



**TOWN OF ARLINGTON
HUMAN RESOURCES DEPARTMENT**

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

CARYN COVE MALLOY
DIRECTOR OF HUMAN RESOURCES

MEMORANDUM

TO: Town Meeting Members
FROM: Caryn C. Malloy, Director of Human Resources
RE: Article 55 - Positions Reclassification
DATE: April 24, 2019

Attached please find the pay and classification plan. Please retain this information for your review when considering Article 55 – Positions Reclassification. The proposed vote for this article can be found in the report of the Finance Committee.



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CARYN COVE MALLOY
DIRECTOR OF HUMAN RESOURCES

April 24, 2019


Dear Town Meeting Members:

As you review the Town's Pay and Classification Plan, I would like to offer you an update on the Town's compliance efforts with regard to the Massachusetts Equal Pay Act ("MEPA"). Since MEPA took effect in July 2018, the Town has engaged in a review of our hiring and compensation practices, with a renewed focus on ensuring equity among our employees. The underlying strength of the Town's Pay and Classification Plan lies in the method used for grading positions. Positions are graded individually based on the requirements and qualifications for the position itself, rather than a subjective evaluation of individuals hired by the Town to fill the positions.

In addition to training and engaging in a self-audit, the Town will introduce an opportunity for employees to have their position compensation reviewed for gender equity. This process will run concurrently with the position reclassification process outlined in the Town Bylaws. Recommended changes resulting from this process will need ratification by Town Meeting, just as other changes to the Town's Pay and Classification Plan require.

Please do not hesitate to contact me should you have any questions about MEPA or the Pay and Classification Plan.

Very truly yours,


Caryn Malloy
Director of Human Resources



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CARYN COVE MALLOY
DIRECTOR OF HUMAN RESOURCES

PAY AND CLASSIFICATION PLAN

Fiscal Year 2019

Issued November 2018

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 Tech Resource Admin- Hous. & Disability Supervisor of Bldg Maintenance Supervisor of Motor Equip. Repairs Park Maintenance Supervisor Forestry Supervisor Cemetery Supervisor Supervisor of Recreation Recreation Facilities Supervisor Network and Desktop Support Technician
SEIU-13	NO POSITIONS ASSIGNED		
SEIU-12	Operations Manager - DPW		
SEIU-11	Assistant Town Engineer Executive Director - COA Production Coordinator/Comp. Op. (SS) Supt. Of Building Maintenance Deputy Treasurer/Deputy Collector		
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
FY2019**

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
SEIU 1	35,656	36,993	38,381	39,819	41,312	42,862	44,469	46,138	47,061
SEIU 2	39,619	41,104	42,645	44,244	45,903	47,627	49,411	51,263	52,288
SEIU 3	44,965	46,651	48,403	50,217	52,100	54,055	56,080	58,185	59,349
SEIU 4	51,260	53,183	55,179	57,246	59,396	61,621	63,933	66,330	67,657
SEIU 5	53,825	55,843	57,936	60,113	62,363	64,701	67,129	69,648	71,041
SEIU 6	56,246	58,356	60,544	62,815	65,171	67,614	70,151	72,780	74,236
SEIU 7	58,776	60,983	63,268	65,641	68,103	70,656	73,305	76,054	77,575
SEIU 8	60,836	63,116	65,482	67,938	70,487	73,130	75,872	78,716	80,290
SEIU 9	62,964	65,324	67,774	70,316	72,953	75,689	78,526	81,470	83,099
SEIU 10	65,169	67,612	70,148	72,778	75,507	78,338	81,276	84,324	86,010
SEIU 11	69,076	71,669	74,355	77,144	80,036	83,036	86,153	89,384	91,172
SEIU 12	74,604	77,403	80,303	83,315	86,406	89,680	93,044	96,533	98,464
SEIU 13	79,828	82,821	85,925	89,148	92,489	95,959	99,557	103,293	105,359
SEIU 14	87,011	90,273	93,658	97,170	100,817	104,596	108,518	112,588	114,840

**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
MTP-11	Director of Public Health Psychologist	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	No Positions Assigned	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 2019

NON-UNION

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
ATP 1	35,483	36,813	38,194	39,627	41,114	42,655	44,255	45,912
ATP 2	39,426	40,905	42,439	44,029	45,681	47,394	49,172	51,014
ATP 3	44,750	46,428	48,170	49,975	51,849	53,793	55,808	57,903
ATP 4	51,013	52,927	54,912	56,971	59,107	61,322	63,624	66,009
ATP 5	53,563	55,573	57,658	59,819	62,063	64,390	66,804	69,310
ATP 6	55,975	58,073	60,252	62,511	64,856	67,287	69,810	72,428
ATP 7	58,495	60,687	62,963	65,323	67,773	70,315	72,952	75,687
ATP 8	60,541	62,811	65,167	67,611	70,145	72,777	75,504	78,337
ATP 9	62,660	65,009	67,448	69,976	72,601	75,324	78,148	81,079
ATP 10	64,855	67,285	69,808	72,426	75,141	77,960	80,883	83,917
ATP 11	68,744	71,322	73,996	76,770	79,651	82,637	85,735	88,951
ATP 12	74,244	77,025	79,916	82,915	86,022	89,248	92,596	96,066
ATP 13	79,441	82,420	85,509	88,716	92,044	95,494	99,078	102,792
ATP 14	86,592	89,839	93,207	96,701	100,328	104,092	107,991	112,042

