



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

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DIRECTOR OF HUMAN RESOURCES

**PAY AND CLASSIFICATION PLAN**

**Fiscal Year 2020**

*Issued May 2019*

SEIU  
ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL  
CLASSIFICATION PLAN

GRADE	POSITION TITLES	GRADE	POSITION TITLES
SEIU-14	DP Systems Manager	SEIU-7	Local Building Inspector Senior Programmer
SEIU-13	NO POSITIONS ASSIGNED		Tech Resource Admin- Hous. & Disability Supervisor of Bldg Maintenance
SEIU-12	Operations Manager - DPW		Supervisor of Motor Equip. Repairs Park Maintenance Supervisor
SEIU-11	Assistant Town Engineer Executive Director - COA Production Coordinator/Comp. Op. (SS) Supt. Of Building Maintenance Deputy Treasurer/Deputy Collector		Forestry Supervisor Cemetery Supervisor Supervisor of Recreation Recreation Facilities Supervisor Network and Desktop Support Technician
SEIU-10	Dir of Housing and Disability – Weath Senior Civil Engineer	SEIU-6	Supervisor of Custodians - Night Senior Crime Analyst – Community Safety Director of Veteran’s Services
SEIU-9	Supervisor of Highway Supervisor of Water & Sewer Custodial Supervisor – Day Assistant Comptroller	SEIU-5	NO POSITIONS ASSIGNED
SEIU-8	Plumbing and Gas Inspector Master Mech/Public Safety Radio Coord. Wire Inspector/Supt. Of Wires	SEIU-4	Administrative Assistant – Police
		SEIU-3	Assistant Town Clerk
		SEIU-2	NO POSITIONS ASSIGNED
		SEIU-1	NO POSITIONS ASSIGNED

SEIU  
FY2020

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9*</b>
<b>SEIU 1</b>	36,369	37,733	39,149	40,615	42,138	43,719	45,358	47,061	48,002
<b>SEIU 2</b>	40,411	41,926	43,498	45,129	46,821	48,580	50,399	52,288	53,334
<b>SEIU 3</b>	45,864	47,584	49,371	51,221	53,142	55,136	57,202	59,349	60,536
<b>SEIU 4</b>	52,285	54,247	56,283	58,391	60,584	62,853	65,212	67,657	69,010
<b>SEIU 5</b>	54,902	56,960	59,095	61,315	63,610	65,995	68,472	71,041	72,462
<b>SEIU 6</b>	57,371	59,523	61,755	64,071	66,474	68,966	71,554	74,236	75,721
<b>SEIU 7</b>	59,952	62,203	64,533	66,954	69,465	72,069	74,771	77,575	79,127
<b>SEIU 8</b>	62,053	64,378	66,792	69,297	71,897	74,593	77,389	80,290	81,896
<b>SEIU 9</b>	64,223	66,630	69,129	71,722	74,412	77,203	80,097	83,099	84,761
<b>SEIU 10</b>	66,472	68,964	71,551	74,234	77,017	79,905	82,902	86,010	87,730
<b>SEIU 11</b>	70,458	73,102	75,842	78,687	81,637	84,697	87,876	91,172	92,995
<b>SEIU 12</b>	76,096	78,951	81,909	84,981	88,134	91,474	94,905	98,464	100,433
<b>SEIU 13</b>	81,425	84,477	87,644	90,931	94,339	97,878	101,548	105,359	107,466
<b>SEIU 14</b>	88,751	92,078	95,531	99,113	102,833	106,688	110,688	114,840	117,137

\* Step 9 awarded after 15 years of service

NON UNION  
ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL  
CLASSIFICATION PLAN

