



**CARYN COVE MALLOY
DIRECTOR OF HUMAN RESOURCES**

**TOWN OF ARLINGTON
DEPARTMENT OF HUMAN RESOURCES**

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PAY AND CLASSIFICATION PLAN

Fiscal Year 2022

SEIU
ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL
CLASSIFICATION PLAN

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

PREVIOUSLY KNOWN AS SEIU-ATP

As amended October 2020

SEIU
FY2022

FY22	1	2	3	4	5	6	7	8	9
SEIU 1	37,100	38,491	39,935	41,431	42,985	44,598	46,270	48,007	49,701
SEIU 2	41,223	42,768	44,372	46,036	47,762	49,557	51,412	53,339	55,222
SEIU 3	46,786	48,541	50,364	52,250	54,210	56,244	58,352	60,541	62,679
SEIU 4	53,336	55,337	57,414	59,565	61,802	64,117	66,523	69,017	71,453
SEIU 5	56,006	58,105	60,283	62,547	64,888	67,322	69,849	72,469	75,028
SEIU 6	58,524	60,719	62,997	65,359	67,810	70,353	72,993	75,728	78,401
SEIU 7	61,158	63,453	65,830	68,300	70,862	73,518	76,274	79,135	81,928
SEIU 8	63,301	65,672	68,135	70,690	73,342	76,092	78,945	81,904	84,795
SEIU 9	65,514	67,969	70,518	73,163	75,908	78,755	81,707	84,769	87,762
SEIU 10	67,808	70,351	72,990	75,726	78,565	81,511	84,568	87,739	90,835
SEIU 11	71,875	74,571	77,366	80,269	83,278	86,399	89,643	93,005	96,287
SEIU 12	77,626	80,538	83,555	86,689	89,905	93,313	96,813	100,443	103,988
SEIU 13	83,061	86,175	89,405	92,758	96,235	99,846	103,589	107,477	111,271
SEIU 14	90,535	93,929	97,451	101,105	104,900	108,833	112,913	117,148	121,283

* 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 Director of Public Health	MTP-6	Executive Secretary/AA – TM Environmental Planner/Conservation Agent Supervisor Vol. Services Management Analyst – Town Manager Worker's Comp Claims Coordinator Paralegal Tree Warden Medical Reserve Coordinator
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 Homeless Outreach Coordinator
MTP-11	Psychologist Senior Transportation Planner	MTP-4	Benefits Administrator Senior Loan Officer Administrative Assistant – Facilities
MTP-10	Clinical Director - AYCC	MTP-3	Administrative Asst. – BOS Pre-School Director After School Program Director
MTP-9	Assistant Director – Recreation Director of Diversity, Equity and Inclusion	MTP-2	Assistant After School Program Director Medical Records Clerk
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 2022
 NON-UNION

FY22	1	2	3	4	5	6	7	8
MTP 1	37,103	38,493	39,938	41,436	42,990	44,602	46,275	48,007
MTP 2	41,226	42,772	44,377	46,039	47,767	49,557	51,417	53,342
MTP3	46,793	48,548	50,368	52,257	54,216	56,249	58,355	60,547
MTP 4	53,341	55,344	57,419	59,571	61,805	64,121	66,528	69,022
MTP 5	56,008	58,110	60,290	62,549	64,896	67,330	69,853	72,474
MTP 6	58,531	60,723	63,003	65,365	67,817	70,359	72,997	75,735
MTP 7	61,166	63,458	65,837	68,304	70,866	73,525	76,282	79,143
MTP 8	63,306	65,679	68,142	70,698	73,347	76,100	78,951	81,914
MTP 9	65,520	67,977	70,527	73,171	75,916	78,762	81,716	84,781
MTP 10	67,816	70,357	72,995	75,733	78,571	81,519	84,576	87,748
MTP 11	71,882	74,577	77,374	80,274	83,287	86,410	89,650	93,012
MTP 12	77,633	80,542	83,564	86,700	89,948	93,322	96,823	100,452
MTP 13	83,068	86,183	89,412	92,766	96,246	99,854	103,602	107,484
MTP 14	90,545	93,940	97,462	101,115	104,908	108,845	112,922	117,157

