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TOWN OF ARLINGTON
DEPARTMENT OF HUMAN RESOURCES

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PAY AND CLASSIFICATION PLAN

Fiscal Year 2021

Reference Material for Article 53 of the 2021 Annual Town Meeting Warrant

Issued October 2020

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 - DPW		Supervisor of Motor Equip. Repairs Park
SEIU-11	Assistant Town Engineer		Maintenance Supervisor
	Executive Director - COA		Forestry Supervisor
	Manager of Enterprise Applications - IT		Cemetery Supervisor
	Supt. Of Building Maintenance Deputy		Program Supervisor - Recreation
	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		

SEIU
FY2021

FY21	1	2	3	4	5	6	7	8	9
SEIU 1	36,733	38,110	39,540	41,021	42,559	44,156	45,812	47,532	48,483
SEIU 2	40,815	42,345	43,933	45,580	47,289	49,066	50,903	52,811	53,867
SEIU 3	46,323	48,060	49,865	51,733	53,673	55,687	57,774	59,942	61,141
SEIU 4	52,808	54,789	56,846	58,975	61,190	63,482	65,864	68,334	69,701
SEIU 5	55,451	57,530	59,686	61,928	64,246	66,655	69,157	71,751	73,186
SEIU 6	57,945	60,118	62,373	64,712	67,139	69,656	72,270	74,978	76,478
SEIU 7	60,552	62,825	65,178	67,624	70,160	72,790	75,519	78,351	79,918
SEIU 8	62,674	65,022	67,460	69,990	72,616	75,339	78,163	81,093	82,715
SEIU 9	64,865	67,296	69,820	72,439	75,156	77,975	80,898	83,930	85,609
SEIU 10	67,137	69,654	72,267	74,976	77,787	80,704	83,731	86,870	88,607
SEIU 11	71,163	73,833	76,600	79,474	82,453	85,544	88,755	92,084	93,926
SEIU 12	76,857	79,741	82,728	85,831	89,015	92,389	95,854	99,449	101,438
SEIU 13	82,239	85,322	88,520	91,840	95,282	98,857	102,563	106,413	108,541
SEIU 14	89,639	92,999	96,486	100,104	103,861	107,755	111,795	115,988	118,308

* 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 Technical Resource Administrator - P&CD
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 Worker's Comp Claims Coordinator Paralegal Administrative Assistant – Facilities 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	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
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 Coordinator of Diversity, Equity and Inclusion	MPT-1	After School Instructor – Recreation Pre-School Instructor

Administrative, Technical and Professional Salary Plan
 FY 2021
 NON-UNION

FY21	1	2	3	4	5	6	7	8
MTP 1	36,555	37,924	39,348	40,824	42,355	43,943	45,591	47,298
MTP 2	40,617	42,140	43,721	45,359	47,061	48,825	50,657	52,554
MTP3	46,101	47,831	49,624	51,485	53,415	55,418	57,493	59,652
MTP 4	52,553	54,526	56,570	58,691	60,892	63,173	65,545	68,002
MTP 5	55,180	57,251	59,399	61,625	63,937	66,335	68,821	71,403
MTP 6	57,666	59,826	62,072	64,399	66,815	69,319	71,918	74,616
MTP 7	60,262	62,520	64,864	67,295	69,819	72,438	75,155	77,973
MTP 8	62,370	64,708	67,135	69,653	72,263	74,975	77,784	80,703
MTP 9	64,552	66,972	69,485	72,090	74,794	77,598	80,508	83,528
MTP 10	66,814	69,317	71,916	74,614	77,410	80,314	83,326	86,451
MTP 11	70,820	73,475	76,231	79,088	82,056	85,133	88,325	91,637
MTP 12	76,486	79,352	82,329	85,419	88,619	91,943	95,392	98,967
MTP 13	81,840	84,909	88,091	91,395	94,824	98,378	102,071	105,896
MTP 14	89,207	92,552	96,022	99,621	103,358	107,236	111,253	115,426

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 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	Pr. Clerk – DPW Pr. Acct. Cl./Bk. - DPW Record Keeper - Inspections
OFNU-5	Information and Referral Specialist – COA Assistant Benefits Coordinator - HR Grants Accountant
OFNU-6	Assistant Claims Coordinator - Legal
OFNU-7	No Positions Assigned

OFNU
Salary Plan
NON-UNION
FY 2021

fy21	1	2	3	4	5	6	7	8
OFNU 1	31,920	33,115	34,357	35,644	36,982	38,367	39,807	41,299
OFNU 2	33,514	34,771	36,074	37,427	38,831	40,289	41,798	43,365
OFNU 3	38,206	39,639	41,125	42,668	44,267	45,927	47,650	49,436
OFNU 4	39,924	41,422	42,974	44,589	46,259	47,993	49,794	51,663
OFNU 5	41,722	43,286	44,910	46,595	48,341	50,154	52,033	53,986
OFNU 6	44,851	46,535	48,279	50,087	51,967	53,915	55,937	58,035
OFNU 7	47,543	49,326	51,174	53,096	55,084	57,152	59,292	61,515

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 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) Office Manager – Health and Human Services Office Manager – Library Senior Accountant
OA-7	Data Collector Information Technology Administrative Assistant

OFFA Salary Plan
AFSCME
FY 2021

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

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

- L 4 Assistant Library Director
 IT Manager - Library

- L 3 Head of Adult Services
 Head of Children's
 Services Branch Librarian

- L 2 Head of Technical Services
 Head of Teen Services
 Technology Librarian

- L 1 Adult Services Librarian
 Adult Services/Tech. Services
 Librarian Childrens' Librarian

SALARY PLAN
Fiscal Year 2021
Professional Librarians

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
1	52,799	54,780	56,835	58,966	61,177	63,471	65,851
2	59,509	61,740	64,056	66,458	68,950	71,536	74,218
3	65,347	67,798	70,340	72,978	75,714	78,554	81,499
4	73,843	76,611	79,483	82,464	85,557	88,766	92,094

**Patrol Officer's Association/FY2018,
Ranking Officers and Firefighters'/FY2021
Classification and Salary Plans**

PATROL OFFICERS ASSOCIATION	
FY18	
MINIMUM	54,639
MIDPOINT	57,353
MAXIMUM	60,094

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 2021

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	RANGE	Mid-point	Maximum
3	107,193	111,214	115,382	119,710	124,202		128,858	154,899
2	97,449	101,104	104,893	108,829	112,910		117,144	140,818
1	87,950	91,250	94,670	98,221	101,905		105,726	127,092

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

Management 2
 Comptroller
 Director of Inspectional Services
 Library Director
 Treasurer and Collector of Taxes
 Deputy Town Counsel**

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

**Subject to Town Meeting approval.