## City of Annapolis

# Signature Copy

160 Duke Of Gloucester Street Annapolis, MD 21401

Resolution: R-38-20

File Number: R-38-20

**Position Classifications and Pay Plan -** For the purpose of approving the FY 2021 position classifications and pay plan; and specifying an effective date.

# CITY COUNCIL OF THE City of Annapolis

Resolution 38-20

Introduced by: Mayor Buckley

#### A RESOLUTION concerning

### Position Classifications and Pay Plan

FOR the purpose of approving the FY 2021 position classifications and pay plan; and specifying an effective date.

WHEREAS, Section 3.12.020 A. of the City Code, states that the City Council "in conjunction with the adoption of the annual operating budget and whenever deemed necessary, shall consider the recommendations of the Civil Service Board on requests for the creation of new positions, the abolishment of positions, and the classification and reclassification of existing positions"; and

WHEREAS, Section 3.12.020 B. of the City Code, states that the City Council "adopt, by resolution, a pay plan and subsequent revisions after consideration of the recommendations of the Civil Service Board"; and

**WHEREAS,** the FY 2021 position classifications and pay plan are attached to this Resolution and shall become effective July 1, 2020.

#### NOW, THEREFORE,

**BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that the FY 2021 position classifications and pay plan are adopted as attached.

AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL that this Resolution

shall take effect on July 1, 2020.

#### **EXPLANATION**

UPPERCASE indicates matter added. Strikethrough indicates matter stricken. Underlining indicates amendments.

ADOPTED this 22nd day of June, 2020.

Aye: 9 Mayor Buckley, Alderwoman Tierney, Alderman Paone, Alderwoman Pindell Charles, Alderwoman Finlayson, Alderman Rodriguez, Alderman Savidge, Alderman Arnett and Alderman Gay

THE ANNAPOLIS

CITY COUNCIL Gavin-Buckley

425/2020

					FY2021 PA	Y SCALE EFF	FY2021 PAY SCALE EFFECTIVE JULY 1, 2020	1, 2020				
7.5% btwn grades						STEP (5.361%)	161%)					
GRADE	L	2	3	4	5	6	7	8	9	10	11	12
A01	25,656	27,032	28,481	30,007	31,616	33,311	35,097	36,978	38,960	41,049	43,250	
A03	29,649	31.239	32,914	34.678	36.538	38.495	40.559	42,734	45,025	47,439	49,494	
A04	31,872	33,581	35,381	37,279	39,276	41,382	43,601	45,938	48,402	50,996	53,730	1
A05	34,263	36,099	38,035	40,074	42,223	44,487	46,870	49,383	52,030	54,821	57,759	
A06	36,833	38,808	40,887	43,081	45,390	47,822	50,387	53,088	55,933	58,932	62,091	
A07	39,595	41,718	43,954	46,311	48,793	51,408	54,166	57,069	60,129	63,351	66,748	
A08	42,565	44,846	47,250	49,784	52,452	55,264	58,227	61,349	64,638	68,104	71,754	
A09	45,757	48,209	50,793	53,518	56,386	59,409	62,594	65,949	69,485	73,209	77,135	
A10	49,189	51,825	54,603	57,531	60,616	63,864	67,289	70,896	74,698	78,701	82,920	
A11	52,878	55,713	58,700	61,845	65,162	68,656	72,335	76,214	80,300	84,605	89,140	
A13	61.107	64.382	67.835	71 471	75,302	79.340	83 593	88 074	92 795	97 770	103 011	
A14	65,690	69,212	72,921	76,831	80,951	85,289	89,862	94,681	99,757	105,103	110,738	
A15	70,615	74,401	78,389	82,593	87,020	91,685	96,601	101,778	107,235	112,985	119,041	
A16	75,913	79,983	84,269	88,789	93,549	98,564	103,847	109,415	115,280	121,460	127,971	***************************************
A18	87.726	92,429	97.384	102,604	108 106	113 907	120,006	126 442	133 219	140 361	147 885	
A19	94,305	99,361	104,688	110,300	116,214	122,443	129,006	135,924	143,210	150,888	158,977	
A20	101,378	106,813	112,539	118,572	124,929	131,627	138,682	146,117	153,951	162,204	170,901	
F10	45,659	48,107	50,686	53,402	56,267	59,283	62,461	65,810	69,338	73,055	76,971	81,098
F11	49,085	51,716	54,489	57,410	60,488	63,730	67,147	70,748	74,540	78,536	82,747	87,182
F12	52,767	55,595	58,575	61,716	65,025	68,510	72,183	76,053	80,131	84,426	88,952	93,721
F13	56,722	59,763	62,967	66,343	69,900	73,646	77,595	81,754	86,137	90,755	95,621	100,747
F14	60,976	64,245	67,689	71,317	75,142	79,169	83,414	87,886	92,598	97,562	102,792	108,302
F15	65,550	69,065	72,767	76,668	80,779	85,109	89,671	94,479	99,544	104,880	110,503	116,427
F17	75,753	79 815	84 093	88 602	02 251	92,492	102 628	100 104	115 020 115 020	131 305	127 700	127,158
F18	83,430	88,156	92,882	97,862	103,107	108.635	114,460	120.594	127.061	133.873	141.049	148.610
F20	101,874	107,336	113,090	119,152	125,541	132,272	139,362	146,833	154,705	163,000	171,738	
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P10	50,636	53,351	56,211	59,224	62,400	65,745	69,270	72,984	76,895	81,017	85,362	89,937
	54,436	57.355	60,429	63,669	67,082	70.679	74.468	78,458	82,667	87,097	91,767	96,687

