



TOWN OF ARLINGTON
DEPARTMENT OF HUMAN RESOURCES

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PAY AND CLASSIFICATION PLAN

FISCAL YEAR 2016

7/1/15 – 6/30/16

June 2015

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 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 Project Manager - HHS
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
ATP-8	Plumbing and Gas Inspector General Foreman Master Mech/Public Safety Radio Coord.	ATP-5	Director of Veterans Services
		ATP-4	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 FY 2016

Grade	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
SEIU/APT 1	33,599	34,859	36,167	37,522	38,929	40,390	41,903	43,476	
SEIU/ATP 2	37,333	38,733	40,185	41,692	43,256	44,879	46,561	48,306	
SEIU/ATP 3	42,372	43,960	45,611	47,320	49,095	50,937	52,845	54,828	
SEIU/ATP 4	48,303	50,115	51,996	53,945	55,970	58,067	60,245	62,504	
SEIU/ATP 5	50,721	52,622	54,595	56,644	58,767	60,970	63,257	65,630	
SEIU/ATP 6	53,003	54,990	57,051	59,191	61,412	63,714	66,104	68,582	
SEIU/ATP 7	55,386	57,465	59,619	61,855	64,175	66,581	69,077	71,668	
SEIU/ATP 8	57,327	59,475	61,705	64,020	66,423	68,912	71,496	74,176	
SEIU/ATP 9	59,332	61,556	63,865	66,260	68,745	71,323	73,997	76,773	
SEIU/ATP 10	61,410	63,712	66,102	68,580	71,151	73,821	76,587	79,461	
SEIU/ATP 11	65,092	67,536	70,067	72,695	75,420	78,248	81,184	84,228	
SEIU/ATP 12	70,302	72,938	75,671	78,510	81,422	84,508	87,677	90,965	
SEIU/ATP 13	75,224	78,044	80,969	84,006	87,154	90,424	93,815	97,334	
SEIU/ATP 14	81,991	85,066	88,257	91,566	95,002	98,563	102,259	106,094	

**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 Office Manager – BOS Recycling Coordinator
ATP-12	Asst. Director of Planning & Community Development/Housing Director Asst Director of Public Works Purchasing Officer Economic Development Planner Systems Analyst/Director of GIS	ATP-4	Health Compliance Off/Tobacco Program Sr. Loan Officer
ATP-11	Board Administrator Psychologist Director of Youth Services	ATP-3	Administrative Asst. - BOS
ATP-10	NO POSITIONS ASSIGNED	ATP-2	Medical Records Clerk
ATP-9	Clinical Director - AYCC	APT-1	After School Instructor - Recreation
ATP-8	Geriatric Nurse Clinician Public Health Compliance Officer Youth Coalition Director Public Health Nurse		
ATP-7	Social Worker - COA Management Analyst- Treasurer Human Resources Assistant Health Compliance Off/Inspections Assistant Clinical Director – AYCC GIS Specialist/Technical Planner Regional Energy Manager		
ATP-6	Conservation Administrator Executive Secretary/AA – TM Residential Housing Specialist Supervisor Vol. Services Management Analyst – Town Manager Paralegal		

**Administrative, Technical and Professional Salary Plan
FY 2016
NON-UNION**

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
ATP 1	33,436	34,690	35,991	37,341	38,743	40,195	41,702	43,264
ATP 2	37,152	38,546	39,991	41,489	43,046	44,661	46,335	48,071
ATP 3	42,169	43,750	45,391	47,092	48,858	50,690	52,589	54,564
ATP 4	48,070	49,874	51,745	53,685	55,698	57,785	59,954	62,202
ATP 5	50,474	52,367	54,332	56,369	58,483	60,676	62,951	65,312
ATP 6	52,746	54,723	56,777	58,905	61,115	63,406	65,783	68,251
ATP 7	55,121	57,187	59,331	61,555	63,864	66,259	68,745	71,322
ATP 8	57,049	59,187	61,408	63,711	66,100	68,579	71,150	73,819
ATP 9	59,044	61,259	63,557	65,940	68,413	70,979	73,641	76,402
ATP 10	61,113	63,404	65,781	68,249	70,807	73,463	76,218	79,076
ATP 11	64,779	67,208	69,727	72,342	75,057	77,871	80,790	83,820
ATP 12	69,962	72,583	75,307	78,132	81,061	84,100	87,254	90,525
ATP 13	74,859	77,666	80,577	83,599	86,735	89,987	93,363	96,863
ATP 14	81,597	84,657	87,831	91,124	94,542	98,088	101,763	105,580

