

CURRENT WAGE CHART:

The Town uses the following Position and Pay Grade Schedule:

- **Grade 1** - \$24,086 - \$30,134 or \$11.54 - \$14.44
- **Grade 2** - \$27,081 - \$34,087 or \$13.87 - \$18.03
- **Grade 3** - \$33,172 - \$43,119 or \$15.89 - \$20.66
- **Grade 4** - \$37,113 - \$48,249 or \$17.78 - \$23.12
- **Grade 5** - \$41,369 - \$53,774 or \$19.82 - \$25.77
- **Grade 6** - \$50,912 - \$66,191 or \$24.39 - \$31.72
- **Grade 7** - \$56,233 - \$73,105 or \$26.94 - \$35.05

Town Hall Administration

Position	Hourly	Annually
Clerical Worker	\$11.54 - \$14.44	Grade 1 - \$24,086 - \$30,134
Administrative Assistant	\$15.89 - \$20.66	Grade 3 - \$33,172 - \$43,119
Water & Sewer Clerk	\$15.89 - \$20.66	Grade 3 - \$33,172 - \$43,119
Town Clerk	\$17.78 - \$23.12	Grade 4 - \$37,113 - \$48,249
Office Manager	\$19.82 - \$25.77	Grade 5 - \$41,369 - \$53,774
Town Planner	\$24.39 - \$31.72	Grade 6 - \$50,912 - \$66,191
Town Manager	\$26.94 - \$35.05	Grade 7 - \$56,233 - \$73,105

Department of Public Works

Position	Hourly	Annually
Parks Groundskeeper	\$11.54 - \$14.44	Grade 1 - \$24,086 - \$30,134
Municipal Service Worker I	\$13.87 - \$18.03	Grade 2 - \$27,081 - \$34,087
Municipal Service Worker II	\$15.89 - \$20.66	Grade 3 - \$33,172 - \$43,119
Crew Leader	\$17.78 - \$23.12	Grade 4 - \$37,113 - \$48,249
Superintendent of Public Works	\$24.39 - \$31.72	Grade 6 - \$50,912 - \$66,191

Department of Water and Wastewater

Position	Hourly	Annually
Operator Trainee	\$13.87 - \$18.03	Grade 2 - \$27,081 - \$34,087
Operator I	\$15.89 - \$20.66	Grade 3 - \$33,172 - \$43,119
Operator II	\$17.78 - \$23.12	Grade 4 - \$37,113 - \$48,249
Superintendent of Utilities	\$24.39 - \$31.72	Grade 6 - \$50,912 - \$66,191

Police Department

Position	Hourly	Annually
Police Officer Trainee	\$13.87 - \$18.03	\$27,081 - \$34,087
Administrative Specialist	\$15.89 - \$20.66	\$33,172 - \$43,119
Police Officer	\$19.82 - \$25.77	\$41,369 - \$53,774
Police Officer First Class	\$21.60 - \$28.08	\$44,928 - \$58,400
Police Sergeant	\$23.38 - \$30.39	\$48,630 - \$63,211
Police Lieutenant	\$25.16 - \$32.71	\$52,333 - \$68,034
Chief of Police	\$26.94 - \$35.02	\$56,035 - \$72,842

U.S. Bureau of Labor Statistics – May 2018 (Cumberland, MD). Each position's pay range is capped at a 30% increase, from base-pay.

PROPOSED WAGE CHART and COMPARISON:

Town Hall Administration

Position	Current Hourly	Current Annually	Proposed Hourly	Proposed Annually
Clerical Worker	\$11.54 - \$14.44	Grade 1 - \$24,086 - \$30,134	\$13.25 - \$19.76	\$27,560 - \$41,093
Administrative Assistant	\$15.89 - \$20.66	Grade 3 - \$33,172 - \$43,119	\$13.25 - \$24.06	\$27,560 - \$50,045
Water & Sewer Clerk	\$15.89 - \$20.66	Grade 3 - \$33,172 - \$43,119	\$14.57 - \$27.05	\$30,306 - \$56,264
Town Clerk	\$17.78 - \$23.12	Grade 4 - \$37,113 - \$48,249	\$17.71 - \$32.89	\$36,837 - \$68,411
Office Manager	\$19.82 - \$25.77	Grade 5 - \$41,369 - \$53,774	\$18.70 - \$34.71	\$38,896 - \$72,197
Town Planner	\$24.39 - \$31.72	Grade 6 - \$50,912 - \$66,191	\$26.63 - \$49.45	\$55,390 - \$102,856
Town Manager	\$26.94 - \$35.05	Grade 7 - \$56,233 - \$73,105	\$30.76 - \$57.12	\$63,980 - \$118,810