	172,483	163,707	155,376	147,471	139,966	132,844		119,670	113,581	107,801	102,317	P20
	51 149,256 1	141,661	134,454	127,612	121,119	114,956		103,554	98,287	93,286	88,538	P18
i	138,843	131,778	125,072	118,708	112,668	106,935		96,331	91,428	86,776	82,361	P17
126,587	120,146	114,032	3 108,230 114,032 120,146	102,723	97,497	92,536	87,828	83,359	79,116	75,091	71,270	P15
5	106,044	100,648	95,528	90,666	86,053	81,675	i	73,574	69,831	66,277	62,906	P13
	98,648	93,628	88,864	84,342	80,051	75,978		68,442	64,960	61,654	58,518	P12

For F Scale and The pay plan consists of 12 steps (with 11 steps for F20 and P20). The last five steps (8-12) are reserved for longevity for Civil Service employees; to be given at 7, 12. FOR A Scale: for P Scale: The pay plan consists of 11 steps. The last four steps (8-11) are reserved for longevity for Civil Service employees; to be given at 7, 12, 15, and 20 (added this step 15, 17 and 22 years of service. If a Civil Service employee has attained attained any of the longevity years of service prior to reaching steps 8-12, then the employee allowed to progress through these final steps in annual increments until they reach the required years of service for the longevity step. This typically occurs as the is allowed to progress through these final steps in annual increments until they reach the required years of service for the longevity step. This typically occurs as the effective 7/1/18) years of service. If a Civil Service employee has attained any of the longevity years of service prior to reaching steps 8-11, then the employee is result of promotion. Exempt Service employees are not entitled to longevity and are able to progress to Step 11 in annual increments. All merit increases are tied

COLA Increases A scale increased by 3% F scale increased by 3%

All merit increases are tied to meeting performance review requirements.

result of promotion. Exempt Service employees are not entitled to longevity and are able to progress to Step 12 (or Step 11 for F20 and P20) in annual increments.