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 Building Maintenance Craftsman
ATP-2	Water Account Clerk
APT-1	No Positions Assigned

Administrative, Technical and Professional Salary Plan

FY 2019

AFSCME

FY19 First Half	1	2	3	4	5	6	7	8
ATP 1	35,483.00	36,813.00	38,194.00	39,627.00	41,114.00	42,655.00	44,255.00	45,912.00
ATP 2	39,426.00	40,905.00	42,439.00	44,029.00	45,681.00	47,394.00	49,172.00	51,014.00
ATP 3	44,750.00	46,428.00	48,170.00	49,975.00	51,849.00	53,793.00	55,808.00	57,903.00
ATP 4	51,013.00	52,927.00	54,912.00	56,971.00	59,107.00	61,322.00	63,624.00	66,009.00
ATP 5	53,563.00	55,573.00	57,658.00	59,819.00	62,063.00	64,390.00	66,804.00	69,310.00
ATP 6	55,975.00	58,073.00	60,252.00	62,511.00	64,856.00	67,287.00	69,810.00	72,428.00
ATP 7	58,495.00	60,687.00	62,963.00	65,323.00	67,773.00	70,315.00	72,952.00	75,687.00
ATP 8	60,541.00	62,811.00	65,167.00	67,611.00	70,145.00	72,777.00	75,504.00	78,337.00
ATP 9	62,660.00	65,009.00	67,448.00	69,976.00	72,601.00	75,324.00	78,148.00	81,079.00
ATP 10	64,855.00	67,285.00	69,808.00	72,426.00	75,141.00	77,960.00	80,883.00	83,917.00
ATP 11	68,744.00	71,322.00	73,996.00	76,770.00	79,651.00	82,637.00	85,735.00	88,951.00
ATP 12	74,244.00	77,025.00	79,916.00	82,915.00	86,022.00	89,248.00	92,596.00	96,066.00
ATP 13	79,441.00	82,420.00	85,509.00	88,716.00	92,044.00	95,494.00	99,078.00	102,792.00
ATP 14	86,592.00	89,839.00	93,207.00	96,701.00	100,328.00	104,092.00	107,991.00	112,042.00

FY19 Second Half	1	2	3	4	5	6	7	8
ATP 1	35,483.00	36,813.00	38,194.00	39,627.00	41,114.00	42,655.00	44,255.00	46,549.00
ATP 2	39,426.00	40,905.00	42,439.00	44,029.00	45,681.00	47,394.00	49,172.00	51,651.00
ATP 3	44,750.00	46,428.00	48,170.00	49,975.00	51,849.00	53,793.00	55,808.00	58,540.00
ATP 4	51,013.00	52,927.00	54,912.00	56,971.00	59,107.00	61,322.00	63,624.00	66,646.00
ATP 5	53,563.00	55,573.00	57,658.00	59,819.00	62,063.00	64,390.00	66,804.00	69,947.00
ATP 6	55,975.00	58,073.00	60,252.00	62,511.00	64,856.00	67,287.00	69,810.00	73,065.00
ATP 7	58,495.00	60,687.00	62,963.00	65,323.00	67,773.00	70,315.00	72,952.00	76,324.00
ATP 8	60,541.00	62,811.00	65,167.00	67,611.00	70,145.00	72,777.00	75,504.00	78,974.00
ATP 9	62,660.00	65,009.00	67,448.00	69,976.00	72,601.00	75,324.00	78,148.00	81,716.00
ATP 10	64,855.00	67,285.00	69,808.00	72,426.00	75,141.00	77,960.00	80,883.00	84,554.00
ATP 11	68,744.00	71,322.00	73,996.00	76,770.00	79,651.00	82,637.00	85,735.00	89,588.00
ATP 12	74,244.00	77,025.00	79,916.00	82,915.00	86,022.00	89,248.00	92,596.00	96,703.00
ATP 13	79,441.00	82,420.00	85,509.00	88,716.00	92,044.00	95,494.00	99,078.00	103,429.00
ATP 14	86,592.00	89,839.00	93,207.00	96,701.00	100,328.00	104,092.00	107,991.00	112,679.00

**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
OFNU-3	No Positions Assigned
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

**OFFA Salary Plan
NON-UNION
FY 2019**

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	30,984	32,144	33,350	34,599	35,898	37,242	38,640	40,088
2	32,531	33,752	35,017	36,329	37,693	39,108	40,573	42,094
3	37,086	38,477	39,920	41,418	42,970	44,580	46,253	47,987
4	38,754	40,208	41,715	43,282	44,903	46,586	48,334	50,148
5	40,499	42,017	43,593	45,229	46,924	48,683	50,508	52,403
6	43,536	45,171	46,864	48,619	50,443	52,334	54,297	56,333
7	46,149	47,880	49,674	51,539	53,470	55,476	57,554	59,712