680 UNION
ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL
CLASSIFICATION PLAN

GRADE	POSITION TITLES	GRADE	POSITION TITLES
ATP-14	NO POSITIONS ASSIGNED	ATP-5	Administrative Assistant / Claims Coordinator
ATP-13	NO POSITIONS ASSIGNED		Assess. Off. Mgr.
ATP-12	NO POSITIONS ASSIGNED		Office Manager – Treas. (Data Input)
ATP-11	NO POSITIONS ASSIGNED	ATP-4	Head of Circulation
ATP-10	NO POSITIONS ASSIGNED		Administrative Asst/Billing Agent HHS
ATP-9	Systems Analyst	ATP-3	Animal Control Officer
ATP-8	NO POSITIONS ASSIGNED		Senior Engineering Aide
ATP-7	Weatherization Coordinator		Building Maintenance Craftsman
			Administrative Asst. – Fire
ATP-6	Junior Civil Engineer CDBG/Grants Administrator	ATP-2	Junior Engineering Aide
		APT-1	NO POSITIONS ASSIGNED

**Administrative, Technical and Professional Salary Plan
FY2015
680 UNION**

<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>
<i>ATP 1</i>	32,780	34,010	35,285	36,609	37,983	39,407	40,884	42,416
<i>ATP 2</i>	36,424	37,790	39,207	40,676	42,202	43,785	45,427	47,129
<i>ATP 3</i>	41,342	42,892	44,501	46,169	47,900	49,696	51,558	53,494
<i>ATP 4</i>	47,128	48,896	50,730	52,632	54,606	56,652	58,778	60,982
<i>ATP 5</i>	49,484	51,340	53,267	55,264	57,336	59,486	61,717	64,031
<i>ATP 6</i>	51,712	53,650	55,664	57,750	59,917	62,163	64,493	66,913
<i>ATP 7</i>	54,040	56,066	58,168	60,348	62,612	64,960	67,397	69,924
<i>ATP 8</i>	55,931	58,027	60,204	62,462	64,804	67,234	69,755	72,372
<i>ATP 9</i>	57,887	60,058	62,311	64,647	67,072	69,587	72,197	74,904
<i>ATP 10</i>	59,915	62,161	64,491	66,911	69,419	72,023	74,724	77,526
<i>ATP 11</i>	63,509	65,891	68,360	70,924	73,585	76,344	79,206	82,177
<i>ATP 12</i>	68,590	71,160	73,830	76,600	79,471	82,451	85,544	88,750
<i>ATP 13</i>	73,391	76,143	78,997	81,960	85,034	88,223	91,532	94,964
<i>ATP 14</i>	79,997	82,997	86,109	89,337	92,688	96,165	99,768	103,510

**NON UNION
OFFICE ADMINISTRATIVE AND MC
CLASSIFICATION PLAN**

GRADE	POSITION TITLES
OA-1	Finance Committee Secretary
OA-2	Sr. Clerk & Typist - Library Library Assistant (non-union) Health and Human Svs Clerk
OA-3	Pr. Clerk & Sec. - ZBA Pr. Clerk & Sten. – BOS
OA-4	Senior Library Assistant (non-union)
OA-5	Legal Secretary Information and Referral Specialist – COA Administrative Assistant - HR
OA-6	NO POSITIONS ASSIGNED
OA-7	Benefits Administrator

