



CARYN COVE MALLOY
DIRECTOR OF HUMAN RESOURCES

TOWN OF ARLINGTON
DEPARTMENT OF HUMAN RESOURCES

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

PAY AND CLASSIFICATION PLAN

FISCAL YEAR 2016

7/1/15 – 6/30/16

Please refer to this when considering Article 34 Positions Classification

January 2016

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 | 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/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 Office Manager – BOS Recycling Coordinator Assess. Off. Mgr. Office Manager – Treas. (Data Input) |
| 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 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 Administrative Asst. - BOS |
| ATP-10 | NO POSITIONS ASSIGNED | ATP-2 | Junior Engineering Aide Water Account Clerk Medical Records Clerk |
| ATP-9 | Systems Analyst 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 Weatherization Coordinator 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 Junior Civil Engineer CDBG/Grants Administrator Supervisor Vol. Services Management Analyst – Town Manager Paralegal | | |

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

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

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 Health and Human Services Clerk |
| OA-3 | Pr. Acct. Cl./Bk. - Treasurer Pr. Clerk & Typist – Community Safety 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 Pr. Clerk & Sec. – Weatherization Senior Library Assistant 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) Legal Secretary Information and Referral Specialist – COA Administrative Assistant – HR |
| OA-6 | Administrative Assistant - Planning and Community Development Information and Technology Administrative Assistant Acct./Op. Asst. - DPW Asst. Coll. (RE) Office Manager - Library |
| OA-7 | Cash Mgr. Data Collector Benefits Administrator Information Technology Administrative Assistant |

**Office Administrative
Non Union/AFSCME Salary Plan
FY 2015**

| 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 |

**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 Parking Control Officer Van Driver |

**680 MC Positions Salary Plan
FY2016**

| Grade | MINIMUM | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|--------------|----------------|---------------|---------------|---------------|---------------|---------------|
| MC1 | 16.81 | 17.48 | 18.20 | 18.93 | 19.70 | 20.47 |
| MC2 | 18.09 | 18.81 | 19.54 | 20.34 | 21.17 | 21.99 |
| MC3 | 18.53 | 19.28 | 20.07 | 20.86 | 21.69 | 22.54 |
| MC4 | 19.09 | 19.85 | 20.67 | 21.47 | 22.33 | 23.24 |
| MC5 | 19.80 | 20.61 | 21.42 | 22.29 | 23.16 | 24.09 |
| MC6 | 20.90 | 21.75 | 22.60 | 23.51 | 24.45 | 25.44 |

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.