



**City of Annapolis**

**Signature Copy**

**Resolution: R-12-21**

160 Duke Of Gloucester  
Street  
Annapolis, MD 21401

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**File Number: R-12-21**

**Position Classifications and Pay Plan** - For the purpose of approving the Fiscal Year 2022 position classifications and pay plan; and specifying an effective date.

**CITY COUNCIL OF THE  
City of Annapolis**

**Resolution 12-21**

**Introduced by: Mayor Buckley**

**Referred to  
Finance Committee**

**A RESOLUTION** concerning

**Position Classifications and Pay Plan**

**FOR** the purpose of approving the Fiscal Year 2022 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 shall “adopt, by resolution, a pay plan and subsequent revisions after consideration of the recommendations of the Civil Service Board”; and

**WHEREAS,** the Fiscal Year 2022 position classifications and pay plan are attached to this Resolution and incorporated herein, and shall become effective July 1, 2021.

**NOW, THEREFORE,**

**BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that the Fiscal Year 2022 position classifications and pay plan are adopted.

**AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that this Resolution shall take effect on July 1, 2021.

**EXPLANATION**

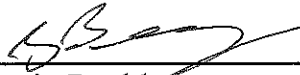
UPPERCASE indicates matter added.  
Strikethrough indicates matter stricken.  
Underlining indicates amendments.

ADOPTED this 7th day of June, 2021.

**Aye:** 8 Mayor Buckley, Alderwoman Tierney, Alderman Paone, Alderwoman Pindell Charles, Alderwoman Finlayson, Alderman Schandelmeier, Alderman Savidge and Alderman Arnett

**Out of Room:** 1 Alderman Gay

**THE ANNAPOLIS  
CITY COUNCIL**

  
\_\_\_\_\_  
Gavin Buckley

**Date** 7/12/21

**ATTEST**

  
\_\_\_\_\_  
Regina C. Watkins-Eldridge, MMC

**Date** 7/14/21

FY2022 PAY SCALE Proposed for FY 2022 EFFECTIVE JULY 1, 2021												
GRADE	STEP											
	1	2	3	4	5	6	7	8	9	10	11	12
A01	26,425	27,842	29,335	30,907	32,564	34,310	36,150	38,087	40,129	42,281	44,548	
A02	28,407	29,930	31,536	33,227	35,007	36,883	38,861	40,945	43,139	45,451	47,888	
A03	30,539	32,176	33,901	35,719	37,634	39,650	41,776	44,016	46,376	48,862	51,481	
A04	32,828	34,588	36,442	38,397	40,454	42,623	44,909	47,316	49,854	52,526	55,342	
A05	35,291	37,182	39,176	41,276	43,490	45,822	48,276	50,864	53,591	56,466	59,492	
A06	37,938	39,972	42,114	44,373	46,752	49,257	51,899	54,681	57,611	60,700	63,954	
A07	40,783	42,970	45,273	47,700	50,257	52,950	55,791	58,781	61,933	65,252	68,750	
A08	43,842	46,191	48,668	51,278	54,026	56,922	59,974	63,189	66,577	70,147	73,907	
A09	47,130	49,655	52,317	55,124	58,078	61,191	64,472	67,937	71,570	75,405	79,449	
A10	50,665	53,380	56,241	59,257	62,434	65,780	69,308	73,023	76,939	81,062	85,408	
A11	54,464	57,364	60,461	63,700	67,117	70,716	74,505	78,500	82,709	87,143	91,814	
A12	58,548	61,686	64,994	68,477	72,149	76,017	80,093	84,386	88,910	93,676	98,699	
A13	62,940	66,313	69,870	73,615	77,561	81,720	86,101	90,716	95,579	100,703	106,101	
A14	67,661	71,288	75,109	79,136	83,380	87,848	92,558	97,521	102,750	108,256	114,060	
A15	72,733	76,633	80,741	85,071	89,631	94,436	99,499	104,831	110,452	116,375	122,612	
A16	78,190	82,382	86,797	91,453	96,355	101,521	106,962	112,697	118,738	125,104	131,810	
A17	84,054	88,559	93,309	98,311	103,581	109,134	114,985	121,149	127,643	134,487	141,697	
A18	90,358	95,202	100,306	105,682	111,349	117,319	123,606	130,235	137,216	144,572	152,322	
A19	97,134	102,342	107,829	113,609	119,700	126,116	132,876	140,002	147,506	155,415	163,746	
A20	104,419	110,017	115,915	122,129	128,677	135,576	142,842	150,501	158,570	167,070	176,028	
F10	47,029	49,550	52,207	55,004	57,955	61,061	64,335	67,784	71,418	75,247	79,280	83,531
F11	50,558	53,267	56,124	59,132	62,303	65,642	69,161	72,870	76,776	80,892	85,229	89,797
F12	54,350	57,263	60,332	63,567	66,976	70,565	74,348	78,335	82,535	86,959	91,621	96,533
F13	58,424	61,556	64,856	68,333	71,997	75,855	79,923	84,207	88,721	93,478	98,490	103,769
F14	62,805	66,172	69,720	73,457	77,396	81,544	85,916	90,523	95,376	100,489	105,876	111,551
F15	67,517	71,137	74,950	78,968	83,202	87,662	92,361	97,313	102,530	108,026	113,818	119,920
F16	72,580	76,470	80,570	84,888	89,441	94,237	99,289	104,611	110,219	116,128	122,354	128,913
F17	78,026	82,209	86,616	91,260	96,152	101,307	106,737	112,460	118,489	124,841	131,533	138,585
F18	83,933	88,401	93,119	98,098	103,358	108,911	114,774	120,959	127,484	134,373	141,640	149,292
F20	104,930	110,556	116,483	122,727	129,307	136,240	143,543	151,238	159,346	167,890	176,890	
P10	51,649	54,418	57,335	60,408	63,648	67,060	70,655	74,444	78,433	82,637	87,069	91,736
P11	55,525	58,502	61,638	64,942	68,424	72,093	75,957	80,027	84,320	88,839	93,602	98,621
P12	59,688	62,887	66,259	69,811	73,554	77,498	81,652	86,029	90,641	95,501	100,621	106,015
P13	64,164	67,603	71,228	75,045	79,070	83,309	87,774	92,479	97,439	102,661	108,165	113,964
P15	72,695	76,593	80,698	85,026	89,585	94,387	99,447	104,777	110,395	116,313	122,549	129,119
P17	84,008	88,512	93,257	98,258	103,525	109,074	114,921	121,082	127,573	134,414	141,620	149,212
P18	90,309	95,152	100,253	105,625	111,289	117,255	123,541	130,164	137,143	144,494	152,241	160,402
P20	104,363	109,957	115,853	122,063	128,607	135,501	142,765	150,420	158,484	166,981	175,933	

