

Job Class	Job Description	Min Grade
<u>1001</u>	OFFICE ASSOCIATE I	A02
<u>1002</u>	OFFICE ASSOCIATE II	A04
<u>1004</u>	POLICE RECORDS SPECIALIST	A06
<u>1005</u>	OFFICE ASSOCIATE III	A06
<u>1006</u>	OFFICE ASSOCIATE IV	A07
<u>1007</u>	EXECUTIVE OFFICE ASSOCIATE	A10
<u>1008</u>	ADMINISTRATIVE OFFICE ASSOC	A09
<u>1009</u>	TRAINING PROGRAM ADMINISTRATOR	A15
<u>1010</u>	LEGAL ASSISTANT	A09
<u>1011</u>	BENEFITS ADMINISTRATOR	A15
<u>1013</u>	PERMITS ADMINISTRATOR	A10
<u>1014</u>	CITY CLERK	A16
<u>1015</u>	DEPUTY CITY CLERK	A10
<u>1016</u>	PW COMMUNICATIONS OP	A07
<u>1017</u>	RECRUITMENT/EMPLOYEE RELATIONS	A15
<u>1018</u>	FIRE ADMINISTRATIVE OFFICER	A14
<u>1019</u>	LEGISLATIVE AND POLICY ANALYST	A14
<u>1023</u>	HISTORIC PRESERVATION ASST	A11
<u>1024</u>	WARRANT CONTROL CLERK	A05
<u>1025</u>	HUMAN RESOURCES ASSOCIATE I	A07
<u>1026</u>	HR OFFICE ADMINISTRATOR	A10
<u>1028</u>	PERMITS ASSOCIATE	A07
<u>1029</u>	ADMINISTRATIVE ASSISTANT	A08
<u>1030</u>	ELECTION/BOARD & COMM ADMIN	A10
<u>1101</u>	MIT ANALYST	A16
<u>1103</u>	MIT MANAGER	A18
<u>1104</u>	MIT SPECIALIST	A12
<u>1105</u>	MIT WEB DEVELOPER	A13
<u>1106</u>	MIT NETWORK ENGINEER	A15
<u>1112</u>	MIT ADMIN SUPPORT ANALYST	A10
<u>1113</u>	GIS COORDINATOR	A15
<u>1114</u>	GIS TECHNICIAN	A11
<u>1201</u>	PROCUREMENT OFFICER	A18
<u>1202</u>	SENIOR BUYER	A10
<u>1203</u>	BUYER	A09
<u>1204</u>	SENIOR PURCHASING CLERK	A08
<u>1205</u>	POLICE ADMINISTRATIVE CLERK	A09
<u>1207</u>	FACILITIES MAINT SUPERVISOR	A13
<u>1301</u>	FINANCE DIRECTOR	A20
<u>1302</u>	ASSISTANT FINANCE DIRECTOR	A18
<u>1304</u>	SENIOR ACCOUNTANT	A15
<u>1306</u>	ACCOUNTING ASSOCIATE I	A07
<u>1307</u>	ACCOUNTING ASSOCIATE II	A08
<u>1308</u>	ACCOUNTING ASSOCIATE III	A09
<u>1309</u>	ACCOUNTANT	A13
<u>1311</u>	FINANCE OFFICE ADMINISTRATOR	A10
<u>1312</u>	FINANCE OFFICE MANAGER	A13
<u>1501</u>	HUMAN RESOURCES DIRECTOR	A20