P scale increased by 1.5%

Job Class		Grade
1001	OFFICE ASSOCIATE I	
1002	OFFICE ASSOCIATE II	A04
1004	POLICE RECORDS SPECIALIST	A06
1005	OFFICE ASSOCIATE III	A06
1006	OFFICE ASSOCIATE IV	A07
1008	ADMINISTRATIVE OFFICE ASSOCIATE	A09
1009	HUMAN RESOURCES ADMINISTRATOR	A16
1010	LEGAL ASSISTANT	A10
1011	BENEFITS ADMINISTRATOR	A15
1013	PERMITS ADMINISTRATOR	A10
1014	CITY CLERK	A16
1015	DEPUTY CITY CLERK	A10
1016	PUBLIC WORKS COMMUNICATIONS OPERATOR	A07
1018	FIRE ADMINISTRATIVE OFFICER	A14
1019	LEGISLATIVE AND POLICY ANALYST	A14
1020	FIRE ADMINISTRATIVE SUPPORT ANALYST	A10
1021	EMERGENCY MANAGEMENT GRANT COORDINATOR	A08
1023	HISTORIC PRESERVATION ASST	A11
1024	WARRANT CONTROL CLERK	A05
1026	HUMAN RESOURCES OFFICE ADMINISTRATOR	A10
1028	PERMITS ASSOCIATE	A07
1029	ADMINISTRATIVE ASSISTANT	A08
1035	HUMAN RESOURCES ASSOCIATE	A08
1101	MIT ANALYST	A16
1104	MIT SPECIALIST	A12
1105	MIT WEB DEVELOPER	A13
1106	MIT NETWORK ENGINEER	A15
1112	MIT ADMINISTRATIVE SUPPORT ANALYST	A10
1113	GIS COORDINATOR	A15
1114	GIS TECHNICIAN	A11
1201	PROCUREMENT OFFICER	A18
1201	SENIOR BUYER	A13
1202	BUYER	A09
1203	SENIOR PURCHASING CLERK	A08
1204	POLICE ADMINISTRATIVE CLERK	A09
1203	FACILITIES MAINTENANCE SUPERVISOR	A13
1302	ASSISTANT FINANCE DIRECTOR	A18
1302	SENIOR ACCOUNTANT	A15
1304	ACCOUNTING ASSOCIATE I	A07
1306	ACCOUNTING ASSOCIATE I	A08
1307	ACCOUNTING ASSOCIATE II	A09
1308 1309	ACCOUNTING ASSOCIATE III ACCOUNTANT	A13
	FINANCE OFFICE ADMINISTRATOR	A13
1311		A10 A13
1312	FINANCE OFFICE MANAGER	
1321	RISK MANAGEMENT PROGRAM ADMINISTRATOR	A14

1517	DEVELOPMENT/EVENTS SPECIALIST	A12
1521	CITY COUNCIL ASSOCIATE	A10
1531	SMALL AND MINORITY BUSINESS ENTERPRISE LIAISON	A14
1600	DEPUTY DIRECTOR TRANSPORTATION	A18
1603	TRANSPORTATION SUPERVISOR	A10
1604	TRANSPORTATION SUPERINTENDENT	A14
1605	BUS DRIVER II	A07
1606	BUS DRIVER I	A05
1607	TRANSPORTATION COORDINATOR	A10
1608	TRANSPORTATION SPECIALIST	A13
1609	BUS DRIVER TRAINEE	A04
1610	FLEET MAINTENANCE SPECIALIST	A11
1611	FLEET MAINTENANCE TECHNICIAN I	A10
1612	FLEET MAINTENANCE TECHNICIAN II	A11
1613	FLEET MAINTENANCE SUPERVISOR	A12
1616	FLEET MAINTENANCE TECHNICIAN III	A12
1617	FLEET PARTS SPECIALIST	A09
2003	PARALEGAL	A10
4004	POLICE LIEUTENANT	P15
4005	POLICE SERGEANT	P13
4006	POLICE CORPORAL	P12
4007	POLICE OFFICER 1/C	P11
4009	POLICE OFFICER	P10
4011	PARKING ENFORCEMENT OFFICER I	A04
4013	POLICE COMMUNICATIONS OPERATOR II	A11
4014	POLICE COMMUNICATIONS OPERATOR I	A09
4016	POLICE PROPERTY COORDINATOR	A10
4017	POLICE PLANNING ANALYST	A10
4019	POLICE ID SPECIALIST	80A
4022	WARRANT CONTROL/RECORDS SUPERVISOR	A10
4025	EMERGENCY MANAGEMENT PLANNER	A13
4026	COMMUNITY SERVICES SUPERVISOR	A14
4027	SYSTEMS SUPPORT SPECIALIST	A12
4030	POLICE EXTERNAL AFFAIRS OFFICER	A15
4031	HISPANIC COMMUNITY LIAISON	A12
4032	ADMINISTRATIVE ENFORCEMENT ASSOCIATE	A08
4033	CRIME ANALYST	A12
4103	FIRE BATTALION CHIEF	F17
4104	FIRE CAPTAIN	F16
4105	FIRE LIEUTENANT	F15
4108	FIRE APPARATUS MAINTENANCE SPECIALIST	A11
4109	FIRE ADMINISTRATIVE SPECIALIST	A12
4110	FIREFIGHTER I	F10
4111	FIREFIGHTER II	F10
4112	FIREFIGHTER I/II-EMT-I OR CRT	F11
4113	FIREFIGHTER II-TECHNICIAN	F11
4114	FIREFIGHTER III	F11

