



TOWN OF ARLINGTON
DEPARTMENT OF HUMAN RESOURCES

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PAY AND CLASSIFICATION PLAN

Fiscal Year 2024

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 Executive Director - COA Mnger of Enterprise Applications - IT Supt. Of Building Maintenance Deputy Treasurer/Deputy Collector		Forestry Supervisor
			Cemetery Supervisor
			Program Supervisor - Recreation
			Recreation Facilities Supervisor
			Network and Desktop Support Technician
SEIU-10	Senior Civil Engineer Grants Administrator	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 Supervisor of Bldg Maintenance	SEIU-5	Water and Sewer Account Manager Assistant Town Clerk
SEIU-8	Plumbing and Gas Inspector Master Mech/Public Safety Radio Coord. Wire Inspector/Supt. Of Wires Parks Supervisor	SEIU-4	Administrative Assistant – Police
		SEIU-3	NO POSITIONS ASSIGNED
		SEIU-2	NO POSITIONS ASSIGNED
		SEIU-1	NO POSITIONS ASSIGNED

PREVIOUSLY KNOW AS SEIU-ATP

As amended May 2023

**SEIU
FY2024**

FY24	1	2	3	4	5	6	7	8	Year 10	Year 15
SEIU 1	40,341	41,854	43,422	45,051	46,741	48,493	50,314	52,200	54,157	55,240
SEIU 2	44,823	46,504	48,248	50,057	51,938	53,882	55,902	57,998	60,173	61,377
SEIU 3	50,874	52,784	54,761	56,815	58,947	61,156	63,450	65,830	68,299	69,665
SEIU 4	57,996	60,172	62,427	64,772	67,197	69,719	72,333	75,046	77,860	79,418
SEIU 5	60,897	63,180	65,552	68,006	70,556	73,205	75,951	78,799	81,754	83,389
SEIU 6	63,636	66,024	68,499	71,068	73,733	76,500	79,367	82,344	85,431	87,140
SEIU 7	66,502	68,994	71,582	74,267	77,050	79,938	82,938	86,048	89,274	91,060
SEIU 8	68,827	71,409	74,087	76,866	79,748	82,738	85,839	89,059	92,398	94,246
SEIU 9	71,235	73,906	76,678	79,555	82,539	85,633	88,842	92,173	95,629	97,542
SEIU 10	73,731	76,497	79,365	82,340	85,427	88,631	91,955	95,403	98,981	100,961
SEIU 11	78,154	81,083	84,126	87,280	90,550	93,950	97,474	101,129	104,921	107,019
SEIU 12	84,408	87,570	90,855	94,225	97,796	101,465	105,269	109,217	113,313	115,579
SEIU 13	90,316	93,701	97,215	100,859	104,644	108,567	112,642	116,866	121,248	123,673
SEIU 14	98,443	102,134	105,963	109,940	114,063	118,338	122,777	127,381	132,158	134,801

**NON- UNION
ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL
CLASSIFICATION PLAN**

GRADE	POSITION TITLES	GRADE	POSITION TITLES
MTP-14	Town Engineer Deputy Director of IT	MTP-6	Executive Secretary/AA – TM Env Planner/Conservation Agent Supervisor Vol. Services Worker's Comp Claims Coordinator Paralegal Tree Warden ADA Coordinator School Sustainability Coordinator
MTP-13	Public Information Officer Director of Youth Services Director of Public Health	MTP-5	Health Compliance Off/Sealer of W&M Office Manager – BOS Homeless Outreach Coordinator ZBA Administrator
MTP-12	Assistant Director of Planning & Community Development Assistant Director of Public Works Systems IT Analyst-Proj Manager Purchasing Officer Economic Development Coordinator Director of GIS/Project Manager	MTP-4	Benefits Administrator Senior Loan Officer Administrative Assistant – Facilities Comm Outreach and Engagement
MTP-11	Psychologist Sustainability Manager Senior Transportation Planner Director Diversity, Equity and Inclusion	MTP-3	Administrative Assistant – BOS Pre-School Director After School Program Director Communications Coordinator
MTP-10	Clinical Director- AYCC Public Health Nurse Manager Budget Director Management Analyst - TM	MTP-2	Asst After School Prog Director Medical Records Clerk
MTP-9	Assistant Director – HR	MTP-1	After School Instructor Pre-School Instructor Waste Compliance Inspector
MTP-8	Asst Clinical Director – AYCC Geriatric Nurse Clinician Public Health Compliance Officer Prevention Services Manager Public Health Nurse Environmental Plan/Conserv Agent		
MTP-7	Health Compliance Off Ins Dom Violence and Comm Resource Specialist Social Worker – COA Mental Health Clinician - AYCC Recycling/Zero Waste Coordinator		