Job Class	Job Description	Min Grade
<u>1502</u>	ALDERMAN	
<u>1503</u>	CITY MANAGER	
<u>1504</u>	MAYOR	
<u>1507</u>	MARKETING SPECIALIST - TRANSP	A13
<u>1508</u>	COMMUNITY SERVICES SPECIALST	A10
<u>1509</u>	COMMUNICATIONS OFFICER	A18
<u>1511</u>	SMBE COORDINATOR	A14
<u>1519</u>	HS OFFICER & OMBUDSMAN	A18
<u>1520</u>	COMMUNITY RELATIONS SPECIALIST	A12
<u>1521</u>	CITY COUNCIL ASSOCIATE	A10
<u>1522</u>	ASSISTANT CITY MANAGER	A14
<u>1601</u>	DIRECTOR OF TRANSPORTATION	A20
<u>1602</u>	TRANS GRANTS SPECIALIST	A13
<u>1603</u>	TRANSPORTATION SUPERVISOR	A10
<u>1604</u>	TRANS SUPERINTENDENT	A14
<u>1605</u>	BUS DRIVER II	A07
<u>1606</u>	BUS DRIVER I	A05
<u>1607</u>	TRANSPORTATION INSPECTOR	A10
<u>1608</u>	TRANSPORTATION SPECIALIST	A13
<u>1609</u>	BUS DRIVER TRAINEE	A04
<u>1610</u>	FLEET MAINTENANCE SPECIALIST	A11
<u>1611</u>	FLEET MAINTENANCE TECHNICIAN I	A10
<u>1612</u>	FLEET MAINTENANCE TECH II	A11
<u>1613</u>	FLEET MAINTENANCE SUPERVISOR	A12
<u>1614</u>	LEAD BUS DRIVER	A08
<u>1616</u>	FLEET MAINTENANCE TECH III	A12
<u>1617</u>	FLEET PARTS SPECIALIST	A09
<u>1700</u>	MOBILITY & PARKING SPECIALIST	A13
<u>2001</u>	CITY ATTORNEY	A20
<u>2002</u>	ASSISTANT CITY ATTORNEY	A18
<u>2003</u>	PARALEGAL	A10
<u>2004</u>	ATTORNEY I	A14
<u>2005</u>	ATTORNEY II	A16
<u>4001</u>	POLICE CHIEF	P20
<u>4002</u>	POLICE MAJOR/DEPUTY CHIEF	P18
<u>4003</u>	POLICE CAPTAIN	P17
<u>4004</u>	POLICE LIEUTENANT	P15
<u>4005</u>	POLICE SERGEANT	P13
<u>4006</u>	POLICE CORPORAL	P12
<u>4007</u>	POLICE OFFICER 1/C	P11
<u>4009</u>	POLICE OFFICER	P10
<u>4011</u>	PARKING ENFORCEMENT OFFICER I	A04
<u>4012</u>	PARKING ENFORCEMENT OFF SUPER	A06
<u>4013</u>	POLICE COMMUNICATIONS OPER 2	A11
<u>4014</u>	POLICE COMMUNICATIONS OPER 1	A09
<u>4016</u>	POLICE PROPERTY COORDINATOR	A10
<u>4017</u>	POLICE PLANNING ANALYST	A10
<u>4019</u>	POLICE ID SPECIALIST	A08

Job Class	Job Description	Min Grade
<u>4020</u>	PARKING METER COLLECTOR II	A08
<u>4021</u>	PARKING METER COLLECTOR I	A05
<u>4022</u>	WARRANT CONTROL/RECORDS SUPER	A10
<u>4026</u>	COMMUNITY SRVS SUPERVISOR	A14
<u>4027</u>	SYSTEMS SUPPORT SPECIALIST	A12
<u>4030</u>	POL EXTERNAL AFFAIRS OFFICER	A15
<u>4031</u>	HISPANIC COMMUNITY LIAISON	A12
<u>4032</u>	ADMIN ENFORCEMENT ASSOC	A08
<u>4033</u>	CRIME ANALYST	A12
<u>4101</u>	FIRE CHIEF	F20
<u>4102</u>	DEPUTY FIRE CHIEF	F18
<u>4103</u>	FIRE BATTALION CHIEF	F17
<u>4104</u>	FIRE CAPTAIN	F16
<u>4105</u>	FIRE LIEUTENANT	F15
<u>4108</u>	FIRE APPARATUS MAINT SPECIALIS	A11
<u>4109</u>	FIRE ADMIN SPECIALIST	A12
<u>4110</u>	FIREFIGHTER I	F10
<u>4111</u>	FIREFIGHTER II	F10
<u>4112</u>	FF I/II-EMT-I OR CRT	F11
<u>4113</u>	FF II-TECHNICIAN	F11
<u>4114</u>	FF III	F11
<u>4115</u>	FF I/II EMT-P	F12
<u>4116</u>	FF II-FIRE MARSHAL INSP	F12
<u>4119</u>	FF III-EMT-I OR CRT	F12
<u>4120</u>	FF III - TECHNICIAN	F12
<u>4121</u>	FF 1/C	F13
<u>4122</u>	FF III-EMT-P	F13
<u>4124</u>	FF III-FIRE MARSHAL INVEST	F13
<u>4126</u>	FIREFIGHTER 1/C ALS	F14
<u>4127</u>	FF 1/C-FIRE MARSHAL INSPECTOR	F14
<u>4128</u>	FF 1/C-FIRE MARSHAL INVST	F14
<u>4129</u>	FF 1/C - INSTRUCTOR	F14
<u>4200</u>	DEP DIR EMERGENCY PREPAREDNESS	A14
<u>4201</u>	PIO & QUARTERMASTER	A12
<u>4300</u>	RISK ANALYST	A12
<u>5001</u>	PLANNING DIRECTOR	A20
<u>5002</u>	CHIEF OF CURRENT PLANNING	A18
<u>5003</u>	CHIEF OF HISTORIC PRESERVATION	A17
<u>5004</u>	CHIEF COMPREHENSIVE PLANNING	A17
<u>5005</u>	SENIOR PLANNER	A15
<u>5006</u>	ZONING ENFORCEMENT OFFICER	A13
<u>5007</u>	PLANNER	A13
<u>5008</u>	COMMUNITY DEVELOPMENT ADMIN	A17
<u>5009</u>	COMMUNITY DEV SPECIALIST	A13
<u>5010</u>	SR COMPREHENSIVE PLANNER	A15
<u>5011</u>	SR TRANSPORTATION PLANNER	A15
<u>5012</u>	PLANNING OFFICE ADMINISTRATOR	A10
<u>5101</u>	DIRECTOR OF PUBLIC WORKS	A20

