



**TOWN OF ARLINGTON**  
**DEPARTMENT OF HUMAN RESOURCES**

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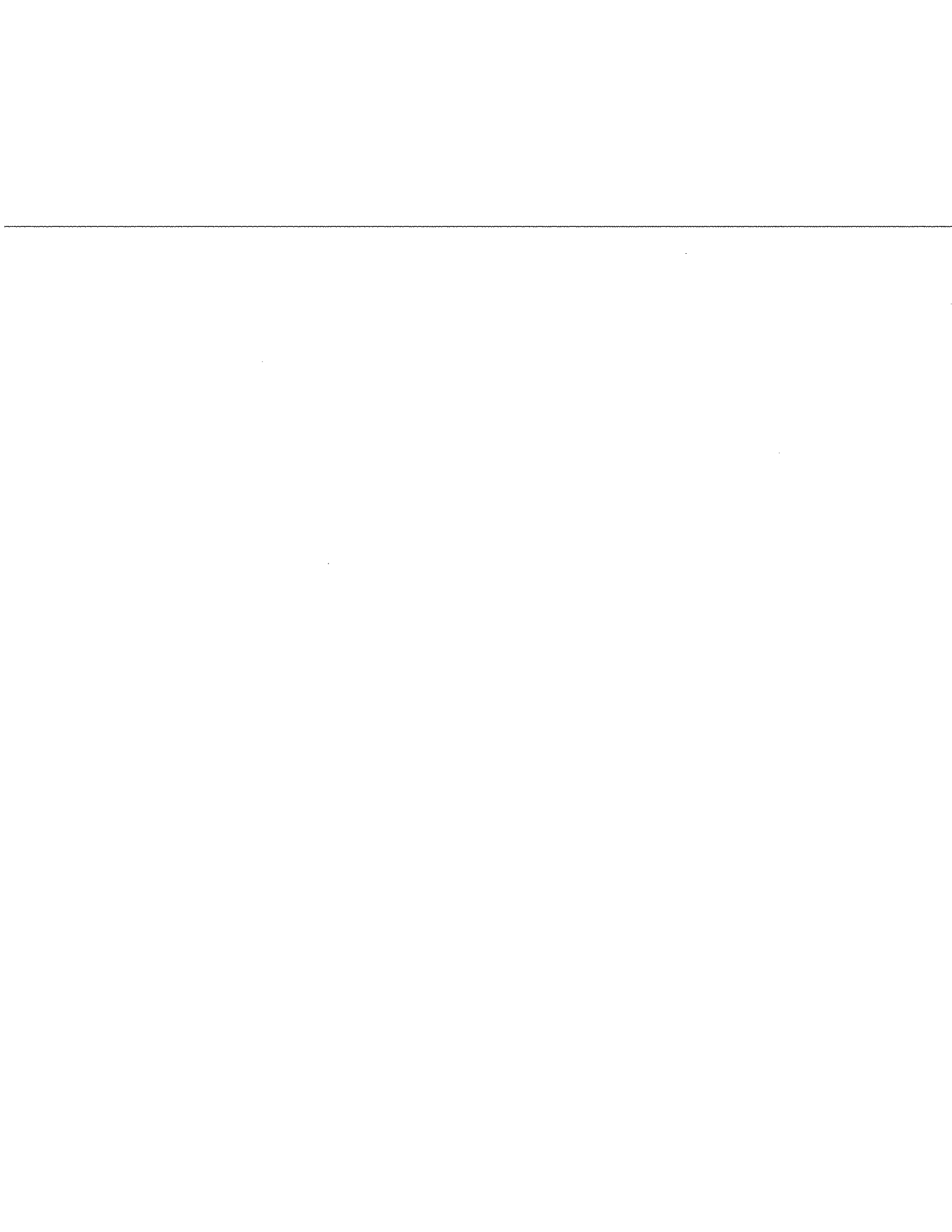
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CARYN COVE MALLOY  
DIRECTOR OF HUMAN RESOURCES

