



CARYN COVE MALLOY
DIRECTOR OF PERSONNEL

TOWN OF ARLINGTON

DEPARTMENT OF PERSONNEL

730 MASSACHUSETTS AVENUE, ARLINGTON, MA 02476
PHONE (781) 316-3120 FAX: (781) 316-3129

PAY AND CLASSIFICATION PLAN

Effective 7/1/2011 through 6/30/2012

Issued July 2011

Note: Some collective bargaining agreements are not settled at this time. Some salaries reflect FY09 rates. Effective dates are on each page.

**AFSCME
ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL
CLASSIFICATION PLAN**

GRADE	POSITION TITLES	GRADE	POSITION TITLES
ATP-14	NO POSITIONS ASSIGNED	ATP-5	Assess. Off. Mgr. Office Manager – Treas. (Data Input)
ATP-13	NO POSITIONS ASSIGNED	ATP-4	Head of Circulation Administrative Asst/Billing Agent HHS
ATP-12	NO POSITIONS ASSIGNED	ATP-3	Animal Control Officer Senior Engineering Aide Building Maintenance Craftsman Administrative Asst. – Fire*
ATP-11	NO POSITIONS ASSIGNED	ATP-2	Junior Engineering Aide Water Account Clerk
ATP-10	NO POSITIONS ASSIGNED	APT-1	NO POSITIONS ASSIGNED
ATP-9	NO POSITIONS ASSIGNED		
ATP-8	NO POSITIONS ASSIGNED		
ATP-7	NO POSITIONS ASSIGNED		
ATP-6	Junior Civil Engineer Grants Admin - Planning and CD		

Administrative, Technical and Professional Salary Plan FY2009

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
ATP 1	29,262	30,359	31,498	32,679	33,905	35,176	36,495	37,863
ATP 2	32,514	33,733	34,998	36,310	37,672	39,084	40,550	42,070
ATP 3	36,903	38,287	39,723	41,212	42,758	44,361	46,024	47,751
ATP 4	42,069	43,647	45,283	46,982	48,744	50,570	52,468	54,435
ATP 5	44,172	45,829	47,548	49,330	51,180	53,100	55,091	57,157
ATP 6	46,160	47,891	49,687	51,550	53,484	55,489	57,570	59,729
ATP 7	48,238	50,047	51,923	53,870	55,890	57,986	60,161	62,417
ATP 8	49,926	51,797	53,741	55,756	57,847	60,016	62,267	64,602
ATP 9	51,673	53,611	55,622	57,707	59,871	62,116	64,446	66,863
ATP 10	53,482	55,487	57,568	59,727	61,967	64,290	66,702	69,203
ATP 11	56,691	58,817	61,022	63,310	65,685	68,148	70,703	73,355
ATP 12	61,226	63,521	65,904	68,376	70,939	73,599	76,360	79,223
ATP 13	65,512	67,969	70,517	73,161	75,905	78,752	81,706	84,769
ATP 14	71,409	74,086	76,864	79,746	82,737	85,840	89,058	92,398

**NON UNION
ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL
CLASSIFICATION PLAN**

GRADE	POSITION TITLES	GRADE	POSITION TITLES
ATP-14	Town Engineer	ATP-5	Planner Administrative Assistant / Claims Coordinator
ATP-13	Public Information Officer		Health Compliance Off/Sealer of W&M Health Compliance Off/Inspections
ATP-12	Asst. Director of Planning & Community Development Asst Director of Public Works Purchasing Officer		Supervisor Vol. Services Office Manager – BOS Recycling Coordinator
ATP-11	Board Administrator Psychologist	ATP-4	Health Compliance Off/Tobacco Program Sr. Loan Officer
ATP-10	Senior Planner and Housing Director	ATP-3	Customer Service Representative
ATP-9	Director of Youth Services GIS Coordinator	ATP-2	NO POSITIONS ASSIGNED
ATP-8	Geriatric Nurse Clinician Public Health Compliance Officer Youth Health & Safety Coordinator	APT-1	NO POSITIONS ASSIGNED
ATP-7	Prin. Clinical Social Worker - Hum. Svcs Clinical Coordinator Social Worker – COA Public Health Nurse Management Analyst- Treasurer Human Resources Assistant Weatherization Coordinator		
ATP-6	Conservation Administrator Executive Secretary/AA – TM Residential Housing Specialist		

