



TOWN OF ARLINGTON
DEPARTMENT OF HUMAN RESOURCES

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

CARYN COVE MALLOY
DIRECTOR OF HUMAN RESOURCES

PAY AND CLASSIFICATION PLAN

Effective 7/1/2012 through 6/30/2013

Issued November 2012

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 Recreation Facilities Supervisor
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 Senior Crime Analyst – Community Safety Office Manager – Health and Human Svs.
ATP-9	Senior Civil Engineer Supervisor of Highway Supervisor of Water & Sewer	ATP-5	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

**SEIU Administrative, Technical and Professional Salary Plan
FY2013**

<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>	<i>Step 8</i>
SEIU/APT 1	31,201	32,371	33,585	34,844	36,150	37,507	38,912	40,373
SEIU/ATP 2	34,668	35,969	37,317	38,716	40,168	41,675	43,237	44,858
SEIU/ATP 3	39,347	40,822	42,355	43,942	45,590	47,301	49,073	50,914
SEIU/ATP 4	44,855	46,538	48,284	50,094	51,975	53,922	55,944	58,042
SEIU/ATP 5	47,100	48,866	50,698	52,600	54,572	56,617	58,742	60,945
SEIU/ATP 6	49,219	51,065	52,979	54,965	57,028	59,166	61,385	63,686
SEIU/ATP 7	51,432	53,363	55,363	57,440	59,594	61,828	64,146	66,552
SEIU/ATP 8	53,235	55,230	57,301	59,450	61,681	63,993	66,392	68,881
SEIU/ATP 9	55,097	57,162	59,306	61,530	63,838	66,232	68,715	71,292
SEIU/ATP 10	57,026	59,164	61,383	63,684	66,072	68,551	71,120	73,788
SEIU/ATP 11	60,446	62,715	65,065	67,505	70,036	72,662	75,389	78,215
SEIU/ATP 12	65,283	67,732	70,269	72,905	75,610	78,476	81,419	84,472
SEIU/ATP 13	69,854	72,473	75,189	78,009	80,933	83,970	87,118	90,386
SEIU/ATP 14	76,139	78,994	81,957	85,030	88,220	91,528	94,960	98,521

**NON UNION/AFSCME
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 Supervisor Vol. Services Office Manager – BOS Recycling Coordinator Paralegal Assess. Off. Mgr. Office Manager – Treas. (Data Input)
ATP-12	Asst. Director of Planning & Community Development Asst Director of Public Works Purchasing Officer Economic Development Coordinator	ATP-4	Health Compliance Off/Tobacco Program Sr. Loan Officer Head of Circulation Administrative Asst/Billing Agent HHS
ATP-11	Board Administrator Psychologist Director of Youth Services	ATP-3	Animal Control Officer Senior Engineering Aide Building Maintenance Craftsman Administrative Asst. – Fire
ATP-10	Senior Planner and Housing Director	ATP-2	Junior Engineering Aide Water Account Clerk
ATP-9	GIS Coordinator	APT-1	NO POSITIONS ASSIGNED
ATP-8	Geriatric Nurse Clinician Public Health Compliance Officer Youth Coalition Director Public Health Nurse Prin. Clinical Social Worker/AYCC Assistant Director		
ATP-7	Clinical Coordinator Social Worker - COA Management Analyst- Treasurer Human Resources Assistant Weatherization Coordinator		
ATP-6	Conservation Administrator Executive Secretary/AA – TM Residential Housing Specialist Junior Civil Engineer Grants Admin - Planning and CD		

**Administrative, Technical and Professional Salary Plan
FY2013**

<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>	<i>Step 8</i>
ATP 1	31,049	32,214	33,422	34,676	35,977	37,326	38,725	40,176
ATP 2	34,501	35,795	37,137	38,528	39,973	41,473	43,028	44,640
ATP 3	39,158	40,627	42,150	43,730	45,370	47,071	48,835	50,669
ATP 4	44,639	46,314	48,051	49,853	51,722	53,660	55,674	57,761
ATP 5	46,871	48,629	50,454	52,345	54,308	56,345	58,458	60,649
ATP 6	48,981	50,817	52,724	54,700	56,753	58,880	61,087	63,379
ATP 7	51,186	53,105	55,096	57,161	59,305	61,529	63,837	66,231
ATP 8	52,977	54,962	57,025	59,163	61,382	63,683	66,071	68,550
ATP 9	54,830	56,887	59,020	61,233	63,529	65,912	68,384	70,948
ATP 10	56,751	58,878	61,085	63,377	65,753	68,219	70,777	73,432
ATP 11	60,155	62,411	64,750	67,179	69,699	72,312	75,023	77,837
ATP 12	64,968	67,402	69,931	72,554	75,274	78,097	81,026	84,063
ATP 13	69,515	72,122	74,825	77,631	80,543	83,564	86,698	89,949
ATP 14	75,772	78,614	81,561	84,619	87,793	91,086	94,499	98,044