**PAY AND CLASSIFICATION PLAN**

Effective 7/1/2013 through 6/30/2014

*Issued June 2013*



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

<b>GRADE</b>	<b>POSITION TITLES</b>	<b>GRADE</b>	<b>POSITION TITLES</b>
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 Custodians - Day Supervisor of Motor Equip. Repairs Park Maintenance Supervisor Forestry Supervisor Cemetery Supervisor Supervisor of Recreation Recreation Facilities Supervisor Network and Desktop Support Technician
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-9	Senior Civil Engineer Supervisor of Highway Supervisor of Water & Sewer	ATP-6	Supervisor of Custodians - Night Senior Crime Analyst – Community Safety Office Manager – Health and Human Svs.
ATP-8	Plumbing and Gas Inspector General Foreman	ATP-5	Director of Veterans Services
		ATP-4	Production Coordinator/Comp. Op. (DP) 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  
FY2014**

<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	32,059	33,261	34,509	35,802	37,144	38,538	39,982	41,483
SEIU/ATP 2	35,622	36,958	38,343	39,780	41,273	42,821	44,426	46,091
SEIU/ATP 3	40,429	41,945	43,520	45,150	46,844	48,602	50,422	52,314
SEIU/ATP 4	46,089	47,818	49,612	51,471	53,404	55,405	57,483	59,638
SEIU/ATP 5	48,395	50,210	52,092	54,047	56,072	58,174	60,357	62,621
SEIU/ATP 6	50,573	52,469	54,436	56,477	58,596	60,793	63,073	65,437
SEIU/ATP 7	52,846	54,831	56,885	59,020	61,233	63,528	65,910	68,382
SEIU/ATP 8	54,699	56,748	58,876	61,085	63,377	65,753	68,218	70,775
SEIU/ATP 9	56,612	58,734	60,937	63,222	65,594	68,053	68,550	73,253
SEIU/ATP 10	58,594	60,791	63,071	65,436	67,889	70,436	73,076	75,818
SEIU/ATP 11	62,108	64,439	66,854	69,362	71,962	74,660	77,462	80,366
SEIU/ATP 12	67,079	69,594	72,201	74,910	77,689	80,634	83,658	86,795
SEIU/ATP 13	71,775	74,466	77,257	80,155	83,159	86,279	89,514	92,872
SEIU/ATP 14	78,232	81,166	84,210	87,368	90,646	94,045	97,571	101,230

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

<b>GRADE</b>	<b>POSITION TITLES</b>	<b>GRADE</b>	<b>POSITION TITLES</b>
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 Office Manager – BOS Recycling Coordinator Paralegal Assess. Off. Mgr. Office Manager – Treas. (Data Input) Technical Planner – Planning & Community Development Regional Energy Manager
ATP-12	Asst. Director of Planning & Community Development Asst Director of Public Works Purchasing Officer Economic Development Planner		
ATP-11	Board Administrator Psychologist Director of Youth Services		
ATP-10	Senior Planner and Housing Director	ATP-4	Health Compliance Off/Tobacco Program Sr. Loan Officer Head of Circulation Administrative Asst/Billing Agent HHS
ATP-9	GIS Coordinator Systems Analyst		
ATP-8	Geriatric Nurse Clinician Public Health Compliance Officer Youth Coalition Director Public Health Nurse Prin. Clinical Social Worker/AYCC Assistant Director	ATP-3	Animal Control Officer Senior Engineering Aide Building Maintenance Craftsman Administrative Asst. – Fire
ATP-7	Clinical Coordinator Social Worker - COA Management Analyst- Treasurer Human Resources Assistant Weatherization Coordinator	ATP-2	Junior Engineering Aide Water Account Clerk
ATP-6	Conservation Administrator Executive Secretary/AA – TM Residential Housing Specialist Junior Civil Engineer CDBG/Grants Administrator Supervisor Vol. Services Management Analyst – Town Manager	APT-1	After School Instructor - Recreation

