



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 PERSONNEL

MEMORANDUM

TO: Town Meeting Members
FROM: Caryn C. Malloy, Director of Human Resources
RE: Article 32 - Positions Reclassification
DATE: April 25, 2017

Attached please find the pay and classification plan. Please retain this information for your review when considering Article 32 – Positions Reclassification. The proposed vote for this article can be found in the report of the Finance Committee.



TOWN OF ARLINGTON
DEPARTMENT OF HUMAN RESOURCES

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

CARYN COVE MALLOY
DIRECTOR OF HUMAN RESOURCES

PAY AND CLASSIFICATION PLAN

FISCAL YEAR 2017

7/1/16 – 6/30/17

July 2016

SEIU
ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL
CLASSIFICATION PLAN

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

**SEIU Administrative, Technical and Professional Salary Plan
FY2017**

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
SEIU/APT 1	34,271	35,557	36,890	38,272	39,708	41,198	42,742	44,346
SEIU/ATP 2	38,080	39,508	40,989	42,525	44,121	45,777	47,492	49,272
SEIU/ATP 3	43,219	44,839	46,523	48,266	50,077	51,956	53,902	55,925
SEIU/ATP 4	49,269	51,118	53,036	55,024	57,089	59,229	61,450	63,754
SEIU/ATP 5	51,735	53,675	55,686	57,778	59,941	62,188	64,522	66,943
SEIU/ATP 6	54,062	56,090	58,193	60,375	62,640	64,988	67,426	69,954
SEIU/ATP 7	56,494	58,614	60,811	63,093	65,459	67,913	70,459	73,101
SEIU/ATP 8	58,474	60,665	62,939	65,300	67,750	70,290	72,926	75,660
SEIU/ATP 9	60,519	62,787	65,142	67,585	70,120	72,750	75,477	78,307
SEIU/ATP 10	62,638	64,986	67,424	69,952	72,574	75,296	78,120	81,050
SEIU/ATP 11	66,394	68,886	71,468	74,148	76,928	79,812	82,808	85,913
SEIU/ATP 12	71,707	74,397	77,184	80,079	83,051	86,198	89,431	92,785
SEIU/ATP 13	76,728	79,605	82,588	85,686	88,898	92,232	95,692	99,282
SEIU/ATP 14	83,632	86,767	90,022	93,397	96,902	100,535	104,304	108,216

**NON UNION/AFSCME
ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL
CLASSIFICATION PLAN**

GRADE	POSITION TITLES	GRADE	POSITION TITLES
ATP-14	Town Engineer	ATP-5	Planner Health Compliance Off/Sealer of W&M Office Manager – BOS Recycling Coordinator Assess. Off. Mgr. Office Manager – Treas. (Data Input)
ATP-13	Public Information Officer	ATP-4	Health Compliance Off/Tobacco Program Sr. Loan Officer Head of Circulation Administrative Asst/Billing Agent HHS
ATP-12	Asst. Director of Planning & Community Development/Housing Director Asst Director of Public Works Purchasing Officer Economic Development Planner Systems Analyst/Director of GIS	ATP-3	Animal Control Officer Senior Engineering Aide Building Maintenance Craftsman Administrative Asst. – Fire Administrative Asst. – BOS Pre-School Director After School Program Director
ATP-11	Board Administrator Psychologist Director of Youth Services	ATP-2	Junior Engineering Aide Water Account Clerk Medical Records Clerk Assistant After School Program Director
ATP-10	NO POSITIONS ASSIGNED	APT-1	After School Instructor - Recreation
ATP-9	Clinical Director - AYCC		
ATP-8	Geriatric Nurse Clinician Public Health Compliance Officer Youth Coalition Director Public Health Nurse		
ATP-7	Social Worker - COA Human Resources Assistant Weatherization Coordinator Health Compliance Off/Inspections Assistant Clinical Director – AYCC GIS Specialist/Technical Planner Regional Energy Manager Domestic Violence and Community Resource Specialist		
ATP-6	Conservation Administrator Executive Secretary/AA – TM Residential Housing Specialist Junior Civil Engineer CDBG/Grants Administrator Supervisor Vol. Services Management Analyst – Town Manager Administrative Assistant / Claims Coordinator Paralegal		

Administrative, Technical and Professional Salary Plan
FY 2017
NON-UNION / AFSCME

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
ATP 1	34,105	35,384	36,711	38,088	39,518	40,999	42,536	44,129
ATP 2	37,895	39,317	40,791	42,320	43,907	45,554	47,263	49,033
ATP 3	43,012	44,625	46,299	48,034	49,835	51,704	53,641	55,655
ATP 4	49,032	50,871	52,780	54,759	56,812	58,941	61,153	63,446
ATP 5	51,483	53,414	55,419	57,496	59,653	61,890	64,210	66,618
ATP 6	53,801	55,817	57,913	60,083	62,337	64,674	67,099	69,616
ATP 7	56,223	58,331	60,518	62,786	65,141	67,584	70,120	72,748
ATP 8	58,190	60,372	62,636	64,985	67,422	69,951	72,573	75,295
ATP 9	60,226	62,484	64,828	67,259	69,781	72,399	75,114	77,930
ATP 10	62,336	64,672	67,097	69,614	72,223	74,932	77,742	80,659
ATP 11	66,075	68,553	71,123	73,789	76,558	79,428	82,406	85,497
ATP 12	71,361	74,035	76,813	79,695	82,681	85,782	89,000	92,336
ATP 13	76,356	79,219	82,189	85,271	88,470	91,787	95,230	98,800
ATP 14	83,229	86,350	89,588	92,946	96,433	100,050	103,798	107,692