GRADE	POSITION TITLES	GRADE	POSITION TITLES
MTP-14	Town Engineer	MTP-7	Health Compliance Off/Inspections Domestic Violence and Community Resource Specialist Social Worker - COA
MTP-13	Assistant Director of IT Public Information Officer Director of Youth Services	MTP-6	Executive Secretary/AA – TM Environmental Planner/Conservation Agent Supervisor Vol. Services Management Analyst – Town Manager Administrative Assistant / Claims Coordinator Paralegal Administrative Assistant – Facilities Tree Warden
MTP-12	Assistant Director of Planning & Community Development Assistant Director of Public Works Munis Analyst and Project Manager Purchasing Officer Economic Development Coordinator Systems Analyst/Director of GIS	MTP-5	Health Compliance Off/Sealer of W&M Office Manager – BOS Recycling Coordinator Social Worker II
MTP-11	Director of Public Health Psychologist Senior Transportation Planner	MTP-4	Benefits Administrator Senior Loan Officer
MTP-10	Clinical Director - AYCC	MTP-3	Administrative Asst. – BOS Pre-School Director After School Program Director
MTP-9	Assistant Director - Recreation	MTP-2	Assistant After School Program Director Medical Records Clerk Outreach Worker - Police
MTP-8	Assistant Clinical Director – AYCC Geriatric Nurse Clinician Public Health Compliance Officer Youth Coalition Director Public Health Nurse Senior Planner Assistant Director – Human Resources Energy and Project Manager	MPT-1	After School Instructor – Recreation Pre-School Instructor

Administrative, Technical and Professional Salary Plan  
 FY 2020  
 NON-UNION

<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>
<b>MTP 1</b>	36,193	37,549	38,958	40,420	41,936	43,508	45,140	46,830
<b>MTP 2</b>	40,215	41,723	43,288	44,910	46,595	48,342	50,155	52,034
<b>MTP3</b>	45,645	47,357	49,133	50,975	52,886	54,869	56,924	59,061
<b>MTP 4</b>	52,033	53,986	56,010	58,110	60,289	62,548	64,896	67,329
<b>MTP 5</b>	54,634	56,684	58,811	61,015	63,304	65,678	68,140	70,696
<b>MTP 6</b>	57,095	59,234	61,457	63,761	66,153	68,633	71,206	73,877
<b>MTP 7</b>	59,665	61,901	64,222	66,629	69,128	71,721	74,411	77,201
<b>MTP 8</b>	61,752	64,067	66,470	68,963	71,548	74,233	77,014	79,904
<b>MTP 9</b>	63,913	66,309	68,797	71,376	74,053	76,830	79,711	82,701
<b>MTP 10</b>	66,152	68,631	71,204	73,875	76,644	79,519	82,501	85,595
<b>MTP 11</b>	70,119	72,748	75,476	78,305	81,244	84,290	87,450	90,730
<b>MTP 12</b>	75,729	78,566	81,514	84,573	87,742	91,033	94,448	97,987
<b>MTP 13</b>	81,030	84,068	87,219	90,490	93,885	97,404	101,060	104,848
<b>MTP 14</b>	88,324	91,636	95,071	98,635	102,335	106,174	110,151	114,283

AFSCME  
ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL  
CLASSIFICATION PLAN

GRADE	POSITION TITLES
ATP 14 – ATP7 – No Positions Assigned	
ATP-6	Junior Civil Engineer CDBG/Grants Administrator Cash Manager
ATP-5	Assessor's Office Manager. Office Manager – Treas. (Data Input)
ATP-4	Head of Circulation Administrative Asst/Billing Agent AYCC HVAC Technician Office Manager - Fire
ATP-3	Animal Control Officer Assistant Facilities Coordinator - Recreation
ATP-2	Water Account Clerk
APT-1	No Positions Assigned