Job Class	Job Description	Min Grade
<u>5102</u>	ASSISTANT DIRECTOR PW	A18
<u>5103</u>	PW BUREAU CHIEF-ENGINEERING	A18
<u>5105</u>	BUREAU CHIEF-ENVTL PROGRAMS	A17
<u>5106</u>	COMPUTER DRAFTSPERSON	A11
<u>5107</u>	ENGINEERING TECHNICIAN III	A09
<u>5108</u>	ENGINEERING TECHNICIAN II	A08
<u>5109</u>	ENGINEERING TECHNICIAN IV	A10
<u>5110</u>	CIVIL ENGINEER II	A15
<u>5111</u>	CIVIL ENGINEER I	A13
<u>5113</u>	TRAFFIC ENGINEER	A15
<u>5114</u>	ASSISTANT TO DNEP DIRECTOR	A15
<u>5115</u>	PUBLIC WORKS ANALYST	A15
<u>5200</u>	DNEP DIRECTOR	A20
<u>5201</u>	CHIEF OF CODE ENFORCEMENT	A17
<u>5202</u>	BUILDING INSPECTOR	A10
<u>5203</u>	SENIOR PROP MAINT INSPECTOR	A12
<u>5204</u>	PROPERTY MAINTENANCE INSPECTOR	A09
<u>5205</u>	PLUMBING/UTILITY INSPECTOR	A12
<u>5206</u>	ENVIRONMENTAL PROGRAM COORD	A12
<u>5207</u>	ELECTRICAL INSPECTOR	A12
<u>5208</u>	ARCHITECTURAL PLANS REVIEWER	A15
<u>5209</u>	PUBLIC WORKS INSPECTOR	A10
<u>5210</u>	ENVIRONMENTALIST	A12
<u>5211</u>	MECHANICAL/LIFE SAFETY INSPECT	A12
<u>5212</u>	FIRE SAFETY INSPECTOR	A09
<u>5213</u>	COMBINATION INSPECTOR	A13
<u>5214</u>	STORMWATER MANAGEMENT ENGINEER	A15
<u>5215</u>	ENVIRONMENTAL COMPLIANCE INSP	A10
<u>6001</u>	DIRECTOR OF REC AND PARKS	A20
<u>6002</u>	PARKS ADMINISTRATOR	A15
<u>6003</u>	RECREATION SPORTS SUPERVISOR	A12
<u>6004</u>	RECREATION LEADER I	A07
<u>6005</u>	RECREATION LEADER II	A08
<u>6006</u>	RECREATION PROGRAM SUPERVISOR	A14
<u>6007</u>	HORTICULTURIST	A13
<u>6008</u>	PARKS TURF SPECIALIST	A08
<u>6009</u>	RECREATION OFFICE ADMIN	A10
<u>6010</u>	PARK FOREMAN	A10
<u>6011</u>	PARKS MAINTENANCE WORKER I	A05
<u>6013</u>	DANCE & FITNESS COORDINATOR	A04
<u>6014</u>	RECREATION DIVISION CHIEF	A16
<u>6015</u>	PARKS&FACILITIESDIVISION CHIEF	A16
<u>6016</u>	STANTON CENTER MANAGER	A13
<u>6017</u>	COMM HEALTH & AQUATICS SUPVSR	A12
<u>6100</u>	FRONT DESK SUPERVISOR	A12
<u>6200</u>	MARKETING/MBRSHP COORDINATOR	A10
<u>6300</u>	PMRC FACILITY SUPERVISOR	A12
<u>6311</u>	PARKS MAINTENANCE WORKER III	A07

