CITY OF CHARLES TOWN

PERSONNEL COMMITTEE
AGENDA • MAY 19, 2026

Committee Meeting **COUNCIL CHAMBERS** **5:00 PM**
101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. UNFINISHED BUSINESS

: **2026-1508:** Total Compensation Study Update
90_ Health Increase Calcualation.pdf
Charles Town Final Presentation 050426.pdf

3. NEW BUSINESS

: **2026-1509:** City Manager's Annual Performance Evaluation Plan

4. ADJOURNMENT

5. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at: https://www.charlestownwv.us/government/agendas_minutes.php

Personnel Committee
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

AGENDA ITEM (ID #)

Meeting: 05/19/26
Department: Personnel Committee
Category: Report
Initiator:

2026-1508: Total Compensation Study Update

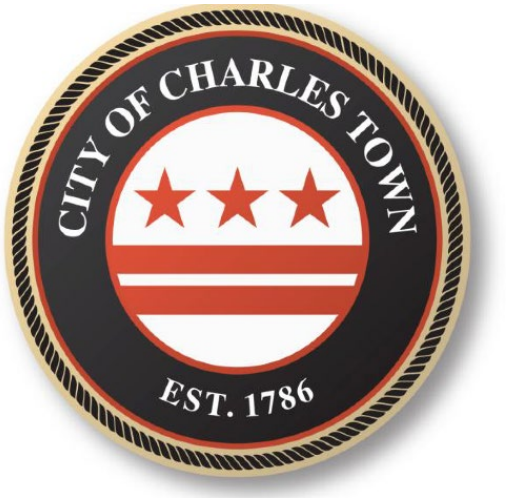
- Increase of the City's medical percentage coverage from 85% to 90% to align with CTUB's current percentage. Discuss updated amount of increase and possible referral to Finance Committee.
- Review of updated information from Pay Point re: removal of contracted staff

ATTACHMENTS:
- 90_ Health Increase Calcualation.pdf
- Charles Town Final Presentation 050426.pdf

90% HEALTH BENEFIT CALCULATION

HEALTH PLAN	MONTHLY COST PER EMPLOYEE	# OF PARTICIPATING EMPLOYEES	TOTAL ANNUAL COST	85% EMPLOYEER PORTION	90% EMPLOYER PORTION	INCREASE
PEIA Gold Tobacco-Free Employee Only	865.00	15	155,700.00	132,345.00	140,130.00	7,785.00
PEIA Gold Tobacco-Free Employee & Children	1,489.00	1	17,868.00	15,187.80	16,081.20	893.40
PEIA Gold Tobacco-Free Family	1,849.00	10	221,880.00	188,598.00	199,692.00	11,094.00
PEIA Gold Tobacco Family	1,899.00	1	22,788.00	19,369.80	20,509.20	1,139.40
PEIA Silver Tobacco Employee Only	777.00	1	9,324.00	7,925.40	8,391.60	466.20
PEIA Silver Tobacco-Free Family	1,613.00	1	19,356.00	16,452.60	17,420.40	967.80
PEIA Gold High Deductible Tobacco-Free Employee Only	553.00	1	6,636.00	5,640.60	5,972.40	331.80
TOTAL INCREASE						**22,677.60**