Department of Public Works

Position	Current Hourly	Current Annually	Proposed Hourly	Proposed Annually
Parks Groundskeeper	\$11.54 - \$14.44	Grade 1 - \$24,086 - \$30,134	\$13.25 - \$21.27	\$27,560 - \$44,241
Municipal Service Worker I	\$13.87 - \$18.03	Grade 2 - \$27,081 - \$34,087	\$13.87 - \$25.77	\$28,850 - \$53,602
Municipal Service Worker II	\$15.89 - \$20.66	Grade 3 - \$33,172 - \$43,119	\$13.87 - \$25.77	\$28,850 - \$53,602
Crew Leader	\$17.78 - \$23.12	Grade 4 - \$37,113 - \$48,249	\$18.80 - \$34.91	\$39,104 - \$72,613
Superintendent of Public Works	\$24.39 - \$31.72	Grade 6 - \$50,912 - \$66,191	\$23.98 - \$44.54	\$49,878 - \$92,643

Department of Water and Wastewater

Position	Current Hourly	Current Annually	Proposed Hourly	Proposed Annually
Operator Trainee	\$13.87 - \$18.03	Grade 2 - \$27,081 - \$34,087	\$13.25 - \$20.44	\$27,560 - \$42,515
Operator I	\$15.89 - \$20.66	Grade 3 - \$33,172 - \$43,119	\$15.85 - \$29.43	\$32,968 - \$61,214
Operator II	\$17.78 - \$23.12	Grade 4 - \$37,113 - \$48,249	\$15.85 - \$29.43	\$32,968 - \$61,214
Superintendent of Utilities	\$24.39 - \$31.72	Grade 6 - \$50,912 - \$66,191	\$23.98 - \$44.54	\$49,878 - \$92,643

U.S. Bureau of Labor Statistics – May 2021 National Occupational Employment & Wage Estimates (Hagerstown-Martinsburg, MD-WV)

Police Department

Position	Hourly	Annually	Proposed Hourly	Proposed Annually
Administrative Specialist	\$15.89 - \$20.66	\$33,172 - \$43,119	\$19.53 - \$28.68	\$40,622 - \$59,654
Police Officer Trainee	\$13.87 - \$18.03	\$27,081 - \$34,087	\$17.94	\$37,300
Police Officer	\$19.82 - \$25.77	\$41,369 - \$53,774	\$19.82 - \$21.65	\$41,369 - \$45,032
Police Officer First Class	\$21.60 - \$28.08	\$44,928 - \$58,400	\$21.60 - \$31.72	\$44,928 - \$65,978
Police Sergeant	\$23.38 - \$30.39	\$48,630 - \$63,211	\$23.76 - \$34.89	\$49,420 - \$72,571
Police Lieutenant	\$25.16 - \$32.71	\$52,333 - \$68,034	\$27.32 - \$40.12	\$56,826 - \$83,450
Chief of Police	\$26.94 - \$35.02	\$56,035 - \$72,842	\$32.78 - \$48.14	\$68,182 - \$100,131

U.S. Bureau of Labor Statistics – May 2021 National Occupational Employment & Wage Estimates (Hagerstown-Martinsburg, MD-WV)

City of Brunswick – Fiscal Year 2023 City of Brunswick’s Police Department Step and Grade Scale approved by Mayor & Council September 27, 2022; effective October 3, 2022.

Back-up Information on New Wage Chart:

Town Administration

Position	DOL Occupational Title	Hourly	Annually
Clerical Worker	Receptionist & Information Clerk	\$13.25 - \$19.76	\$27,560 - \$41,093
Administrative Assistant	Administrative Assistant	\$13.25 - \$24.06	\$27,560 - \$50,045
Water & Sewer Clerk	Bill & Accounts Collector	\$14.57 - \$27.05	\$30,306 - \$56,264
Town Clerk	Tax Collector & Revenue Agent	\$17.71 - \$32.89	\$36,837 - \$68,411
Office Manager	First-Line Supervisor	\$18.70 - \$34.71	\$38,896 - \$72,197
Town Planner	Urban Planner	\$26.63 - \$49.45	\$55,390 - \$102,856
Town Manager	General & Operations Manager	\$30.76 - \$57.12	\$63,980 - \$118,810

43-4171 Receptionists and Information Clerks

Answer inquiries and provide information to the general public, customers, visitors, and other interested parties regarding activities conducted at establishment and location of departments, offices, and employees within the organization. Excludes "Switchboard Operators, Including Answering Service" (43-2011).