Job Class	Job Description	Min Grade
<u>7001</u>	PW MAINTENANCE WORKER I	A04
<u>7002</u>	PW MAINTENANCE WORKER II	A05
<u>7003</u>	PARKS MAINTENANCE WORKER II	A06
<u>7004</u>	MASON I	A07
<u>7005</u>	MASON II	A08
<u>7010</u>	PUBLIC WORKS SUPERVISOR	A11
<u>7012</u>	CREW LEADER	A09
<u>7014</u>	TRAFFIC TECHNICIAN I	A06
<u>7015</u>	TRAFFIC TECHNICIAN II	A08
<u>7016</u>	TRAFFIC TECHNICIAN III	A10
<u>7101</u>	PUBLIC WORKS SERVICE WORKER	A04
<u>7104</u>	SUPERINTENDENT-PW SERVICES	A16
<u>7201</u>	GARAGE SUPERVISOR	A12
<u>7203</u>	AUTOMOTIVE TECHNICIAN	A09
<u>7220</u>	FLEET MANAGER	A16
<u>7301</u>	EQUIPMENT OPERATOR I	A06
<u>7302</u>	EQUIPMENT OPERATOR II	A07
<u>7303</u>	EQUIPMENT OPERATOR III	A08
<u>7402</u>	SUPERINTENDENT-PW UTILITIES	A16
<u>7403</u>	WATER PLANT SUPERINTENDENT	A16
<u>7404</u>	ASST WATER PLANT SUPT	A14
<u>7405</u>	UTILITY SUPERVISOR	A12
<u>7406</u>	INSTRUMENTATION TECHNICIAN	A10
<u>7407</u>	METER TECHNICIAN I	A06
<u>7408</u>	METER TECHNICIAN II	A07
<u>7409</u>	UTILITY MECHANIC II	A09
<u>7410</u>	WATER PLANT MECHANIC	A09
<u>7411</u>	UNDERGROUND UTILITY LOCATOR	A07
<u>7412</u>	WATER PLANT TECHNICIAN I	A07
<u>7413</u>	WATER PLANT TECHNICIAN II	A09
<u>7414</u>	WATER PLANT TECHNICIAN III	A11
<u>7415</u>	UTILITY MECHANIC III	A10
<u>7417</u>	WATER PLANT OPERATOR IV	A11
<u>7600</u>	FACILITIES MAINT ENGINEER II	A12
<u>7601</u>	FACILITIES MAINT ENGINEER I	A11
<u>7602</u>	FACILITIES MAINTENANCE TECHNIC	A07
<u>8001</u>	HARBORMASTER	A18
<u>8002</u>	HARBORMASTER OFFICE ADMIN	A10
<u>8004</u>	DEPUTY HARBORMASTER	A13