Administrative, Technical and Professional Salary Plan FY2011

Non-Union

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
ATP 1	29,847	30,966	32,128	33,333	34,583	35,879	37,225	38,620
ATP 2	33,164	34,408	35,698	37,036	38,425	39,866	41,361	42,911
ATP 3	37,641	39,053	40,518	42,036	43,613	45,249	46,944	48,706
ATP 4	42,910	44,520	46,189	47,922	49,719	51,581	53,517	55,524
ATP 5	45,055	46,746	48,499	50,317	52,204	54,162	56,193	58,300
ATP 6	47,083	48,849	50,681	52,581	54,554	56,599	58,721	60,924
ATP 7	49,203	51,048	52,961	54,947	57,008	59,146	61,364	63,665
ATP 8	50,925	52,833	54,816	56,871	59,004	61,216	63,512	65,894
ATP 9	52,706	54,683	56,734	58,861	61,068	63,358	65,735	68,200
ATP 10	54,551	56,597	58,719	60,921	63,206	65,576	68,036	70,587
ATP 11	57,825	59,993	62,242	64,576	66,999	69,511	72,117	74,822
ATP 12	62,451	64,791	67,222	69,744	72,358	75,071	77,887	80,807
ATP 13	66,822	69,328	71,927	74,624	77,423	80,327	83,340	86,464
ATP 14	72,837	75,568	78,402	81,341	84,392	87,556	90,839	94,246

SEIU
ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL
CLASSIFICATION PLAN

GRADE	POSITION TITLES	GRADE	POSITION TITLES
ATP-14	DP Systems Manager	ATP-7	Local Building Inspector Senior Programmer Master Mechanic - Community Safety Assistant Comptroller Tech Resource Admin- Hous. & Disability Supervisor of Bldg Maintenance Supervisor of Motor Equip. Repairs Park Maintenance Supervisor Forestry Supervisor Cemetery Supervisor Supervisor of Recreation
ATP-13	NO POSITIONS ASSIGNED		
ATP-12	Operations Manager - DPW		
ATP-11	Executive Director - COA Production Coordinator/Comp. Op. (SS) Wire Inspector/Supt. Of Wires Engineering Division Manager Supt. of Building Maintenance Deputy Treasurer/Deputy Collector		
ATP-10	Dir of Housing and Disability - Weath.	ATP-6	Supervisor of Custodians Recreation Facilities Supervisor Senior Crime Analyst – Community Safety
ATP-9	Senior Civil Engineer Supervisor of Highway Supervisor of Water & Sewer	ATP-5	Office Manager – DPW Office Manager – Community Safety Office Manager – Health and Human Svs. Director of Veterans Services
ATP-8	Plumbing and Gas Inspector General Foreman	ATP-4	Production Coordinator/Comp. Op. (DP) Programmer Administrative Assistant – Police*
		ATP-3	Assistant Town Clerk
		ATP-2	NO POSITIONS ASSIGNED
		APT-1	NO POSITIONS ASSIGNED

FY2011 PAY PLAN

Grade	SEIU							
	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
SEIU/APT 1	29,992	31,117	32,284	33,494	34,750	36,054	37,405	38,809
SEIU/ATP 2	33,325	34,575	35,871	37,216	38,612	40,060	41,562	43,120
SEIU/ATP 3	37,823	39,241	40,714	42,240	43,824	45,468	47,172	48,942
SEIU/ATP 4	43,118	44,736	46,414	48,153	49,961	51,833	53,777	55,793
SEIU/ATP 5	45,275	46,973	48,734	50,562	52,458	54,424	56,466	58,584
SEIU/ATP 6	47,312	49,087	50,927	52,836	54,819	56,874	59,007	61,219
SEIU/ATP 7	49,440	51,296	53,218	55,215	57,285	59,433	61,661	63,974
SEIU/ATP 8	51,172	53,090	55,081	57,147	59,291	61,514	63,820	66,213
SEIU/ATP 9	52,962	54,948	57,009	59,147	61,365	63,666	66,053	68,531
SEIU/ATP 10	54,817	56,872	59,005	61,217	63,513	65,895	68,365	70,930
SEIU/ATP 11	58,104	60,285	62,545	64,890	67,323	69,848	72,468	75,185
SEIU/ATP 12	62,754	65,108	67,547	70,081	72,710	75,436	78,265	81,200
SEIU/ATP 13	67,148	69,665	72,276	74,987	77,798	80,717	83,744	86,884
SEIU/ATP 14	73,189	75,934	78,782	81,736	84,802	87,982	91,281	94,704