Administrative, Technical and Professional Salary Plan
FY 2024
NON-UNION

	1	2	3	4	5	6	7	8
MTP 1	39,057	40,504	42,007	43,566	45,182	46,859	48,599	50,403
MTP 2	43,348	44,956	46,625	48,355	50,152	52,015	53,949	55,953
MTP3	49,138	50,965	52,859	54,824	56,863	58,977	61,169	63,449
MTP 4	55,952	58,036	60,194	62,434	64,757	67,167	69,672	72,266
MTP 5	58,726	60,913	63,181	65,531	67,973	70,506	73,130	75,858
MTP 6	61,352	63,632	66,004	68,461	71,013	73,657	76,402	79,250
MTP 7	64,092	66,477	68,953	71,520	74,185	76,950	79,820	82,795
MTP 8	66,319	68,787	71,351	74,010	76,766	79,630	82,596	85,679
MTP 9	68,623	71,178	73,832	76,583	79,438	82,399	85,472	88,662
MTP 10	71,012	73,655	76,400	79,248	82,201	85,267	88,448	91,749
MTP 11	75,242	78,046	80,956	83,973	87,108	90,356	93,727	97,225
MTP 12	81,225	84,252	87,395	90,658	94,037	97,548	101,190	104,966
MTP 13	86,879	90,120	93,481	96,969	100,590	104,344	108,243	112,282
MTP 14	94,659	98,191	101,856	105,656	109,603	113,697	117,939	122,347

AFSCME
ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL
CLASSIFICATION PLAN

GRADE POSITION TITLES

ATP 14 - ATP8 – No Positions Assigned

ATP 7 Lead HVAC Technician

ATP-6 Junior Civil Engineer
CDBG/Grants Administrator
Cash Manager
Head of Circulation

ATP-5 Assessor's Office Manager.
Electrician
Plumber
Parking and Collections Manager

ATP-4 Administrative Asst/Billing Agent AYCC
Office Manager – COA
Office Manager – Planning and Community Development
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 Off Hrs Rink and Rec Supervisor

Administrative, Technical and Professional Salary Plan
FY 2024
AFSCME

FY24	1	2	3	4	5	6	7	8	9
ATP 1	39,612	41,058	42,562	44,120	45,737	47,414	49,155	52,039	53,990
ATP 2	43,902	45,510	47,180	48,909	50,707	52,569	54,504	57,590	59,750
ATP3	49,694	51,519	53,413	55,378	57,416	59,532	61,723	65,084	67,525
ATP 4	56,506	58,590	60,748	62,987	65,312	67,721	70,226	73,901	76,672
ATP 5	59,281	61,468	63,736	66,086	68,528	71,061	73,685	77,493	80,399
ATP 6	61,906	64,186	66,558	69,016	71,567	74,211	76,956	80,885	83,918
ATP 7	64,647	67,032	69,507	72,074	74,739	77,506	80,374	84,431	87,597
ATP 8	66,874	69,343	71,905	74,564	77,320	80,185	83,151	87,313	90,587
ATP 9	69,177	71,734	74,387	77,137	79,993	82,954	86,027	90,296	93,682
ATP 10	71,566	74,209	76,954	79,803	82,755	85,822	89,003	93,384	96,886
ATP 11	75,797	78,600	81,510	84,527	87,662	90,911	94,282	98,861	102,568
ATP 12	81,780	84,806	87,950	91,213	94,592	98,102	101,744	106,602	110,600
ATP 13	87,434	90,675	94,034	97,524	101,145	104,898	108,798	113,920	118,192
ATP 14	95,213	98,745	102,409	106,210	110,156	114,253	118,494	123,982	128,631

*Step 9 awarded after 10 years of service on the July 1 following 10 years of service.

**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 May 2023

Office Administration
NON-UNION
FY 2024

2024	1	2	3	4	5	6	7	8
1	34,163	35,425	36,736	38,095	39,508	40,970	42,491	44,067
2	35,846	37,173	38,549	39,978	41,461	43,000	44,593	46,249
3	40,801	42,314	43,884	45,512	47,202	48,954	50,774	52,660
4	42,615	44,197	45,836	47,541	49,305	51,136	53,038	55,012
5	44,514	46,165	47,880	49,660	51,503	53,417	55,402	57,465
6	47,818	49,597	51,438	53,347	55,332	57,389	59,525	61,741
7	50,660	52,543	54,495	56,524	58,624	60,807	63,068	65,415

OFFICE ADMINISTRATIVE/AFSCME CLASSIFICATION PLAN

GRADE	POSITION TITLES
OA-1	Telephone Operator
OA-2	Sr. Clerk & Typist - Assessors Library Assistant Senior Clerk & Typist - Police
OA-3	Pr. Acct. Clerk/Cashier - Treasurer Output Media Handler Pr. Clerk – Cemetery Pr.
OA-4	Pr. Clerk – DPW Pr. Acct. Cl./Bk. - DPW Senior Library Assistant Detention Attendant Zoning Assistant Pr. Clerk - Town Clerk Pr. Acct. Cl./Bk. - Comptroller
OA-5	Administrative Assistant - DPW Head Cashier Pr. Sr. Acct. Cl./Bk. – Treasurer 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 Asst. Reg. Voters
OA-6	Water Account Clerk. - DPW Assistant Collector (RE)
OA-7	Data Collector Information Technology Administrative Assistant Senior Accountant