43-6014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

Perform routine administrative functions such as drafting correspondence, scheduling appointments, organizing, and maintaining paper and electronic files, or providing information to callers. Excludes legal, medical, and executive secretaries (43-6011 through 43-6013).

43-3011 Bill and Account Collectors

Locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Duties include receiving payment and posting amount to customer's account, preparing statements to credit department if customer fails to respond, initiating repossession proceedings or service disconnection, and keeping records of collection and status of accounts.

13-2081 Tax Examiners and Collectors, and Revenue Agents

Determine tax liability or collect taxes from individuals or business firms according to prescribed laws and regulations.

43-1011 First-Line Supervisors of Office and Administrative Support Workers

Directly supervise and coordinate the activities of clerical and administrative support workers.

19-3051 Urban and Regional Planners

Develop comprehensive plans and programs for use of land and physical facilities of jurisdictions, such as towns, cities, counties, and metropolitan areas.

11-1021 General and Operations Managers

Plan, direct, or coordinate the operations of public or private sector organizations, overseeing multiple departments or locations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Usually manage through subordinate supervisors. Excludes First-Line Supervisors.

Department of Public Works

Position	DOL Occupational Title	Hourly	Annually
Parks Groundskeeper	Groundskeeping Worker	\$13.25 - \$21.27	\$27,560 - \$44,241
Municipal Service Worker I & II	Maintenance & Repair Worker	\$13.87 - \$25.77	\$28,850 - \$53,602
Crew Leader	Maintenance Worker	\$18.80 - \$34.91	\$39,104 - \$72,613
Superintendent of Public Works	First-Line Supervisor	\$23.98 - \$44.54	\$49,878 - \$92,643

37-3011 Landscaping and Groundskeeping Workers

Landscape or maintain grounds of property using hand or power tools or equipment. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation, and installation of mortarless segmental concrete masonry wall units. Excludes "Farmworkers and Laborers, Crop, Nursery, and Greenhouse" (45-2092).

49-9071 Maintenance and Repair Workers, General

Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of a building in repair. Duties may involve pipe fitting; HVAC maintenance; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs. Excludes "Facilities Managers" (11-3013) and "Maintenance Workers, Machinery" (49-9043).

49-9043 Maintenance Workers, Machinery

Lubricate machinery, change parts, or perform other routine machinery maintenance. Excludes "Maintenance and Repair Workers, General" (49-9071).

49-1011 First-Line Supervisors of Mechanics, Installers, and Repairers

Directly supervise and coordinate the activities of mechanics, installers, and repairers. May also advise customers on recommended services. Excludes team or work leaders.

Department of Water & Wastewater

Position	DOL Occupational Title	Hourly	Annually
Operator Trainee	Helper	\$13.25 - \$20.44	\$27,560 - \$42,515
Operator I & II	Treatment Plant & System Operators	\$15.85 - \$29.43	\$32,968 - \$61,214
Superintendent of Utilities	First-Line Supervisor	\$23.98 - \$44.54	\$49,878 - \$92,643

51-9198 Helpers--Production Workers

Help production workers by performing duties requiring less skill. Duties include supplying or holding materials or tools, and cleaning work area and equipment. Apprentice workers are classified in the appropriate production occupations (51-0000).

51-8031 Water and Wastewater Treatment Plant and System Operators

Operate or control an entire process or system of machines, often through the use of control boards, to transfer or treat water or wastewater.

51-1011 First-Line Supervisors of Production and Operating Workers

Directly supervise and coordinate the activities of production and operating workers, such as inspectors, precision workers, machine setters and operators, assemblers, fabricators, and plant and system operators. Excludes team or work leaders.

Police Department

Position	Hourly	Annually
Administrative Specialist	\$19.53 - \$28.68	\$40,622 - \$59,654
Police Officer Trainee	\$17.94	\$37,300
Police Officer	\$19.82 - \$21.65	\$41,369 - \$45,032
Police Officer First Class	\$21.60 - \$31.72	\$44,928 - \$65,978
Police Sergeant	\$23.76 - \$34.89	\$49,420 - \$72,571
Police Lieutenant	\$27.32 - \$40.12	\$56,826 - \$83,450
Chief of Police	\$32.78 - \$48.14	\$68,182 - \$100,131

Administrative Specialist

43-6014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

Perform routine administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. Excludes legal, medical, and executive secretaries (43-6011 through 43-6013). *Mean Hourly Wages: \$19.75; Mean Annual Wage: \$41,080*