# Administrative, Technical and Professional Salary Plan

FY 2020

AFSCME

## FY20 First Half

Grade	Minimum	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
ATP 1	36,193	37,549	38,958	40,420	41,936	43,508	45,140	47,480
ATP 2	40,215	41,723	43,288	44,910	46,595	48,342	50,155	52,684
ATP 3	45,645	47,357	49,133	50,975	52,886	54,869	56,924	59,711
ATP 4	52,033	53,986	56,010	58,110	60,289	62,548	64,896	67,979
ATP 5	54,634	56,684	58,811	61,015	63,304	65,678	68,140	71,346
ATP 6	57,095	59,234	61,457	63,761	66,153	68,633	71,206	74,526
ATP 7	59,665	61,901	64,222	66,629	69,128	71,721	74,411	77,850
ATP 8	61,752	64,067	66,470	68,963	71,548	74,233	77,014	80,553
ATP 9	63,913	66,309	68,797	71,376	74,053	76,830	79,711	83,350
ATP 10	66,152	68,631	71,204	73,875	76,644	79,519	82,501	86,245
ATP 11	70,119	72,748	75,476	78,305	81,244	84,290	87,450	91,380
ATP 12	75,729	78,566	81,514	84,573	87,742	91,033	94,448	98,637
ATP 13	81,030	84,068	87,219	90,490	93,885	97,404	101,060	105,498
ATP 14	88,324	91,636	95,071	98,635	102,335	106,174	110,151	114,933

## FY20 Second Half

Grade	Minimum	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
ATP 1	36,193	37,549	38,958	40,420	41,936	43,508	45,140	47,844
ATP 2	40,215	41,723	43,288	44,910	46,595	48,342	50,155	53,048
ATP 3	45,645	47,357	49,133	50,975	52,886	54,869	56,924	60,075
ATP 4	52,033	53,986	56,010	58,110	60,289	62,548	64,896	68,343
ATP 5	54,634	56,684	58,811	61,015	63,304	65,678	68,140	71,710
ATP 6	57,095	59,234	61,457	63,761	66,153	68,633	71,206	74,890
ATP 7	59,665	61,901	64,222	66,629	69,128	71,721	74,411	78,214
ATP 8	61,752	64,067	66,470	68,963	71,548	74,233	77,014	80,917
ATP 9	63,913	66,309	68,797	71,376	74,053	76,830	79,711	83,714
ATP 10	66,152	68,631	71,204	73,875	76,644	79,519	82,501	86,609
ATP 11	70,119	72,748	75,476	78,305	81,244	84,290	87,450	91,744
ATP 12	75,729	78,566	81,514	84,573	87,742	91,033	94,448	99,001
ATP 13	81,030	84,068	87,219	90,490	93,885	97,404	101,060	105,862
ATP 14	88,324	91,636	95,071	98,635	102,335	106,174	110,151	115,297

OFFICE ADMINISTRATIVE/NON UNION  
CLASSIFICATION PLAN

<u>GRADE</u>	<u>POSITION TITLES</u>
OFNU-1	No Positions Assigned
OFNU-2	Receptionist – HHS Sr. Clerk & Typist – Library Sr. Clerk & Typist - COA
OFNU-3	Principal Clerk – Select Board
OFNU-4	Pr. Clerk – DPW Pr. Acct. Cl./Bk. - DPW Zoning Assistant
OFNU-5	Information and Referral Specialist – COA Assistant Benefits Coordinator - HR
OFNU-6	Assistant Claims Coordinator - Legal
OFNU-7	No Positions Assigned



OFNU  
Salary Plan  
NON-UNION  
FY 2020

<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>
<b>1</b>	31,604	32,787	34,017	35,291	36,616	37,987	39,413	40,890
<b>2</b>	33,182	34,427	35,717	37,056	38,447	39,890	41,384	42,936
<b>3</b>	37,828	39,247	40,718	42,246	43,829	45,472	47,178	48,947
<b>4</b>	39,529	41,012	42,549	44,148	45,801	47,518	49,301	51,151
<b>5</b>	41,309	42,857	44,465	46,134	47,862	49,657	51,518	53,451
<b>6</b>	44,407	46,074	47,801	49,591	51,452	53,381	55,383	57,460
<b>7</b>	47,072	48,838	50,667	52,570	54,539	56,586	58,705	60,906