OFFICE ADMINISTRATIVE CLASSIFICATION PLAN

<u>GRADE</u>	<u>POSITION TITLES</u>
OA-1	Telephone Operator Pr. Cashier/Clerk - Treas. Finance Committee Secretary
OA-2	Sr. Clerk & Typist - Town Clerk Sr. Clerk & Typist - Assessors Library Assistant Sr. Clerk & Typist - Library Sr. Clerk & Typist - Recreation
OA-3	Pr. Acct. Cl./Bk. - Treasurer Pr. Clerk & Typist - Community Safety Asst. Reg. Voters Output Media Handler Pr. Clerk - Cemetery Pr. Clerk & Sec. - ZBA Pr. Clerk & Sten. - BOS
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 Administrative Assistant - Recreation
OA-5	Administrative Assistant - DPW Head Cashier Junior Accountant Pr. Sr. Acct. Cl./Bk. - Treasurer Asst. Coll. (W) Asst. Coll. (E) Legal Secretary Information and Referral Specialist - COA
OA-6	Adm. Aide - Planning and Community Development Data Proc. AA Acct./Op. Asst. - DPW Asst. Coll. (RE)
OA-7	Cash Mgr. Pr. Clerk & Bk. - Library Data Collector Benefits Administrator

**Office Administrative Salary Plan
FY 2013**

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	27,112	28,128	29,183	30,277	31,413	32,589	33,812	35,079
2	28,467	29,534	30,642	31,791	32,984	34,221	35,502	36,834
3	32,452	33,670	34,931	36,243	37,600	39,010	40,473	41,991
4	33,912	35,184	36,503	37,873	39,293	40,765	42,295	43,882
5	35,439	36,767	38,146	39,577	41,062	42,600	44,198	45,856
6	38,097	39,526	41,008	42,545	44,141	45,795	47,513	49,294
7	40,382	41,897	43,467	45,099	46,789	48,544	50,363	52,252

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 Working Foreman - Paint Shop
MC 6	Sr Building Custodian - AHS Working Foreman - Mason Telecommunications Dispatcher Motor Equipment Operator III - Water Water Systems Maintenance Craftsman
MC 5	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
FY2013**

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6
MC 1	15.61	16.23	16.90	17.57	18.28	19.00
MC 2	16.81	17.47	18.16	18.89	19.65	20.42
MC 3	17.21	17.90	18.63	19.37	20.14	20.95
MC 4	17.73	18.43	19.19	19.94	20.73	21.57
MC 5	18.39	19.14	19.90	20.70	21.51	22.38
MC 6	19.41	20.19	20.99	21.83	22.71	23.62
MC 7	20.28	21.10	21.93	22.81	23.74	24.68
MC 8	20.89	21.73	22.58	23.50	24.43	25.41

**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

**SALARY PLAN
Fiscal Year 2013**

Professional Librarians

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
1	43,131	44,749	46,426	48,168	49,976	51,848	53,793
2	48,613	49,448	51,302	53,226	55,222	57,295	59,441
3	53,380	55,381	57,460	59,614	61,850	64,169	66,576
4	60,320	62,582	64,929	67,364	69,890	72,511	75,229

**Patrolmen's Association,
 Ranking Officer's Association,
 and Firefighters'
 Classification and Salary Plans
 Fiscal Year 2013**

PATROLMEN'S ASSOCIATION	
FY13	
MINIMUM	47,812
MIDPOINT	50,186
MAXIMUM	52,586

RANKING OFFICERS ASSOCIATION	
FY13	
SERGEANT	62,043
LIEUTENANT	72,589
CAPTAIN	84,204

FIREFIGHTERS	
FY13	
FIREFIGHTER	
Minimum	47,935
Midpoint	50,318
Maximum	52,726
Lieutenant	61,159
Captain	70,333
Deputy Chief	80,882

**Management Classification and Salary Plan
FY 2013**

<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	91,051	94,465	98,007	101,683	105,497	Step 5 Maximum	109,452	131,572
2	82,773	85,877	89,098	92,439	95,905		99,502	119,611
1	74,705	77,507	80,413	83,429	86,558		89,804	107,953

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
 Director of Human Resources
 Director of Health and Human Services
 Director of Recreation

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