11-3012 Administrative Services Managers

Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, and other office support services. Medical records administrators are included in "Medical and Health Services Managers" (11-9111). Excludes "Facilities Managers" (11-3013) and "Purchasing Managers" (11-3061). *Mean Hourly Wage: \$54.34; Mean Annual Wage: \$113,030*

43-6011 Executive Secretaries and Executive Administrative Assistants

Provide high-level administrative support by conducting research, preparing statistical reports, and handling information requests, as well as performing routine administrative functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff. Excludes "Secretaries" (43-6012 through 43-6014). *Mean Hourly Wage: \$32.15; Mean Annual Wage: \$66,870*

Google search - "Average salary in Maryland for Administrative Specialist" – Results day range from \$36,063 to as high as \$81,000

City of Brunswick – FY23 Hourly (and Annualized) Pay Rates by Grade Level and Step, presented to the Mayor & Council and approved on December 13, 2022.

Police Officer Trainee

City of Brunswick – FY23 City of Brunswick's Police Department Step and Grade Scale approved by Mayor & Council September 27, 2022; effective October 3, 2022.

Other Agencies with in the State of Maryland – City of Frostburg: \$36,900; Hampstead Police Department: \$50,000; Berlin Police Department: \$44,137

Police Officer

33-3051 Police and Sheriff's Patrol Officers

Maintain order and protect life and property by enforcing local, tribal, state, or federal laws and ordinances. Perform a combination of the following duties: patrol a specific area; direct traffic; issue traffic summonses; investigate accidents; apprehend and arrest suspects or serve legal processes of courts. Includes police officers working at educational institutions. *Mean Hourly Wage: \$34.02; Mean Annual Wage: \$70,750*

City of Brunswick – FY23 City of Brunswick's Police Department Step and Grade Scale approved by Mayor & Council September 27, 2022; effective October 3, 2022.

Other Agencies with in the State of Maryland – City of Frostburg: \$41,000 to \$46,000; Hampstead Police Department: \$50,000; Berlin Police Department: \$50,003 to \$54,828; Thurmont Police Department: \$52,270 +\$12,000 sign on bonus; Town of Mount Airy: \$50,598 to \$53,262; Smithsburg Police Department: \$43,000; HCC Police Department: New \$45,000, Lateral \$48,000.

Police Officer First Class

33-3051 Police and Sheriff's Patrol Officers

Maintain order and protect life and property by enforcing local, tribal, state, or federal laws and ordinances. Perform a combination of the following duties: patrol a specific area; direct traffic; issue traffic summonses; investigate accidents; apprehend and arrest suspects or serve legal processes of courts. Includes police officers working at educational institutions. *Mean Hourly Wage: \$34.02; Mean Annual Wage: \$70,750*

City of Brunswick – FY23 City of Brunswick's Police Department Step and Grade Scale approved by Mayor & Council September 27, 2022; effective October 3, 2022.

Other Agencies within the State of Maryland – City of Frostburg: \$41,000 to \$46,000; Hampstead Police Department: \$50,000; Berlin Police Department: \$50,003 to \$54,828; Thurmont Police Department: \$52,270 +\$12,000 sign on bonus; Town of Mount Airy: \$50,598 to \$53,262; Smithsburg Police Department: \$43,000; HCC Police Department: New \$45,000, Lateral \$48,000.

Police Sergeant

33-1012 First-Line Supervisors of Police and Detectives

Directly supervise and coordinate activities of members of police force. *Mean Hourly Wage: \$47.48; Mean Annual Wage: \$98,760*

City of Brunswick – FY23 City of Brunswick’s Police Department Step and Grade Scale approved by Mayor & Council September 27, 2022; effective October 3, 2022.

Town of Mount Airy - \$65,644 to \$72,896

Police Lieutenant

33-1012 First-Line Supervisors of Police and Detectives

Directly supervise and coordinate activities of members of police force. *Mean Hourly Wage: \$47.48; Mean Annual Wage: \$98,760*

City of Brunswick – FY23 City of Brunswick’s Police Department Step and Grade Scale approved by Mayor & Council September 27, 2022; effective October 3, 2022.

Town of Mount Airy - \$65,644 to \$72,896

Chief of Police

11-1011 Chief Executives

Determine and formulate policies and provide overall direction of companies or private and public sector organizations within guidelines set up by a board of directors or similar governing body. Plan, direct, or coordinate operational activities at the highest level of management with the help of subordinate executives and staff managers. *Mean Hourly Wage: \$102.41; Mean Annual Wage: \$213,020*

City of Brunswick – FY23 City of Brunswick’s Police Department Step and Grade Scale approved by Mayor & Council September 27, 2022; effective October 3, 2022.