OFFICE ADMINISTRATIVE/AFSCME  
CLASSIFICATION PLAN

<u>GRADE</u>	<u>POSITION TITLES</u>
OA-1	Telephone Operator
OA-2	Sr. Clerk & Typist - Town Clerk Sr. Clerk & Typist - Assessors Library Assistant Senior Clerk & Typist - Police
OA-3	Pr. Acct. Clerk/Cashier - Treasurer Output Media Handler Pr. Clerk – Cemetery Pr. Clerk & Sec. - ZBA
OA-4	Pr. Clerk – DPW Pr. Acct. Cl./Bk. - DPW Senior Library Assistant Asst. Reg. Voters Detention Attendant Recreation Administrative Asst – Payroll Recreation Administrative Asst – Accounts Payable Zoning Assistant
OA-5	Pr. Clerk & Sec. – Weatherization Administrative Assistant - DPW Head Cashier Pr. Sr. Acct. Cl./Bk. – Treasurer Pr. Acct. Cl./Bk. - Comptroller Pr. Clerk & Typist – Community Safety Assistant Collector (W) Assistant Collector (E) Records Attendant – Police Treasurer’s Assistant Special Projects Clerk – Police
OA-6	Administrative Assistant - Planning and Community Development Acct./Op. Asst. - DPW Assistant Collector (RE) Office Manager – Health and Human Services Office Manager – Library Senior Accountant
OA-7	Data Collector Information Technology Administrative Assistant

OFFA Salary Plan  
AFSCME  
FY 2020

FY2020 First Half	1	2	3	4	5	6	7	8
1	31,604	32,787	34,017	35,291	36,616	37,987	39,413	41,540
2	33,182	34,427	35,717	37,056	38,447	39,890	41,384	43,586
3	37,828	39,247	40,718	42,246	43,829	45,472	47,178	49,596
4	39,529	41,012	42,549	44,148	45,801	47,518	49,301	51,801
5	41,309	42,857	44,465	46,134	47,862	49,657	51,518	54,101
6	44,407	46,074	47,801	49,591	51,452	53,381	55,383	58,109
7	47,072	48,838	50,667	52,570	54,539	56,586	58,705	61,556

FY2020 Second Half	1	2	3	4	5	6	7	8
1	31,604	32,787	34,017	35,291	36,616	37,987	39,413	41,904
2	33,182	34,427	35,717	37,056	38,447	39,890	41,384	43,950
3	37,828	39,247	40,718	42,246	43,829	45,472	47,178	49,960
4	39,529	41,012	42,549	44,148	45,801	47,518	49,301	52,165
5	41,309	42,857	44,465	46,134	47,862	49,657	51,518	54,465
6	44,407	46,074	47,801	49,591	51,452	53,381	55,383	58,473
7	47,072	48,838	50,667	52,570	54,539	56,586	58,705	61,920

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 HVAC Technician II Working Foreman - Tree Climber Working Foreman Highway Working Foreman Water & Sewer
MC 7	Motor Equipment Repairman - DPW Motor Equipment Repairman - Comm. Safety Working Foreman - Carpenter Working Foreman – Cemetery Working Foreman – Laborer Working Foreman – Paint Shop Working Foreman – Mason Water Systems Maintenance Craftsman
MC 6	Senior Building Custodian - AHS Public Safety Dispatcher Motor Equipment Operator III – Water Motor Equipment Operator III – Catch Basin Motor Equipment Operator III - Crane  Tree Climber
MC 5	Special Motor Equip. Operator III Heavy Motor Equipment Operator II – Patch Crew Carpenter Mason Dispatcher - DPW
MC 4	Senior Building Custodian - Town Construction Handyman Senior Building Custodian - School Heavy Motor Equipment Operator II Park Maintenance Craftsman 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*