Pay Scale Effective 07/01/2016 GRADE	STEP (5-361%)											
	1	2	3	4	5	6	7	8	9	10	11	
A01	23,704.19	24,975.36	26,314.18	27,724.65	29,210.68	30,777.31	32,427.15	34,165.30	35,996.87	37,927.03		
A02	25,482.16	26,847.90	28,287.84	29,804.56	31,401.92	33,085.03	34,859.03	36,727.72	38,696.26	40,771.04		
A03	27,393.83	28,862.54	30,409.96	32,040.62	33,758.29	35,566.83	37,473.93	39,483.42	41,600.44	43,830.08		
A04	29,448.02	31,026.89	32,689.55	34,443.04	36,288.71	38,234.21	40,284.67	42,443.92	44,719.64	47,116.96		
A05	31,656.52	33,353.82	35,141.89	37,025.94	39,011.15	41,102.54	43,305.30	45,627.11	48,073.06	50,650.85		
A06	34,031.07	35,856.09	37,777.25	39,803.41	41,937.07	44,184.62	46,553.77	49,049.65	51,678.66	54,449.71		
A07	36,583.39	38,545.23	40,611.05	42,788.23	45,081.86	47,498.38	50,045.46	52,728.19	55,555.55	58,532.71		
A08	39,326.74	41,435.33	43,656.03	45,997.01	48,462.18	51,060.42	53,798.23	56,681.90	59,720.47	62,922.87		
A09	42,275.78	44,541.74	46,930.09	49,446.44	52,097.18	54,890.00	57,832.57	60,932.58	64,198.97	67,640.70		
A10	45,446.74	47,883.64	50,449.90	53,154.42	56,004.81	59,006.26	62,170.27	65,503.20	69,015.36	72,714.37		
A11	48,855.73	51,475.15	54,234.68	57,141.41	60,205.57	63,433.58	66,833.07	70,416.88	74,191.41	78,169.45		
A12	52,518.92	55,334.14	58,301.03	61,426.62	64,719.90	68,188.51	71,845.29	75,696.63	79,754.02	84,030.28		
A13	56,458.36	59,484.96	62,674.55	66,034.39	69,574.68	73,304.42	77,233.81	81,374.41	85,736.44	90,332.67		
A14	60,693.12	63,946.81	67,374.49	70,986.46	74,792.98	78,801.74	83,026.80	87,478.42	92,168.09	97,108.64		
A15	65,243.82	68,741.45	72,426.39	76,309.72	80,400.36	84,711.20	89,252.42	94,036.80	99,078.48	104,390.19		
A16	70,138.36	73,898.30	77,859.71	82,034.85	86,432.71	91,066.06	95,947.76	101,091.80	106,511.05	112,220.84		
A17	75,398.77	79,440.43	83,700.05	88,187.51	92,914.29	97,895.82	103,143.54	108,672.84	114,499.12	120,637.68		
A18	81,052.97	85,398.53	89,976.86	94,799.65	99,882.25	105,237.52	110,878.20	116,823.49	123,086.22	129,684.27		
A19	87,131.84	91,803.31	96,724.66	101,909.69	107,373.74	113,129.59	119,193.92	125,584.64	132,317.09	139,410.48		
A20	93,666.24	98,688.10	103,978.06	109,552.18	115,425.80	121,614.27	128,132.99	135,002.38	142,240.44	149,866.27		
F10	41,775.63	44,015.42	46,374.83	48,860.58	51,480.76	54,239.90	57,148.37	60,211.93	63,439.73	66,841.01	70,424.35	
F11	44,909.88	47,317.90	49,854.20	52,527.19	55,342.63	58,309.69	61,435.27	64,729.72	68,199.90	71,856.16	75,708.38	
F12	48,278.20	50,866.19	53,593.18	56,466.05	59,493.99	62,682.76	66,043.81	69,584.06	73,315.01	77,244.67	81,385.75	
F13	51,897.60	54,679.84	57,611.29	60,700.12	63,954.35	67,382.02	70,994.65	74,800.26	78,810.33	83,036.35	87,487.92	
F14	55,789.47	58,780.65	61,931.51	65,251.22	68,750.12	72,435.11	76,318.82	80,410.44	84,721.47	89,263.38	94,048.79	
F15	59,974.82	63,190.46	66,577.95	70,146.92	73,907.72	77,869.56	82,043.89	86,442.20	91,077.16	95,959.09	101,103.45	
F16	64,472.40	67,928.80	71,570.14	75,406.76	79,450.15	83,709.48	88,197.40	92,925.40	97,907.26	103,155.61	108,685.79	
F17	69,309.76	73,025.53	76,940.26	81,065.20	85,410.69	89,989.36	94,813.85	99,896.79	105,253.12	110,895.48	116,840.60	
F18	74,507.54	78,502.48	82,710.12	87,144.07	91,815.76	96,739.05	101,924.23	107,388.54	113,145.75	119,211.97	125,602.93	
F20	86,101.86	90,717.63	95,581.17	100,705.47	106,104.30	111,792.60	117,785.31	124,099.64	130,752.85	137,762.13	145,147.56	
P10	48,425.08	51,021.78	53,756.22	56,638.52	59,675.55	62,874.26	66,245.69	69,796.73	73,538.37	77,480.53	81,628.53	
P11	52,059.46	54,850.56	57,790.87	60,888.73	64,153.74	67,592.88	71,215.79	75,033.49	79,057.08	83,294.85	87,748.53	
P12	55,962.85	58,962.60	62,123.95	65,453.95	68,963.54	72,661.05	76,556.16	80,659.90	84,984.71	89,540.26	94,338.53	
P13	60,159.17	63,384.11	66,781.78	70,361.85	74,135.37	78,109.23	82,295.84	86,707.74	91,357.25	96,254.10	101,400.26	
P15	68,158.59	71,812.06	75,661.93	79,719.06	83,992.94	88,495.76	93,239.71	98,238.31	103,505.16	109,053.75	114,888.53	