Paypoint HR
Strategic Compensation Plans by Design



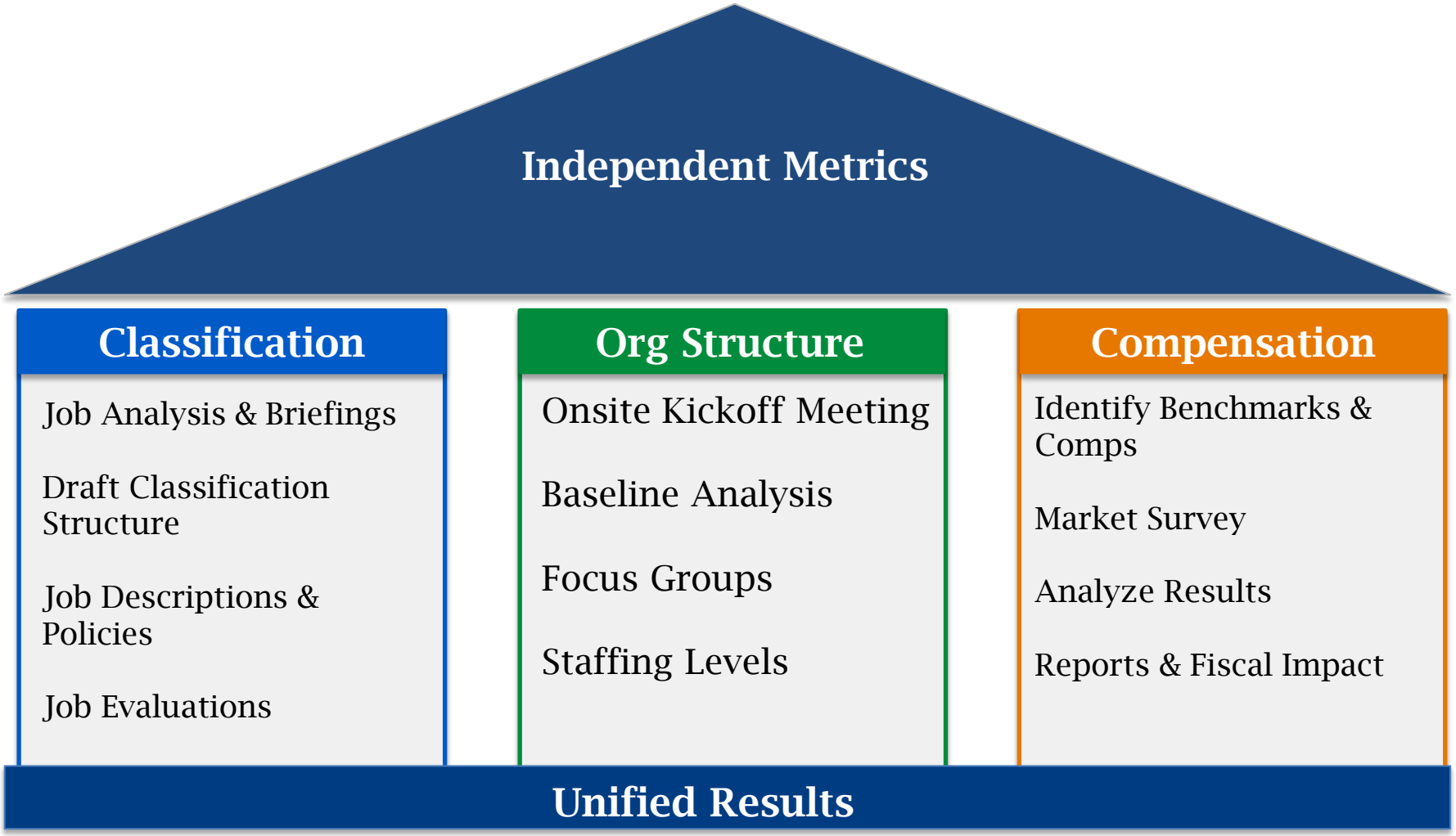
Employee Total Compensation Study

Presentation Outline

1. Project Approach
2. Comparators
3. Benefits
4. Compensable Factor Score
5. External Market – 50th percentile
6. Recommendations
7. Conclusion