## Administrative, Technical and Professional Salary Plan FY2014

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
ATP 1	31,903	33,100	34,341	35,629	36,966	38,352	39,790	41,281
ATP 2	35,450	36,779	38,158	39,588	41,072	42,613	44,211	45,868
ATP 3	40,235	41,744	43,309	44,933	46,618	48,365	50,178	52,062
ATP 4	45,867	47,587	49,372	51,224	53,145	55,136	57,205	59,350
ATP 5	48,160	49,966	51,841	53,784	55,801	57,894	60,065	62,317
ATP 6	50,328	52,214	54,174	56,205	58,314	60,499	62,767	65,122
ATP 7	52,593	54,566	56,611	58,733	60,936	63,221	65,593	68,052
ATP 8	54,434	56,474	58,593	60,790	63,070	65,434	67,888	70,435
ATP 9	56,338	58,451	60,643	62,917	65,277	67,724	70,265	72,900
ATP 10	58,312	60,497	62,765	65,120	67,561	70,095	72,724	75,451
ATP 11	61,809	64,127	66,531	69,026	71,615	74,301	77,087	79,978
ATP 12	66,754	69,256	71,854	74,549	77,344	80,244	83,254	86,375
ATP 13	71,427	74,105	76,883	79,766	82,758	85,862	89,082	92,422
ATP 14	77,856	80,776	83,804	86,946	90,207	93,591	97,098	100,740

## 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 Medical Records Clerk – AYCC Health and Human Services Clerk
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 Sr. Clerk & Typist - Recreation
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 Administrative Assistant – BOS Administrative Assistant – HR
OA-6	Administrative Assistant - Planning and Community Development Information and Technology Administrative Assistant Acct./Op. Asst. - DPW Asst. Coll. (RE)
OA-7	Cash Mgr. Pr. Clerk & Bk. - Library Data Collector Benefits Administrator

**Office Administrative Salary Plan  
FY 2014**

<b>Grade</b>	<b>MINIMUM</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
1	27,858	28,902	29,985	31,109	32,277	33,485	34,742	36,044
2	29,250	30,347	31,485	32,665	33,891	35,162	36,479	37,847
3	33,345	34,596	35,892	37,240	38,634	40,083	41,586	43,146
4	34,844	36,152	37,507	38,915	40,374	41,886	43,458	45,089
5	36,413	37,778	39,195	40,666	42,191	43,772	45,413	47,117
6	39,144	40,613	42,136	43,715	45,355	47,055	48,819	50,649
7	41,493	43,049	44,662	46,339	48,076	49,879	51,748	53,689



## MC CLASSIFICATION PLAN

<u>GRADE</u>	<u>POSITION TITLES</u>
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 Heavy Motor Equipment Operator II – Patch Crew 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 FY2014

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6
MC 1	16.04	16.68	17.37	18.06	18.79	19.53
MC 2	17.27	17.95	18.65	19.41	20.19	20.98
MC 3	17.68	18.39	19.15	19.90	20.69	21.52
MC 4	18.22	18.94	19.72	20.49	21.30	22.17
MC 5	18.89	19.67	20.44	21.27	22.10	22.99
MC 6	19.94	20.75	21.57	22.43	23.33	24.27
MC 7	20.84	21.68	22.54	23.44	24.39	25.36
MC 8	21.47	22.33	23.20	24.15	25.10	26.11

**PROFESSIONAL LIBRARIANS  
CLASSIFICATION PLAN**

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<b>GRADE</b>	<b>POSITION TITLES</b>
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 2014**

**Professional Librarians**

<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	44,317	45,980	47,703	49,492	51,350	53,274	55,272
2	49,950	50,808	52,713	54,690	56,741	58,871	61,076
3	54,848	56,904	59,040	61,253	63,550	65,934	68,407
4	61,978	64,303	66,715	69,217	71,812	74,505	77,298

**Patrolmen's Association,  
 Ranking Officer's Association,  
 and Firefighters'  
 Classification and Salary Plans  
 Fiscal Year 2014**

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<b>PATROLMEN'S ASSOCIATION</b>	
<b>FY13</b>	
MINIMUM	47,812
MIDPOINT	50,186
MAXIMUM	52,586

*\*Patrolmen have not setted for FY14*

<b>RANKING OFFICERS ASSOCIATION</b>	
<b>FY14</b>	
SERGEANT	63,749
LIEUTENANT	74,586
CAPTAIN	86,519

<b>FIREFIGHTERS</b>	
<b>FY14</b>	
<b>FIREFIGHTER</b>	
Minimum	49,254
Midpoint	51,701
Maximum	54,176
Lieutenant	62,844
Captain	72,271
Deputy Chief	83,111

**Management Classification and Salary Plan  
FY 2014**

<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	93,555	97,063	100,702	104,479	108,398	Step 5 Maximum	112,462	135,190
2	85,050	88,239	91,548	94,981	98,543		102,238	122,900
1	76,760	79,639	82,624	85,724	88,938		92,274	110,921

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.