

..Title

FY 2025 Changes in the Position Classifications and Pay Plan – For the purpose of updating the Fiscal Year 2025 annual position classifications and grades; and specifying an effective date.

..Body

**CITY COUNCIL OF THE
City of Annapolis**

Resolution 54-24

Introduced by: Mayor Buckley

Referred to:

Environmental Matters Committee
Finance Committee
Rules and City Government Committee
Civil Service Board

A RESOLUTION concerning

FY 2025 Changes in the Position Classifications and Pay Plan

FOR the purpose of updating the Fiscal Year 2025 annual position classifications and grades; 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”;

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 updated FY 2025 position classifications and pay plan are attached to this Resolution and shall become effective upon passage.

NOW, THEREFORE, BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL that the Fiscal Year 2025 position classifications and pay plan are adopted as follows:

Class #	Job Title	Grade
1609	BUS DRIVER TRAINEE	A04

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Class #	Job Title	Grade
4011	PARKING ENFORCEMENT OFFICER I	A04
1606	BUS DRIVER I	A05
1605	BUS DRIVER II	A07
	<u>PARKING PROGRAM MANAGER</u>	<u>N10</u>
1603	TRANSPORTATION SUPERVISOR	N10
1607	TRANSPORTATION COORDINATOR	N10 <u>A10</u>
	<u>BIKE PEDESTRIAN MICROMOBILITY COORDINATOR</u>	<u>N11</u>
1613	FLEET MAINTENANCE SUPERVISOR	N12
1700	MOBILITY AND PARKING SPECIALIST	N13
1608	TRANSPORTATION SPECIALIST	N13
1604	TRANSPORTATION SUPERINTENDENT	N14
1600	DEPUTY DIRECTOR TRANSPORTATION	N18
5212	FIRE SAFETY INSPECTOR	A09
1020	FIRE ADMINISTRATIVE SUPPORT ANALYST	A10
4110	FIREFIGHTER I	F10
4111	FIREFIGHTER II	F10
4112	FIREFIGHTER I/II-EMT-I OR CRT	F11
4114	FIREFIGHTER III	F11
4113	FIREFIGHTER II-TECHNICIAN	F11
4115	FIREFIGHTER I/II EMT-P	F12
4116	FIREFIGHTER II-FIRE MARSHAL INSPECTOR	F12
4120	FIREFIGHTER III - TECHNICIAN	F12
4119	FIREFIGHTER III-EMT-I OR CRT	F12
4121	FIREFIGHTER 1/C	F13
4122	FIREFIGHTER III-EMT-P	F13
4124	FIREFIGHTER III-FIRE MARSHAL INVESTIGATOR	F13
4129	FIREFIGHTER 1/C - INSTRUCTOR	F14
4126	FIREFIGHTER 1/C ALS	F14

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Class #	Job Title	Grade
4127	FIREFIGHTER 1/C-FIRE MARSHAL INSPECTOR	F14
4128	FIREFIGHTER 1/C-FIRE MARSHAL INVSTIGATOR	F14
4105	FIRE LIEUTENANT	F15
4103	FIRE CAPTAIN	F16
4104	FIRE BATTALION CHIEF	F17
4109	FIRE ADMINISTRATIVE SPECIALIST	N12
1018	FIRE ADMINISTRATIVE OFFICER	N14
4160	FIRE PROTECTION ENGINEER	N15
1004	POLICE RECORDS SPECIALIST	A06
4019	POLICE ID SPECIALIST	A08
4036	CRIME SCENE INVESTIGATOR	A09
1205	POLICE ADMINISTRATIVE CLERK	A09
4014	POLICE COMMUNICATIONS OPERATOR I	A09
4013	POLICE COMMUNICATIONS OPERATOR II	A11 <u>N11</u>
1024	WARRANT CONTROL CLERK	N05
4032	ADMINISTRATIVE ENFORCEMENT ASSOCIATE	N08
	<u>CAMERA MONITOR</u>	<u>N09</u>
	<u>COMMUNITY OUTREACH COORDINATOR</u>	<u>N09</u>
4029	ACCOUNTS AND EQUIPMENT ADMINISTRATOR	N10
	<u>CROSSING GUARD SUPERVISOR</u>	<u>N10</u>
	<u>EXTERNAL PROJECT FACILITATOR</u>	<u>N10</u>
4017	POLICE PLANNING ANALYST	N10
4022	WARRANT CONTROL/RECORDS SUPERVISOR	N10
4016	POLICE PROPERTY COORDINATOR	N10 <u>A10</u>
1508	COMMUNITY SERVICES SPECIALIST	A10
	<u>MCAC INTELLIGENCE ANALYST</u>	<u>N11</u>
	<u>POLICE INFORMATION OFFICER</u>	<u>N11</u>
	<u>PROFESSIONAL STANDARDS ADVOCATE</u>	<u>N11</u>