**FOR A 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 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 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 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 to meeting performance review requirements.

**For F Scale and P Scale:** 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, 15, 17, and 22 years of service. If a Civil Service employee has attained any of the longevity years of service prior to reaching steps 8-12, then the employee 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 result of promotion. Exempt Service employees are not entitled to longevity and are able to progress to Step 12 (for Step 11 for F20 and P20) in annual increments. All merit increases are tied to meeting performance review requirements.

**COLA Increases**  
A scale increased by 3%  
F scale increased by 3%  
P scale increased by 2%



FY2021 - Position Classifications and Grade Assignments

<b>Job Class</b>	<b>Long Description</b>	<b>Grade</b>
1001	OFFICE ASSOCIATE I	A02
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
1040	SOCIAL WORK CARE COORDINATOR	A10
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
1202	SENIOR BUYER	A13
1203	BUYER	A09
1204	SENIOR PURCHASING CLERK	A08
1205	POLICE ADMINISTRATIVE CLERK	A09
1207	FACILITIES MAINTENANCE SUPERVISOR	A13
1302	ASSISTANT FINANCE DIRECTOR	A18
1304	SENIOR ACCOUNTANT	A15
1306	ACCOUNTING ASSOCIATE I	A07
1307	ACCOUNTING ASSOCIATE II	A08
1308	ACCOUNTING ASSOCIATE III	A09
1309	ACCOUNTANT	A13
1311	FINANCE OFFICE ADMINISTRATOR	A10
1312	FINANCE OFFICE MANAGER	A13
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	A08
4022	WARRANT CONTROL/RECORDS SUPERVISOR	A10
4025	SENIOR 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
4034	POLICE ADMINISTRATIVE MANAGER	A15
4035	FORENSIC SERVICES UNIT SUPERVISOR	A13
4036	CRIME SCENE INVESTIGATOR	A09
4037	EMERGENCY MANAGEMENT PLANNER	A12
4038	EXERCISE, TRAINING AND COMMUNITY OUTREACH COOR	A13
4104	FIRE BATTALION CHIEF	F17
4103	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
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
4160	FIRE PROTECTION ENGINEER	A15
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	A13
5008	COMMUNITY DEVELOPMENT ADMINISTRATOR	A17
5009	COMMUNITY DEVELOPMENT SPECIALIST	A13
5010	SENIOR COMPREHENSIVE PLANNER	A15
5011	SENIOR TRANSPORTATION PLANNER	A15
5012	PLANNING OFFICE ADMINISTRATOR	A10
5102	ASSISTANT DIRECTOR PUBLIC WORKS	A18
5103	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
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	A08
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
7303	EQUIPMENT OPERATOR III	A08
7402	SUPERINTENDENT-PUBLIC WORKS UTILITIES	A16
7403	WATER PLANT SUPERINTENDENT	A16
7404	ASSISTANT WATER PLANT SUPERINTENDENT	A14
7405	UTILITY SUPERVISOR	A12
7406	INSTRUMENTATION TECHNICIAN	A10
7407	METER TECHNICIAN I	A06
7408	METER TECHNICIAN II	A07
7409	UTILITY MECHANIC II	A09
7410	WATER PLANT MECHANIC	A09



7411	UNDERGROUND UTILITY LOCATOR	A07
7412	WATER PLANT TECHNICIAN I	A07
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