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 Head of Circulation
ATP-5	Assessor's Office Manager. Office Manager – Treas. (Data Input)
ATP-4	Administrative Asst/Billing Agent AYCC HVAC Technician Animal Control Officer Office Manager – Fire Office Manager – Libraries Office Manager – Health and Human Services
ATP-3	Assistant Facilities Coordinator - Recreation
ATP-2	Water Account Clerk
APT-1	No Positions Assigned

Administrative, Technical and Professional Salary Plan
 FY 2021
 AFSCME

FY21	1	2	3	4	5	6	7	8
ATP 1	36,555	37,924	39,348	40,824	42,355	43,943	45,591	48,322
ATP 2	40,617	42,140	43,721	45,359	47,061	48,825	50,657	53,578
ATP3	46,101	47,831	49,624	51,485	53,415	55,418	57,493	60,676
ATP 4	52,553	54,526	56,570	58,691	60,892	63,173	65,545	69,026
ATP 5	55,180	57,251	59,399	61,625	63,937	66,335	68,821	72,427
ATP 6	57,666	59,826	62,072	64,399	66,815	69,319	71,918	75,639
ATP 7	60,262	62,520	64,864	67,295	69,819	72,438	75,155	78,996
ATP 8	62,370	64,708	67,135	69,653	72,263	74,975	77,784	81,726
ATP 9	64,552	66,972	69,485	72,090	74,794	77,598	80,508	84,551
ATP 10	66,814	69,317	71,916	74,614	77,410	80,314	83,326	87,475
ATP 11	70,820	73,475	76,231	79,088	82,056	85,133	88,325	92,661
ATP 12	76,486	79,352	82,329	85,419	88,619	91,943	95,392	99,991
ATP 13	81,840	84,909	88,091	91,395	94,824	98,378	102,071	106,921
ATP 14	89,207	92,552	96,022	99,621	103,358	107,236	111,253	116,450

**OFFICE ADMINISTRATIVE/NON-UNION
CLASSIFICATION PLAN**

<u>GRADE</u>	<u>POSITION TITLES</u>
OFNU-1	No Positions Assigned
OFNU-2	Sr. Clerk & Typist - Library Sr. Clerk & Typist - COA
OFNU-3	Principal Clerk – Select Board Receptionist/Program Assistant – HHS
OFNU-4	Principal Clerk – DPW Principal Clerk/Bookkeeper – DPW Record Keeper – Inspections
OFNU-5	Information and Referral Specialist – COA Assistant Benefits Coordinator – HR Grants Accountant DEI (Diversity, Equity and Inclusion) Assistant
OFNU-6	Assistant Claims Coordinator – Legal
OFNU-7	No Positions Assigned

As amended June 2021

OFNU
Salary Plan
NON-UNION
FY 2022

FY22	1	2	3	4	5	6	7	8
OFNU 1	32,399	33,612	34,872	36,179	37,537	38,943	40,404	41,918
OFNU 2	34,017	35,293	36,615	37,988	39,413	40,893	42,425	44,015
OFNU 3	38,779	40,234	41,742	43,308	44,931	46,616	48,365	50,178
OFNU 4	40,523	42,043	43,619	45,258	46,953	48,713	50,541	52,438
OFNU 5	42,348	43,935	45,584	47,294	49,066	50,906	52,813	54,796
OFNU 6	45,524	47,233	49,003	50,838	52,747	54,724	56,776	58,906
OFNU 7	48,256	50,066	51,942	53,892	55,910	58,009	60,181	62,438

OFFICE ADMINISTRATIVE/AFSCME
CLASSIFICATION PLAN

<u>GRADE</u>	<u>POSITION TITLES</u>
OA-1	Telephone Operator
OA-2	Sr. Clerk & Typist - Assessors Library Assistant Senior Clerk & Typist - Police
OA-3	Pr. Clerk - Town Clerk 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 Zoning Assistant
OA-5	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 Recreation Administrative Asst – Payroll Recreation Administrative Asst – Accounts Payable
OA-6	Administrative Assistant - Planning and Community Development Acct./Op. Asst. - DPW Assistant Collector (RE) Senior Accountant
OA-7	Data Collector Information Technology Administrative Assistant