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4115	FIREFIGHTER I/II EMT-P	F12
4116	FIREFIGHTER II-FIRE MARSHAL INSPECTOR	F12
4119	FIREFIGHTER III-EMT-I OR CRT	F12
4120	FIREFIGHTER III - TECHNICIAN	F12
4121	FIREFIGHTER 1/C	F13
4122	FIREFIGHTER III-EMT-P	F13
4124	FIREFIGHTER III-FIRE MARSHAL INVESTIGATOR	F13
4126	FIREFIGHTER 1/C ALS	F14
4127	FIREFIGHTER 1/C-FIRE MARSHAL INSPECTOR	F14
4128	FIREFIGHTER 1/C-FIRE MARSHAL INVSTIGATOR	F14
4129	FIREFIGHTER 1/C - INSTRUCTOR	F14
4200	DEPUTY DIRECTOR EMERGENCY PREPAREDNESS	A14
5002	CHIEF OF CURRENT PLANNING	A18
5003	CHIEF OF HISTORIC PRESERVATION	A17
5004	CHIEF OF COMPREHENSIVE PLANNING	A17
5005	SENIOR PLANNER	A15
5006	ZONING ENFORCEMENT OFFICER	A13
5007	PLANNER  COMMUNITY DEVELOPMENT ADMINISTRATOR	A13 A17
5008	COMMUNITY DEVELOPMENT ADMINISTRATOR COMMUNITY DEVELOPMENT SPECIALIST	A17 A13
5009	SENIOR COMPREHENSIVE PLANNER	A15 A15
5010 5011	SENIOR COMPREHENSIVE PLANNER SENIOR TRANSPORTATION PLANNER	A15
5011	PLANNING OFFICE ADMINISTRATOR	A10
5102	ASSISTANT DIRECTOR PUBLIC WORKS	A18
5102	PUBLIC WORKS BUREAU CHIEF-ENGINEERING	A18
5106	CAD TECHNICIAN	A11
5107	ENGINEERING TECHNICIAN III	A09
5108	ENGINEERING TECHNICIAN II	A08
5109	ENGINEERING TECHNICIAN IV	A10
5110	CIVIL ENGINEER II	A15
5111	CIVIL ENGINEER I	A13
5113	TRAFFIC ENGINEER	A15
5114	ASSISTANT TO PLANNING DIRECTOR	A15
5115	PUBLIC WORKS ANALYST	A15
5201	CHIEF OF CODE ENFORCEMENT	A17
5202	BUILDING INSPECTOR	A10
5203	SENIOR PROPERTY MAINTENANCE INSPECTOR	A12
5204	PROPERTY MAINTENANCE INSPECTOR	A09
5205	PLUMBING/UTILITY INSPECTOR	A12
5206	ENVIRONMENTAL PROGRAMS COORDINATOR	A12
5207	ELECTRICAL INSPECTOR	A12
5208	ARCHITECTURAL PLANS REVIEWER	A15
5209	PUBLIC WORKS INSPECTOR	A10
5210	ENVIRONMENTALIST	A12
5211	MECHANICAL INSPECTOR	A12
5212	FIRE SAFETY INSPECTOR	A09
5213	COMBINATION INSPECTOR	A13