As amended May 2023

**OFFICE ADMINISTRATION
AFSCME
FY 2024**

FY2024	1	2	3	4	5	6	7	8	9
1	34,718	35,980	37,290	38,651	40,064	41,527	43,046	45,703	47,417
2	36,401	37,729	39,104	40,533	42,015	43,555	45,150	47,886	49,682
3	41,356	42,870	44,439	46,068	47,757	49,509	51,329	54,296	56,332
4	43,170	44,752	46,391	48,096	49,860	51,691	53,593	56,648	58,772
5	45,069	46,720	48,436	50,215	52,058	53,973	55,956	59,101	61,317
6	48,373	50,152	51,993	53,902	55,888	57,944	60,080	63,376	65,753
7	51,216	53,098	55,051	57,080	59,179	61,362	63,623	67,052	69,566

*Step 9 awarded after 10 years of service on the July 1 following 10 years of service.

680 UNION MC
CLASSIFICATION PLAN

<u>GRADE</u>	<u>POSITION TITLES</u>
MC 8	Bldg Craftsman (Planning and CD) Working Foreman/Motor Equip. Rep. 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 Senior Building Custodian - Grounds 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 Water Meter Technician
MC 4	Senior Building Custodian - Town Construction Handyman Senior Building Custodian - School Heavy Motor Equipment Operator II Park Maintenance Craftsman Facility Attendant Night Dispatcher - DPW
MC 3	Motor Equipment Operator I
MC 2	Bldg Custodian - School
MC 1	Laborer - Natural Resources Grounds Maintenance Worker Laborer - Highway, Water, Sewer Parking Control Officer Van Driver*

*Non Union Positions

As amended May 2023

**680 MC Positions Salary Plan
FY2024**

FY24	1	2	3	4	5	6	7
MC 1	\$19.97	\$20.74	\$21.57	\$22.40	\$23.28	\$24.79	\$25.72
MC 2	\$21.46	\$22.27	\$23.13	\$24.04	\$24.98	\$26.53	\$27.53
MC 3	\$21.95	\$22.81	\$23.74	\$24.64	\$25.58	\$27.19	\$28.21
MC 4	\$22.61	\$23.48	\$24.41	\$25.35	\$26.33	\$27.97	\$29.02
MC 5	\$23.40	\$24.36	\$25.29	\$26.28	\$27.28	\$28.96	\$30.04
MC 6	\$24.69	\$25.67	\$26.65	\$27.70	\$28.78	\$30.53	\$31.67
MC 7	\$25.77	\$26.77	\$27.82	\$28.92	\$30.06	\$31.82	\$33.01
MC 8	\$26.53	\$27.57	\$28.64	\$29.79	\$30.93	\$32.75	\$33.97

*Step 9 awarded after 10 years of service on the July 1 following 10 years of service.

**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 Librarian Children's Librarian

SALARY PLAN
Fiscal Year 2024
Professional Librarians

<i>FY24</i>	<i>Step 1</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>1</i>	58,122	60,301	62,562	64,908	67,342	69,868	72,488
<i>2</i>	65,507	67,963	70,512	73,155	75,900	78,746	81,698
<i>3</i>	69,850	72,470	75,187	78,007	80,933	83,968	87,116
<i>4</i>	78,931	81,890	84,961	88,147	91,454	94,882	98,441

**Patrol Officer's Association
Ranking Officers and Firefighters'/FY2024
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	
FY24	
Firefighters	
1 (Hire)	58,340
2 (1y)	60,306
3 (2y)	65,550
4 (5y)	67,025
5 (10y)	69,505
6 (15y)	71,938
FF Max (25y)	73,736
Lieutenants	
base	78,652
2 (5y)	80,422
3 (10y)	82,433
4 (15y)	84,494
LT Max (25y)	85,592
Captains	
base	90,452
2 (5y)	92,487
3 (10y)	94,799
4 (15y)	97,169
Captian Max (25y)	98,432
Deputy Chiefs	
base	104,019
2 (5y)	106,359
3 (10y)	109,018
4 (15y)	111,743
Deputy Chief Max (25y)	113,196

Management Classification and Salary Plan FY 2024

<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>
1	92,875	96,360	99,972	103,722	107,613		111,647	134,210
2	102,907	106,766	110,767	114,923	119,234		123,705	148,705
3	113,197	117,443	121,844	126,413	131,158		136,075	163,573

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
 Director of Human Resources

Management 1
 Board Administrator
 Director of Assessment
 Director of Recreation

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