P17	78,765.41	82,987.81	87,436.45	92,124.85	97,063.86	102,267.00	107,749.25	113,525.39	119,611.72	126,024.64
P18	84,672.99	89,212.37	93,995.60	99,033.49	104,343.68	109,936.97	115,831.02	122,040.56	128,583.48	135,475.96
P20	97,849.53	103,094.69	108,621.63	114,445.21	120,580.33	127,044.62	133,855.76	141,032.64	148,592.83	156,559.55

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES
May 18, 2015

MEMBERS PRESENT: Anthony F. **CHRISTHILF**, Acting Chair
Jennifer **BEARD**
Samuel **CALLAHAN**
Herbert **SACHS**

EXCUSED: Allen **PACK**

STAFF PRESENT: Tricia **HOPKINS**, Recruitment/Employee Relations Administrator
Rose Mary **BLOUIN**, Human Resources
David **JARRELL**, Director, PW
Michael **MORRIS**, Director, Recreation & Parks
Daniel **HORWATH**, Fleet Manager, PW
Maria **BROADBEND**, Director, DNEP

A quorum being present, the Chairperson, Mr. Christhilf, called the meeting to order at 8:02 a.m.

ISSUE BEFORE THE BOARD: Job Descriptions

Job description for Recreation and Parks Department was presented by Michael Morris: Community Health and Aquatics Supervisor (new).

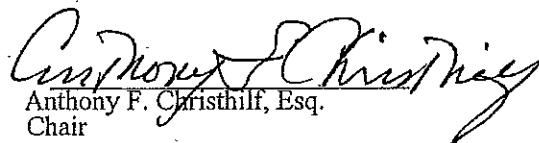
Job description for DNEP was presented by Maria Broadbent: Environmental Compliance Inspector (updated).

Job descriptions for Public Works Department were presented by David Jarrell:
Fleet Parts Specialist (new);
Fleet Maintenance Technician I, II and III (updated and expanded)

All job descriptions were unanimously approved with minor corrections to the job descriptions.

The meeting adjourned approximately at 8:39 a.m.

FOR THE BOARD:


Anthony F. Christhilf, Esq.
Chair

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES
September 21, 2015

MEMBERS PRESENT: Anthony F. CHRISTHILF, Chair
Jennifer BEARD
Samuel CALLAHAN
Herbert SACHS

EXCUSED: Allen PACK

STAFF PRESENT: Tricia HOPKINS, Acting HR DIRECTOR
Rose Mary BLOUIN, Human Resources
Bruce MILLER, Finance Director

A quorum being present, the Chairperson, Mr. Christhif, called the meeting to order at 8:02 a.m.

ISSUE BEFORE THE BOARD: Update on Rules and Regulations of the Personnel System

Ms. Hopkins stated that the Rules and Regulations of the Personnel System are currently before the Rules Committee. Review will continue at the next meeting which is scheduled for October 8, 2016.

ISSUE BEFORE THE BOARD: Job Description

Job description for Finance Department was presented by Bruce Miller:

Finance Operations Manager (reclassification of Finance Office Administrator).

The job description was unanimously approved with minor corrections to the job description.

The meeting adjourned approximately at 9:10 a.m.

FOR THE BOARD:


Anthony F. Christhif, Esq.
Chair