GRADE	POSITION TITLES
MC 1	Parking Control Officer Van Driver

**OFFA Salary Plan
NON-UNION
FY 2016**

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	29,196	30,290	31,426	32,604	33,827	35,094	36,411	37,776
2	30,655	31,805	32,997	34,234	35,519	36,852	38,232	39,666
3	34,947	36,258	37,617	39,029	40,491	42,009	43,585	45,219
4	36,519	37,889	39,309	40,785	42,314	43,899	45,546	47,256
5	38,163	39,593	41,078	42,620	44,218	45,875	47,595	49,380
6	41,025	42,565	44,161	45,815	47,534	49,316	51,165	53,083
7	43,487	45,118	46,809	48,566	50,386	52,276	54,234	56,268

MC Non-Union Salary Plan

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6
MC 1	16.81	17.48	18.21	18.93	19.70	20.47

**680 UNION
OFFICE ADMINISTRATIVE
CLASSIFICATION PLAN**

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

**Office Administrative
680 UNION Salary Plan
FY 2015**

<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>
1	28,624	29,696	30,810	31,965	33,164	34,406	35,697	37,035
2	30,054	31,181	32,350	33,563	34,823	36,129	37,482	38,888
3	34,262	35,547	36,879	38,264	39,697	41,185	42,730	44,332
4	35,803	37,146	38,538	39,985	41,484	43,038	44,653	46,329
5	37,415	38,817	40,273	41,784	43,351	44,975	46,662	48,412
6	40,221	41,730	43,295	44,917	46,602	48,349	50,162	52,042
7	42,634	44,233	45,891	47,614	49,398	51,251	53,171	55,165

**680 UNION
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 Public Safety Dispatcher Motor Equipment Operator III – Water Motor Equipment Operator III – Catch Basin Motor Equipment Operator III - Crane 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

**680 MC Positions Salary Plan
FY2015**

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6
MC 1	16.48	17.14	17.85	18.56	19.31	20.07
MC 2	17.74	18.44	19.16	19.94	20.75	21.56
MC3	18.17	18.90	19.68	20.45	21.26	22.11
MC 4	18.72	19.46	20.26	21.05	21.89	22.78
MC 5	19.41	20.21	21.00	21.85	22.71	23.62
MC 6	20.49	21.32	22.16	23.05	23.97	24.94
MC 7	21.41	22.28	23.16	24.08	25.06	26.06
MC 8	22.06	22.94	23.84	24.81	25.79	26.83

PROFESSIONAL LIBRARIANS CLASSIFICATION PLAN

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

SALARY PLAN
Fiscal Year 2016
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	46,447	48,189	49,995	51,870	53,817	55,834	57,928
2	52,349	53,249	55,246	57,318	59,467	61,700	64,010
3	57,483	59,638	61,877	64,197	66,604	69,102	71,694
4	64,957	67,392	69,920	72,542	75,263	78,085	81,012

**Patrolmen's Association,
Ranking Officer's Association,
and Firefighters'
Classification and Salary Plans
Fiscal Year 2016**

PATROLMEN'S ASSOCIATION	
FY16	
MINIMUM	52,518
MIDPOINT	55,125
MAXIMUM	57,761

RANKING OFFICERS ASSOCIATION				
FY16				
	Step 1	Step 2	Step 3	Step 4
SERGEANT	68,148	68,830	69,511	70,193
LIEUTENANT	79,732	80,530	81,327	82,124
CAPTAIN	92,490	93,414	94,339	95,264

FIREFIGHTERS	
FY16	
Firefighter Step 1	50,533
Firefighter Step 2	52,237
Firefighter Step 3	56,779
Firefighter Step 4	57,460
Firefighter Step 5	58,035
Firefighter Step 6	58,731
Lieutenant	68,128
Captain	78,348
Deputy Chief	90,100

**Management Classification and Salary Plan
FY 2016**

<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	98,050	101,727	105,540	109,499	113,607	Step 5	117,866	141,686
2	89,136	92,479	95,946	99,545	103,278		107,151	128,806
1	80,447	83,466	86,594	89,843	93,212		96,707	116,251
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 Facilities Director							
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.