\*Non Union Positions

680 MC Positions Salary Plan  
FY2020

First Half FY20

Grade	Minimum	Step 2	Step 3	Step 4	Step 5	Step 6
MC 1	18.20	18.92	19.70	20.49	21.31	22.52
MC 2	19.59	20.36	21.17	22.02	22.90	24.16
MC 3	20.06	20.86	21.73	22.58	23.46	24.77
MC 4	20.68	21.49	22.37	23.25	24.16	25.50
MC 5	21.43	22.32	23.19	24.12	25.06	26.43
MC 6	22.63	23.54	24.47	25.45	26.47	27.90
MC 7	23.64	24.58	25.56	26.59	27.66	29.12
MC 8	24.36	25.34	26.33	27.41	28.49	29.98

Second Half FY20

Grade	Minimum	Step 2	Step 3	Step 4	Step 5	Step 6
MC 1	18.20	18.92	19.70	20.49	21.31	22.72
MC 2	19.59	20.36	21.17	22.02	22.90	24.36
MC 3	20.06	20.86	21.73	22.58	23.46	24.97
MC 4	20.68	21.49	22.37	23.25	24.16	25.70
MC 5	21.43	22.32	23.19	24.12	25.06	26.63
MC 6	22.63	23.54	24.47	25.45	26.47	28.10
MC 7	23.64	24.58	25.56	26.59	27.66	29.32
MC 8	24.36	25.34	26.33	27.41	28.49	30.18

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 Head of Teen Services Technology Librarian
L 1	Adult Services Librarian Adult Services/Tech. Services Librarian Childrens' Librarian

SALARY PLAN  
Fiscal Year 2020  
Professional Librarians

<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>1</b>	52,536	54,507	56,552	58,672	60,872	63,155	65,523
<b>2</b>	59,213	61,433	63,738	66,127	68,607	71,180	73,849
<b>3</b>	65,022	67,461	69,989	72,614	75,338	78,163	81,093
<b>4</b>	73,476	76,230	79,088	82,054	85,132	88,324	91,636

**Patrol Officer's Association/FY2018,  
Ranking Officers and Firefighters' /FY2020  
Classification and Salary Plans**

<b>PATROL OFFICERS ASSOCIATION</b>	
<b>FY18</b>	
MINIMUM	54,639
MIDPOINT	57,353
MAXIMUM	60,094

<b>RANKING OFFICERS ASSOCIATION</b>						
<b>FY20</b>						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
SERGEANT	73,765	74,503	75,240	75,979	76,716	77,454
LIEUTENANT	86,305	87,169	88,031	88,895	89,757	90,621
CAPTAIN	100,114	101,115	102,116	103,117	104,119	105,119

<b>FIREFIGHTERS</b>	
<b>FY20</b>	
<b>Firefighters</b>	
1 (Hire)	54,699
2 (1y)	56,542
3 (2y)	61,459
4 (5y)	61,766
5 (10y)	62,970
6 (15y)	64,072
FF Max (25y)	65,033
<b>Lieutenants</b>	
base	73,744
2 (5y)	74,113
3 (10y)	74,669
4 (15y)	75,229
LT Max (25y)	75,455
<b>Captains</b>	
base	84,806
2 (5y)	85,230
3 (10y)	85,869
4 (15y)	86,513
Captian Max (25y)	86,773
<b>Deputy Chiefs</b>	
base	97,526
2 (5y)	98,014
3 (10y)	98,749
4 (15y)	99,490
Deputy Chief Max (25y)	99,788



Management Classification and Salary Plan  
FY 2020

<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>
<b>3</b>	106,132	110,113	114,240	118,525	122,972		127,582	153,365
<b>2</b>	96,484	100,103	103,854	107,751	111,792		115,984	139,424
<b>1</b>	87,079	90,347	93,733	97,249	100,896		104,679	125,834

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

Management 2    Comptroller  
 Director of Inspectional Services  
 Library Director

Management 1    Assistant Town Manager  
 Board Administrator  
 Director of Assessment  
 Director of Health and Human Services  
 Director of Human Resources  
 Director of Recreation

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