**OFFICE ADMINISTRATIVE/AFSCME
CLASSIFICATION PLAN**

GRADE	POSITION TITLES
OA-1	Telephone Operator
OA-2	Sr. Clerk & Typist - Town Clerk Sr. Clerk & Typist - Assessors Library Assistant
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 2019

FY2019 First Half

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	30,984	32,144	33,350	34,599	35,898	37,242	38,640	40,088
2	32,531	33,752	35,017	36,329	37,693	39,108	40,573	42,094
3	37,086	38,477	39,920	41,418	42,970	44,580	46,253	47,987
4	38,754	40,208	41,715	43,282	44,903	46,586	48,334	50,148
5	40,499	42,017	43,593	45,229	46,924	48,683	50,508	52,403
6	43,536	45,171	46,864	48,619	50,443	52,334	54,297	56,333
7	46,149	47,880	49,674	51,539	53,470	55,476	57,554	59,712

FY2019 Second Half

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	30,984	32,144	33,350	34,599	35,898	37,242	38,640	40,725
2	32,531	33,752	35,017	36,329	37,693	39,108	40,573	42,731
3	37,086	38,477	39,920	41,418	42,970	44,580	46,253	48,624
4	38,754	40,208	41,715	43,282	44,903	46,586	48,334	50,785
5	40,499	42,017	43,593	45,229	46,924	48,683	50,508	53,040
6	43,536	45,171	46,864	48,619	50,443	52,334	54,297	56,970
7	46,149	47,880	49,674	51,539	53,470	55,476	57,554	60,349

**680 UNION
MC
CLASSIFICATION PLAN**

GRADE	POSITION TITLES
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
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 Water Systems Maintenance Craftsman 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 June 2018

**680 MC Positions Salary Plan
FY2019**

FY19 First Half		1	2	3	4	5	6
MC 1	17.84	18.55	19.31	20.09	20.89	21.73	
MC 2	19.21	19.96	20.75	21.59	22.45	23.34	
MC 3	19.67	20.45	21.30	22.14	23.00	23.93	
MC 4	20.27	21.07	21.93	22.79	23.69	24.65	
MC 5	21.01	21.88	22.74	23.65	24.57	25.56	
MC 6	22.19	23.08	23.99	24.95	25.95	27.00	
MC 7	23.18	24.10	25.06	26.07	27.12	28.20	
MC 8	23.88	24.84	25.81	26.87	27.93	29.04	

FY19 Second Half		1	2	3	4	5	6
MC 1	17.84	18.55	19.31	20.09	20.89	22.08	
MC 2	19.21	19.96	20.75	21.59	22.45	23.69	
MC 3	19.67	20.45	21.30	22.14	23.00	24.28	
MC 4	20.27	21.07	21.93	22.79	23.69	25.00	
MC 5	21.01	21.88	22.74	23.65	24.57	25.91	
MC 6	22.19	23.08	23.99	24.95	25.95	27.35	
MC 7	23.18	24.10	25.06	26.07	27.12	28.55	
MC 8	23.88	24.84	25.81	26.87	27.93	29.39	

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

SALARY PLAN
Fiscal Year 2019
Professional Librarians

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
1	52,275	54,236	56,271	58,380	60,569	62,841	65,197
2	58,918	61,127	63,421	65,798	68,266	70,826	73,482
3	64,699	67,125	69,641	72,253	74,963	77,774	80,690
4	73,110	75,851	78,695	81,646	84,708	87,885	91,180

**Patrol Officer's Association,
Ranking Officer's Association,
and Firefighters'
Classification and Salary Plans
Fiscal Year 2019**

PATROL OFFICER'S ASSOCIATION	
FY18	
MINIMUM	54,639
MIDPOINT	57,353
MAXIMUM	60,094

RANKING OFFICERS ASSOCIATION				
FY18				
	Step 1	Step 2	Step 3	Step 4
SERGEANT	70,901	71,610	72,319	73,028
LIEUTENANT	82,954	83,783	84,613	85,442
CAPTAIN	96,226	97,188	98,151	99,113

FIREFIGHTERS	
FY19	
Firefighter Step 1	53,626
Firefighter Step 2	55,434
Firefighter Step 3	60,254
Firefighter Step 4	60,254
Firefighter Step 5	60,977
Firefighter Step 6	61,587
	62,326
Lieutenant	72,298
Captain	83,143
Deputy Chief	95,614

Management Classification and Salary Plan FY 2019

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	RANGE	Mid-point	Maximum
3	104,051	107,954	112,000	116,201	120,561		125,080	150,358
2	94,592	98,140	101,818	105,638	109,600		113,710	136,690
1	85,372	88,575	91,895	95,342	98,918		102,626	123,367

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

Management 2
 Comptroller
 Director of Inspectional Services
 Director of Planning and Development
 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.