1. Project Approach

Project Approach



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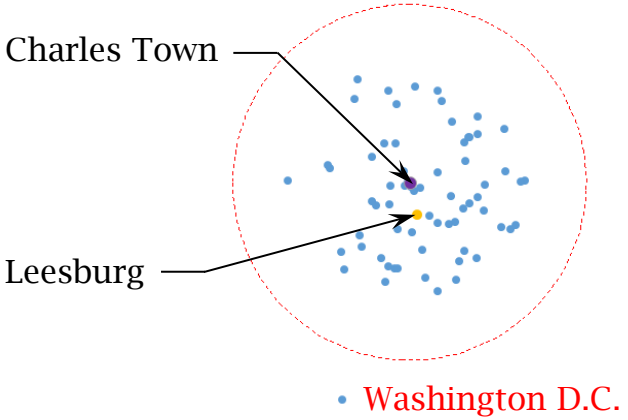
2. Comparators

Comparators Factors

- Cost of Living Adjustment
- Labor Force Participation Rate
- Median Household Income
- Median Housing Price
- Unemployment Rate



Respondents (18)

Bridgeport, WV	Brunswick, MD	Clarksburg, WV	Fairfax, VA
Frederick County, VA	Frederick, MD	Front Royal, VA	Herndon, VA
Leesburg, VA	Manassas, VA	Martinsburg, WV	Morgantown Utility Board, WV
New Martinsville, WV	Parkersburg, WV	Poolesville, MD	Thurmont, MD
Washington County, MD	Woodstock, VA		

3. Benefit Summary

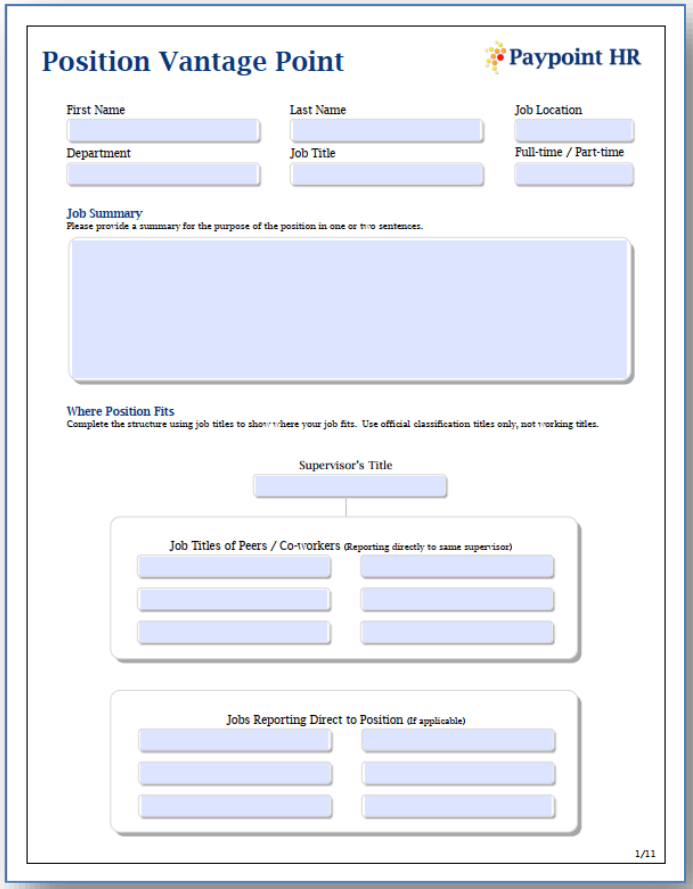
Benefit Analysis Key Findings

- Both Charles Town and CTUB offer medical, dental, and vision benefits similar to market comparators.
- Retirement benefits are in alignment with market peers.

Areas of Improvement

- Provide annual Vacation Leave accrual rates similar to West Virginia and Jefferson County.
- Provide maximum Vacation Leave carry-over limits similar to these organizations.
- Have Charles Town employer contributions to health insurance be aligned with CTUB.

4. Compensable Factor Score



Position Vantage Point

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First Name | Last Name | Job Location

Department | Job Title | Full-time / Part-time

Job Summary

Please provide a summary for the purpose of the position in one or two sentences.