**AFSCME
OFFICE ADMINISTRATIVE
CLASSIFICATION PLAN**

GRADE	POSITION TITLES
OA-1	Telephone Operator Pr. Cashier/Clerk - Treas.
OA-2	Sr. Clerk & Typist - Veterans Sr. Clerk & Typist - Town Clerk Sr. Clerk & Typist - Assessors Library Assistant
OA-3	Asst. Comp. Op. Pr. Acct. Cl./Bk. - Treasurer Pr. Clerk & Typist – Community Safety Asst. Reg. Voters Output Media Handler Pr. Clerk - Cemetery
OA-4	Pr. Clerk – DPW Pr. Acct. Cl./Bk. - DPW Pr. Acct. Cl./Bk. - Comptroller Treasurer's Assistant Zoning Assistant Detention Attendant Pr. Clerk & Sec. – Weatherization Senior Library Assistant
OA-5	Administrative Assistant - DPW Head Cashier Junior Accountant Pr. Sr. Acct. Cl./Bk. - Treasurer Asst. Coll. (W) Asst. Coll. (E) Asst. Coll. (RE)
OA-6	Adm. Aide - Planning and Community Development Data Proc. AA Acct./Op. Asst. - DPW
OA-7	Cash Mgr. Pr. Clerk & Bk. - Library Data Collector

**Office Administrative Salary Plan
FY2009**

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Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	25,550	26,509	27,502	28,533	29,604	30,713	31,865	33,059
2	26,827	27,833	28,877	29,960	31,084	32,250	33,458	34,713
3	30,583	31,730	32,920	34,156	35,435	36,764	38,142	39,573
4	31,959	33,158	34,401	35,692	37,030	38,418	39,859	41,355
5	33,398	34,650	35,949	37,298	38,697	40,147	41,653	43,215
6	35,903	37,250	38,647	40,095	41,599	43,158	44,776	46,455
7	38,057	39,484	40,964	42,501	44,094	45,748	47,463	49,243

**NON UNION
OFFICE ADMINISTRATIVE
CLASSIFICATION PLAN**

GRADE	POSITION TITLES
OA-1	Finance Committee Secretary
OA-2	Sr. Clerk & Typist - Library Sr. Clerk & Typist - Recreation Library Assistant
OA-3	Pr. Clerk & Sec. - ZBA Purchasing Asst. Pr. Clerk & Sten. – BOS
OA-4	Administrative Assistant – Recreation
OA-5	Legal Secretary Information and Referral Specialist – COA
OA-6	Legal Secretary – TC
OA-7	Benefits Administrator

**Office Administrative Salary Plan
FY 2011**

Non-Union

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	26,061	27,039	28,052	29,104	30,196	31,327	32,502	33,720
2	27,364	28,390	29,455	30,559	31,705	32,895	34,127	35,407
3	31,195	32,365	33,579	34,839	36,144	37,499	38,905	40,364
4	32,598	33,821	35,089	36,406	37,771	39,186	40,656	42,182
5	34,066	35,343	36,668	38,044	39,471	40,950	42,486	44,079
6	36,621	37,995	39,420	40,897	42,431	44,021	45,672	47,384
7	38,818	40,274	41,783	43,351	44,976	46,663	48,412	50,228

MC CLASSIFICATION PLAN

GRADE	POSITION TITLES
MC 8	Bldg Craftsman (Planning and CD) Working Foreman/Motor Equip. Rep. Electrician Plumber Working Foreman Highway Working Foreman Water & Sewer
MC 7	Motor Equipment Repairman Motor Equip. Repairman - Comm. Safety Working Foreman - Carpenter Working Foreman - Tree Climber Working Foreman – Cemetery Working Foreman - Laborer
MC 6	Sr Building Custodian - AHS Working Foreman – Mason Telecommunications Dispatcher
MC 5	Sign Painter - DPW Water System Main. Craftsman Special Motor Equip. Operator III Carpenter Tree Climber Electrician's Helper Mason
MC 4	Dispatcher - DPW Senior Building Custodian - Town Construction Handyman Senior Building Custodian - School Heavy Motor Equipment Operator II Painter - Maintenance Park Maintenance Craftsman Motor Equipment Maintenance Worker Facility Attendant
MC 3	Motor Equipment Operator I
MC 2	Bldg Custodian - School
MC 1	Laborer - Natural Resources Grounds Maintenance Worker Laborer - Highway, Water, Sewer Watchman/Laborer Parking Control Officer Van Driver