OFFICE ADMINISTRATIVE CLASSIFICATION PLAN

<u>GRADE</u>	<u>POSITION TITLES</u>
OA-1	Telephone Operator Finance Committee Secretary
OA-2	Sr. Clerk & Typist - Town Clerk Sr. Clerk & Typist - Assessors Library Assistant Sr. Clerk & Typist – Library Health and Human Services Clerk
OA-3	Pr. Acct. Clerk/Cashier - Treasurer Pr. Clerk & Typist – Community Safety Output Media Handler Pr. Clerk – Cemetery Pr. Clerk & Sec. - ZBA Sr. Clerk & Typist - Recreation
OA-4	Pr. Clerk – DPW Pr. Acct. Cl./Bk. - DPW Pr. Acct. Cl./Bk. - Comptroller Treasurer's Assistant Zoning Assistant Senior Library Assistant Administrative Assistant – Recreation Asst. Reg. Voters
OA-5	Pr. Clerk & Sec. – Weatherization Administrative Assistant - DPW Head Cashier Junior Accountant Pr. Sr. Acct. Cl./Bk. - Treasurer Asst. Coll. (W) Asst. Coll. (E) Information and Referral Specialist – COA Administrative Assistant – HR
OA-6	Assistant Claims Coordinator - Legal Administrative Assistant - Planning and Community Development Acct./Op. Asst. - DPW Asst. Coll. (RE) Office Manager - Library
OA-7	Cash Mgr. Data Collector Benefits Administrator Information Technology Administrative Assistant

**OFFA Salary Plan
AFSCME and NON-UNION
FY 2017**

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	29,780	30,896	32,055	33,256	34,504	35,796	37,139	38,532
2	31,268	32,441	33,657	34,919	36,229	37,589	38,997	40,459
3	35,646	36,983	38,369	39,810	41,301	42,849	44,457	46,123
4	37,249	38,647	40,095	41,601	43,160	44,777	46,457	48,201
5	38,926	40,385	41,900	43,472	45,102	46,793	48,547	50,368
6	41,846	43,416	45,044	46,731	48,485	50,302	52,188	54,145
7	44,357	46,020	47,745	49,537	51,394	53,322	55,319	57,393

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

680 MC Positions Salary Plan **FY2017**

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6
MC1	17.15	17.83	18.56	19.31	20.08	20.88
MC2	18.46	19.19	19.94	20.75	21.58	22.43
MC3	18.90	19.66	20.47	21.28	22.11	23.00
MC 4	19.48	20.25	21.08	21.90	22.77	23.70
MC5	20.20	21.03	21.85	22.74	23.62	24.57
MC 6	21.32	22.19	23.06	23.98	24.94	25.95
MC 7	22.28	23.17	24.09	25.06	26.07	27.11
MC 8	22.95	23.87	24.80	25.82	26.84	27.91

**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 2017
Professional Librarians

<i>Grade</i>	<i>MINIMUM</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>
1	47,376	49,153	50,995	52,907	54,893	56,951	59,087
2	53,396	55,398	57,476	59,631	61,867	64,187	66,594
3	58,633	60,831	63,115	65,481	67,936	70,484	73,128
4	66,256	68,740	71,318	73,993	76,768	79,647	82,632

**Patrolmen's Association,
Ranking Officer's Association,
and Firefighters'
Classification and Salary Plans
Fiscal Year 2017**

PATROLMEN'S ASSOCIATION	
FY17	
MINIMUM	53,568
MIDPOINT	56,228
MAXIMUM	58,916

RANKING OFFICERS ASSOCIATION				
FY17				
	Step 1	Step 2	Step 3	Step 4
SERGEANT	69,511	70,206	70,901	71,597
LIEUTENANT	81,327	82,140	82,954	83,767
CAPTAIN	94,339	95,283	96,226	97,169

FIREFIGHTERS	
FY17	
Firefighter Step 1	51,544
Firefighter Step 2	53,282
Firefighter Step 3	57,915
Firefighter Step 4	58,609
Firefighter Step 5	59,196
Firefighter Step 6	59,906
Lieutenant	69,491
Captain	79,915
Deputy Chief	91,902

Management Classification and Salary Plan FY 2017

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	RANGE	Mid-point	Maximum
3	100,011	103,762	107,651	111,689	115,879		120,223	144,520
2	90,919	94,329	97,865	101,536	105,344		109,294	131,382
1	82,057	85,135	88,326	91,640	95,076		98,641	118,576

Management 3
 Chief of Police
 Chief of Fire (Fire and Rescue)
 Director of Public Works
 Town Counsel
 Deputy Town Manager
 Benefits Attorney/Workers' Compensation Agent
 Facilities Director*

Management 2
 Comptroller
 Library Director
 Director of Inspectional Services
 Chief Technology Officer
 Director of Planning and Development

Management 1
 Director of Assessment
 Director of Human Resources
 Director of Health and Human Services
 Director of Recreation

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

*subject to Town Meeting Ratification