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5214	STORMWATER MANAGEMENT ENGINEER	A15
5215	ENVIRONMENTAL COMPLIANCE INSPECTOR	A10
6002	PARKS ADMINISTRATOR	A15
6003	RECREATION SPORTS SUPERVISOR	A12
6004	RECREATION LEADER I	A07
6005	RECREATION LEADER II	A08
6006	RECREATION PROGRAM SUPERVISOR	A14
6007	HORTICULTURIST	A13
6009	RECREATION OFFICE ADMINISTRATOR	A10
6010	PARK FOREMAN	A10
6011	PARKS MAINTENANCE WORKER I	A05
6013	DANCE & FITNESS COORDINATOR	A04
6014	RECREATION DIVISION CHIEF	A16
6015	PARKS DIVISION CHIEF	A16
6016	COMMUNITY CENTER MANAGER	A13
6017	COMMUNITY FITNESS & AQUATICS SUPERVISOR	A12
6100	FRONT DESK SUPERVISOR	A12
6200	MARKETING COORDINATOR	A11
6300	FACILITY SUPERVISOR	A12
6311	PARKS MAINTENANCE CREW LEADER	A07
7001	PW MAINTENANCE WORKER I	A04
7002	PW MAINTENANCE WORKER II	A05
7003	PARKS MAINTENANCE WORKER II	A06
7004	MASON I	A07
7005	MASON II	80A
7010	PUBLIC WORKS SUPERVISOR	A12
7012	CREW LEADER	A09
7014	TRAFFIC TECHNICIAN I	A06
7015	TRAFFIC TECHNICIAN II	A08
7016	TRAFFIC TECHNICIAN III	A10
7017	SOLID WASTE CONTRACT ADMINISTRATOR	A12
7101	PUBLIC WORKS SERVICE WORKER	A04
7104	SUPERINTENDENT-PUBLIC WORKS SERVICES	A16
7220	FLEET MANAGER	A16
7301	EQUIPMENT OPERATOR I	A06
7302	EQUIPMENT OPERATOR II	A07
7302	EQUIPMENT OPERATOR III	A08
7303	SUPERINTENDENT-PUBLIC WORKS UTILITIES	A16
7402	WATER PLANT SUPERINTENDENT	A16
7403	ASSISTANT WATER PLANT SUPERINTENDENT	A14
	UTILITY SUPERVISOR	A12
7405	• · · · · · · · · · · · · · · · · · · ·	A12
7406	INSTRUMENTATION TECHNICIAN	A06
7407	METER TECHNICIAN I	A06 A07
7408	METER TECHNICIAN II	
7409	UTILITY MECHANIC II	A09
7410	WATER PLANT MECHANIC	A09
7411	UNDERGROUND UTILITY LOCATOR	A07

7412	WATER PLANT TECHNICIAN I	A07	er Narian Armar er et et et et et e	diserve salarah, kelipidi dal
7413	WATER PLANT TECHNICIAN II	A09		
7414	WATER PLANT TECHNICIAN III	A11		
7415	UTILITY MECHANIC III	A10		
7416	ASSISTANT UTILITY SUPERINTENDENT	A14		
7417	WATER PLANT OPERATOR IV	A11		
7600	FACILITIES MAINTENANCE ENGINEER II	A12		
7601	FACILITIES MAINTENANCE ENGINEER I	A11		
7602	FACILITIES MAINTENANCE TECHNICIAN	A07		
8001	HARBORMASTER	A18		
8002	HARBORMASTER OFFICE ADMINISTRATOR	A10		
8004	DEPUTY HARBORMASTER	A13		