**MC Positions Salary Plan
FY2009**

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6
MC 1	14.72	15.30	15.93	16.56	17.23	17.91
MC 2 (Non-Union)	15.84	16.46	17.11	17.80	18.52	19.25
	16.15	16.79	17.45	18.16	18.89	19.63
MC 3	16.22	16.87	17.56	18.26	18.98	19.74
MC 4	16.71	17.37	18.08	18.79	19.54	20.33
MC 5	17.33	18.04	18.75	19.51	20.27	21.09
MC 6	18.29	19.02	19.78	20.57	21.40	22.25
MC 7	19.11	19.89	20.67	21.50	22.37	23.26
MC 8	19.69	20.48	21.28	22.15	23.02	23.95

**PROFESSIONAL LIBRARIANS
CLASSIFICATION PLAN**

GRADE	POSITION TITLES
L 4	Assistant Library Director
L 3	Head of Adult Services Head of Children's Services Technology Librarian
L 2	Head of Technical Services Branch Librarian
L 1	Adult Services Librarian Adult Services/Tech. Services Librarian Childrens' Librarian

**PROFESSIONAL LIBRARIANS
SALARY PLAN
Fiscal Year 2011**

<i>Grade</i>	<i>MINIMUM</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>
1	41,460	43,016	44,628	46,302	48,040	49,840	51,709
2	45,813	47,533	49,315	51,164	53,083	55,075	57,139
3	51,312	53,236	55,234	57,305	59,454	61,683	63,997
4	57,983	60,157	62,414	64,754	67,182	69,701	72,315

**Patrolmen's Association,
 Ranking Officer's Association,
 and Firefighters'
 Classification and Salary Plans
 Fiscal Year 2009**

PATROLMEN'S ASSOCIATION	
FY10	
MINIMUM	45,177
MIDPOINT	47,420
MAXIMUM	49,688

RANKING OFFICERS ASSOCIATION	
FY10	
SERGEANT	58,624
LIEUTENANT	68,589
CAPTAIN	79,563

FIREFIGHTERS	
FY09	
FIREFIGHTER	
Minimum	45,175
Midpoint	47,420
Maximum	49,690
Lieutenant	57,637
Captain	66,283
Deputy Chief	76,224

**Management Classification and Salary Plan
FY 2011**

<i>Grade</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>RANGE</i>	<i>Mid-point</i>	<i>Maximum</i>
3	87,523	90,806	94,210	97,743	101,409	Step 5 Maximum	105,212	126,475
2	79,567	82,551	85,646	88,858	92,190		95,647	114,978
1	71,811	74,505	77,298	80,198	83,205		86,325	103,771

Management 3 Chief of Police
 Chief of Fire (Fire and Rescue)
 Director of Public Works
 Director of Planning and Development
 Town Counsel
 Deputy Town Manager
 Benefits Attorney/Workers' Compensation Agent

Management 2 Comptroller
 Library Director
 Director of Inspectional Services
 Chief Technology Officer

Management 1 Director of Assessment
 Personnel Director
 Director of Health and Human Services
 Director of Recreation

Note: Progression through steps and the range based on performance.

Management Plan

Performance Evaluation Criteria

The Town Manager or the appropriate appointing authority shall evaluate the performance of each member of the Management plan on an annual basis.

The purpose of the performance appraisal shall be to:

- Enable **joint planning and communication** between a manager and a supervising manager on what the manager is expected to accomplish.
- Ensure that a manager's performance is evaluated in terms of **measurable results** as well as how these results are achieved.
- Specify clear and explicit **performance measures**, jointly established by the manager and supervising manager, that are objective indicators of whether performance objectives are met.
- Promote **ongoing communication** between a manager and supervising manager concerning what the manager is expected to accomplish, how well the manager is meeting these performance objectives, and what steps need to be taken by the manager and supervising manager to ensure that the objectives are met.
- Identify a plan to promote the manager's **professional development** that can include educational and training opportunities.
- Identify **corrective action** needed to be taken by the manager and the supervising manager in those instances where a manager has not accomplished a performance objective.
- Provide a basis for **recognizing exceptional performance**.
- Improve individual job performance and thereby increase the effectiveness of the department.

Based on the Performance Appraisal, the Town Manager or appropriate appointing authority shall review the salary compensation of the department manager:

- ◆ For those department managers within the step ranges, the Town Manager or appropriate appointing authority may move the department manager to the next step in their range.
- ◆ For those department managers at or above Step 5, in addition to any cost-of-living adjustment, the Town Manager or appropriate appointing authority may provide an appropriate salary adjustment up to a maximum of 4% for exceptional performance.