Where Position Fits

Complete the structure using job titles to show where your job fits. Use official classification titles only, not working titles.

Supervisor's Title

Job Titles of Peers / Co-workers (Reporting directly to same supervisor)

Jobs Reporting Direct to Position (If applicable)

1/11

Job Analysis Questionnaire for understanding job responsibilities and internal equity.

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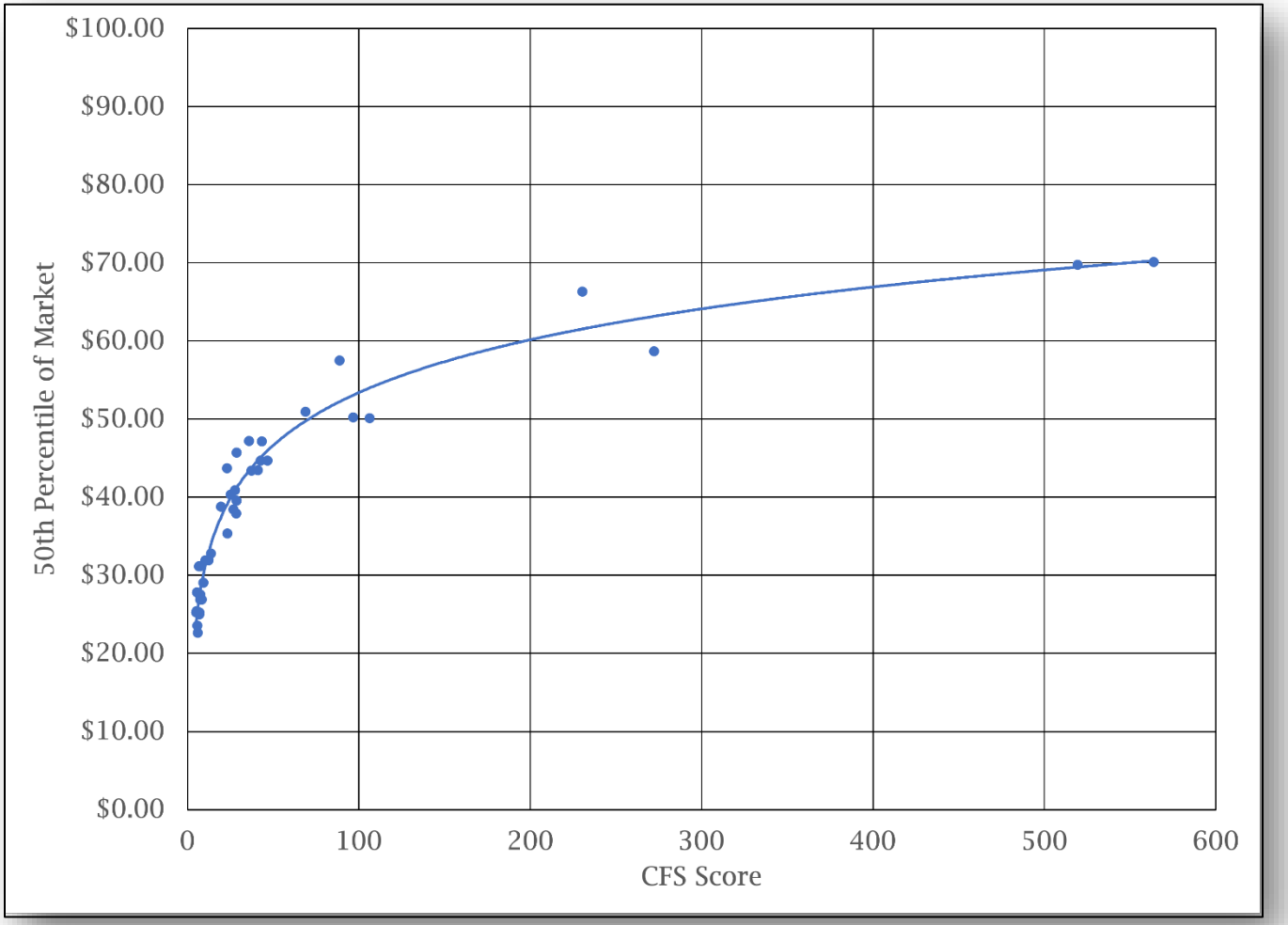

