	15,269.84	16,033.33
Climate Action Coordinator (7/1/22-9/30/22)	5,200.13	5,460.14	5,733.14	6,019.80
Climate Action Coordinator (.9375FTE to FT 10/1/22)	5,546.81	5,824.15	6,115.35	6,421.12
Chief Bldg Official / Public Works Manager	9,585.59	10,064.87	10,568.11	11,096.51
Assistant Planner	5,984.71	6,283.95	6,598.14	6,928.05
Associate Planner	6,552.46	6,880.08	7,224.08	7,585.29
Senior Planner	8,192.98	8,602.63	9,032.77	9,484.40
Principal Planner	9,110.28	9,565.79	10,044.08	10,546.28
Marketing & Communications Specialist	7,182.54	7,541.67	7,918.75	8,314.69
Events & Volunteer Coordinator	5,563.96	5,842.16	6,134.26	6,440.98
Accountant I	6,202.80	6,512.94	6,838.59	7,180.52
Accountant II	7,180.52	7,539.55	7,916.53	8,312.35
Recreation & Community Services Manager	7,538.39	7,915.31	8,311.07	8,726.63
Management Analyst	7,182.54	7,541.67	7,918.75	8,314.69

Management Employees				
As of July 1, 2023 (3.5% COLA)	STEP A	STEP B	STEP C	STEP D
Assistant to the Town Manager	8,455.50	8,878.27	9,322.19	9,788.30
Dep Town Clerk /Assistant to the Town Manager	11,036.56	11,588.38	12,167.80	12,776.19
Planning & Building Director	13,560.09	14,238.10	14,950.00	15,697.50
Finance Director	11,036.56	11,588.38	12,167.80	12,776.19
Public Works Director	14,334.95	15,051.70	15,804.29	16,594.50
Climate Action Coordinator	5,740.94	6,027.99	6,329.39	6,645.86
Chief Bldg Official / Public Works Mgr	9,921.08	10,417.14	10,937.99	11,484.89
Assistant Planner	6,194.18	6,503.88	6,829.08	7,170.53
Associate Planner	6,781.79	7,120.88	7,476.93	7,850.77
Senior Planner	8,479.74	8,903.73	9,348.91	9,816.36
Principal Planner	9,429.13	9,900.59	10,395.62	10,915.40
Marketing & Communications Specialist	7,433.93	7,805.63	8,195.91	8,605.70
Events & Volunteer Coordinator	5,758.70	6,046.63	6,348.96	6,666.41
Accountant I	6,419.90	6,740.89	7,077.94	7,431.83
Accountant II	7,431.84	7,803.43	8,193.61	8,603.29
Recreation & Community Services Manager	7,802.23	8,192.34	8,601.96	9,032.06
Management Analyst	7,433.93	7,805.63	8,195.91	8,605.70

Confidential Employees	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
Deputy Town Clerk - Confidential as of 6/30/22	5,679.23	5,963.19	6,261.35	6,574.42	6,903	7,248
Deputy Town Clerk - Confidential as of 7/1/22	5,906.40	6,201.72	6,511.80	6,837.39	7,179	7,538
Deputy Town Clerk - Confidential as of 7/1/23	6,083.59	6,387.77	6,707.16	7,042.51	7,395	7,764