As amended June 2021

**OFFA
Salary Plan
AFSCME Union
FY21**

FY2021	1	2	3	4	5	6	7	8
1	31,920	33,115	34,357	35,644	36,982	38,367	39,807	42,323
2	33,514	34,771	36,074	37,427	38,831	40,289	41,798	44,390
3	38,206	39,639	41,125	42,668	44,267	45,927	47,650	50,460
4	39,924	41,422	42,974	44,589	46,259	47,993	49,794	52,687
5	41,722	43,286	44,910	46,595	48,341	50,154	52,033	55,010
6	44,851	46,535	48,279	50,087	51,967	53,915	55,937	59,058
7	47,543	49,326	51,174	53,096	55,084	57,152	59,292	62,539

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

As amended May 2019

680 MC Positions Salary Plan
FY2021

FY21	1	2	3	4	5	6
MC 1	18.38	19.11	19.9	20.69	21.52	22.95
MC 2	19.79	20.56	21.38	22.24	23.13	24.60
MC 3	20.26	21.07	21.95	22.81	23.69	25.22
MC 4	20.89	21.70	22.59	23.48	24.40	25.96
MC 5	21.64	22.54	23.42	24.36	25.31	26.90
MC 6	22.86	23.78	24.71	25.70	26.73	28.38
MC 7	23.88	24.83	25.82	26.86	27.94	29.61
MC 8	24.60	25.59	26.59	27.68	28.77	30.48

PROFESSIONAL LIBRARIANS
CLASSIFICATION PLAN

GRADE	POSITION TITLES
L4	Assistant Library Director IT Manager – Library
L3	Head of Adult Services Head of Children's Services Branch Librarian
L2	Head of Technical Services Head of Teen Services Technology Librarian
L1	Adult Services Librarian Adult Services/Tech Services Librarian Children's Librarian

SALARY PLAN
Fiscal Year 2022
Professional Librarians

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
1	53,459	55,465	57,545	59,702	61,941	64,264	66,674
2	60,253	62,513	64,857	67,289	69,812	72,429	75,146
3	66,164	68,645	71,219	73,890	76,661	79,536	82,518
4	74,763	77,569	80,477	83,495	86,626	89,876	93,245

**Patrol Officer's Association
Ranking Officers and Firefighters'/FY2021
Classification and Salary Plans**

PATROL OFFICERS ASSOCIATION	
FY21	
1(Hire)	57,415
2 (1y)	60,267
3 (2y)	63,147
4 (7y)	63,778
5 (10y)	64,416

RANKING OFFICERS ASSOCIATION						
FY21						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
SERGEANT	74,503	75,248	75,992	76,739	77,483	78,229
LIEUTENANT	87,168	88,041	88,911	89,784	90,655	91,527
CAPTAIN	101,115	102,126	103,137	104,148	105,160	106,170

FIREFIGHTERS	
FY21	
Firefighters	
1 (Hire)	55,246
2 (1y)	57,108
3 (2y)	62,074
4 (5y)	62,695
5 (10y)	64,074
6 (15y)	65,355
FF Max (25y)	66,335
Lieutenants	
base	74,481
2 (5y)	75,226
3 (10y)	75,978
4 (15y)	76,738
LT Max (25y)	76,968
Captains	
base	85,654
2 (5y)	86,511
3 (10y)	87,376
4 (15y)	88,250
Captian Max (25y)	88,515
Deputy Chiefs	
base	98,501
2 (5y)	99,486
3 (10y)	100,481
4 (15y)	101,486
Deputy Chief Max (25y)	101,790

Management Classification and Salary Plan
FY 2022

<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	108,801	112,882	117,113	118,369	126,065		130,791	157,222
2	98,911	102,621	106,466	110,461	114,604		118,901	142,930
1	89,269	92,619	96,090	99,694	103,434		107,312	128,998

Management 3
 Chief of Fire (Fire and Rescue)
 Chief of Police
 Chief Information Officer
 Deputy Town Manager - Finance
 Deputy Town Manager - Operations
 Director of Planning and Community Development
 Director of Public Works
 Facilities Director
 Town Counsel

Management 2
 Benefits Attorney/Workers' Compensation Agent
 Comptroller
 Director of Health and Human Services
 Director of Inspectional Services
 Library Director
 Treasurer and Collector of Taxes

Management 1
 Board Administrator
 Director of Assessment
 Director of Human Resources
 Director of Recreation

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