95% Correlation between CFS Score (Internal Equity) and Salary from the External Market

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5. External Market – 50th Percentile

Market Position for City and Departments

- Each job title was examined relative to the 50th percentile (middle) of the market. In other words, the strategic goal: half of the market pays more than Charles Town does, half pay less for each position.

Department	Market Position
City Attorney's Office	19.9% below market
City Clerk's Office	6.1% below market
City Manager's Office	4.4% below market
City Treasurer's Office	2.7% below market
Planning & Zoning	1.5% above market
Police	0.5% above market
Streets & Highways	6.0% above market
CTUB	1.8% below market
Overall Average	1.1% below market

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Positions Compensated Substantially Below Market (-10% > % Diff)

City Planner II	Finance Director
Crossing Guard	Utility Maintenance Superintendent
Director of Community Development	

Positions Compensated Below Market (-10% < % Diff < -5%)

Administrative Assistant II	Utility Accounting Clerk III
Administrative Assistant III	Utility Administrative Assistant II
Assistant City Manager	Utility Operations Manager
Corporal	Utility Worker I
Master Patrolman	Wastewater Operator Class I
Municipal Court Clerk	Wastewater Operator Class II
Operations Director	Water Operator Class I
Parks & Recreation Manager	Water Operator Class II
Sergeant	

6. Recommendations

Salary Scale

- 23 grades and 5.0% between grades
- Min to Max – 75% spread (72.1% market average)
- Minimum wage at $18.00

Grade	Min	Mid	Max
1	$18.00	$24.75	$31.50
2	$18.90	$25.99	$33.08
3	$19.85	$27.29	$34.73
4	$20.84	$28.65	$36.47
5	$21.88	$30.08	$38.29
6	$22.97	$31.59	$40.20
7	$24.12	$33.17	$42.21
8	$25.33	$34.83	$44.32
9	$26.59	$36.57	$46.54
10	$27.92	$38.40	$48.87
11	$29.32	$40.32	$51.31
12	$30.79	$42.33	$53.88
13	$32.33	$44.45	$56.57
14	$33.94	$46.67	$59.40
15	$35.64	$49.00	$62.37
16	$37.42	$51.45	$65.49
17	$39.29	$54.03	$68.76
18	$41.26	$56.73	$72.20
19	$43.32	$59.56	$75.81
20	$45.49	$62.54	$79.60
21	$47.76	$65.67	$83.58
22	$50.15	$68.95	$87.76
23	$52.65	$72.40	$92.15

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Salary Recommendations – 50th Percentile (Estimate)

1. Raise the salary of 8 positions that are below grade minimum, first, at a cost of $7,983.

2. Raise the salary of 7 positions that are substantially below market, second, at a cost of $42,022.

3. Raise the salary of 23 positions that are below market, third, at a cost of $116,230.

4. Raise the salary of 1 position that is experiencing compression, fourth, at a cost of $680.

5. No change is recommended for positions above market except to bring to new grade minimum.

Options (Estimate)

City

50th Percentile – 24 positions impacted, $101,386

55th Percentile – 31 positions impacted, $258,477

60th Percentile – 36 positions impacted, $392,872

65th Percentile - 39 positions impacted, $583,482

CTUB

50th Percentile – 14 positions impacted, $64,489

55th Percentile – 20 positions impacted, $120,806

60th Percentile – 27 positions impacted, $224,977

65th Percentile - 30 positions impacted, $376,453

7. Conclusion

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