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Class #	Job Title	Grade
	<u>BODY WORN CAMERA VIDEO REVIEWER</u>	<u>N12</u>
4033	CRIME ANALYST	N12
4031	HISPANIC COMMUNITY LIAISON	N12
	<u>INTERNAL AFFAIRS INVESTIGATOR</u>	<u>N12</u>
4027	SYSTEMS SUPPORT SPECIALIST	N12
	<u>BODY WORN CAMERA VIDEO SURVEILLANCE RECOVERY SUPERVISOR</u>	<u>N13</u>
4035	FORENSIC SERVICES UNIT SUPERVISOR	N13
4026	COMMUNITY SERVICES SUPERVISOR	N14
	<u>INTERNAL AFFAIRS INVESTIGATIONS SUPERVISOR</u>	<u>N14</u>
4028	POLICE COMMUNICATIONS MANAGER	N14
4034	POLICE ADMINISTRATIVE MANAGER	N15
4030	POLICE EXTERNAL AFFAIRS OFFICER	N15
4009	POLICE OFFICER	P10
4007	POLICE OFFICER 1/C	P11
4006	POLICE CORPORAL	P12
4005	POLICE SERGEANT	P13
4004	POLICE LIEUTENANT	P15
	<u>COMMUNITY SERVICE COORDINATOR</u>	<u>N09</u>
8002	HARBORMASTER OFFICE ADMINISTRATOR	N10
1040	SOCIAL WORK CARE COORDINATOR	N10 <u>N12</u>
1517	DEVELOPMENT/EVENTS SPECIALIST	N12
5206	ENVIRONMENTAL PROGRAMS COORDINATOR	N12
	<u>HARBORMASTER OPERATIONS SUPERVISOR</u>	<u>N12</u>
8004	DEPUTY <u>ASSISTANT</u> HARBORMASTER	N13 <u>N15</u>
8001	HARBORMASTER	N18
7602	FACILITIES MAINTENANCE TECHNICIAN	A07
1617	FLEET PARTS SPECIALIST	A09

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Class #	Job Title	Grade
4108	FIRE APPARATUS MAINTENANCE SPECIALIST	A11
1611	FLEET MAINTENANCE TECHNICIAN I	A10
1612	FLEET MAINTENANCE TECHNICIAN II	A11
1616	FLEET MAINTENANCE TECHNICIAN III	N12
	<u>FLEET MAINTENANCE SPECIALIST I</u>	<u>A10</u>
1610	FLEET MAINTENANCE SPECIALIST <u>II</u>	N11 <u>A11</u>
	<u>FLEET MAINTENANCE SPECIALIST III</u>	<u>A12</u>
7601	FACILITIES MAINTENANCE ENGINEER I	A11
7600	FACILITIES MAINTENANCE ENGINEER II	A12
1207	FACILITIES MAINTENANCE SUPERVISOR	N13
1204	SENIOR PURCHASING CLERK	N08
1203	BUYER	N09
1202	SENIOR BUYER	N13
7220	FLEET MANAGER	N16
1201	PROCUREMENT OFFICER	N18
7101	PUBLIC WORKS SERVICE WORKER <u>I</u>	A04
	<u>PUBLIC WORKS SERVICE WORKER II</u>	<u>A05</u>
7001	PW MAINTENANCE WORKER I	A04
7002	PW MAINTENANCE WORKER II	A05
7301	EQUIPMENT OPERATOR I	A06
7302	EQUIPMENT OPERATOR II	A07
7303	EQUIPMENT OPERATOR III	A08
7407	METER TECHNICIAN I	A06
7408	METER TECHNICIAN II	A07
7014	TRAFFIC TECHNICIAN I	A06 <u>A07</u>
7015	TRAFFIC TECHNICIAN II	A08
7016	TRAFFIC TECHNICIAN III	A10 <u>A09</u>
7004	MASON I	A07

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Class #	Job Title	Grade
7005	MASON II	A08
1016	PUBLIC WORKS COMMUNICATIONS OPERATOR	A07
7411	UNDERGROUND UTILITY LOCATOR	A07
7412	WATER PLANT TECHNICIAN I	A07
7413	WATER PLANT TECHNICIAN II	A09
7414	WATER PLANT TECHNICIAN III	A11
	<u>UTILITY MECHANIC I</u>	<u>A08</u>
7409	UTILITY MECHANIC II	A09
7415	UTILITY MECHANIC III	A10
	<u>WATER PLANT OPERATOR I</u>	<u>A08</u>
	<u>WATER PLANT OPERATOR II</u>	<u>A09</u>
	<u>WATER PLANT OPERATOR III</u>	<u>A10</u>
7417	WATER PLANT OPERATOR IV	A11
7410	WATER PLANT MECHANIC	A09
7406	INSTRUMENTATION TECHNICIAN <u>I</u>	A10
7418	SENIOR INSTRUMENTATION TECHNICIAN <u>II</u>	A11
	<u>ENGINEERING TECHNICIAN I</u>	<u>N07</u>
	<u>ENGINEERING TECHNICIAN II</u>	<u>N08</u>
5107	ENGINEERING TECHNICIAN III	N09
5109	ENGINEERING TECHNICIAN IV	N10
	<u>PUBLIC WORKS INSPECTOR I</u>	<u>N08</u>
	<u>PUBLIC WORKS INSPECTOR II</u>	<u>N09</u>
5209	PUBLIC WORKS INSPECTOR <u>III</u>	N10
	<u>ENVIRONMENTAL COMPLIANCE INSPECTOR I</u>	<u>N09</u>
5215	ENVIRONMENTAL COMPLIANCE INSPECTOR <u>II</u>	N10
	<u>ENVIRONMENTAL COMPLIANCE INSPECTOR III</u>	<u>N11</u>
5106	CAD TECHNICIAN	N11
7010	PUBLIC WORKS SUPERVISOR	N12

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7017	SOLID WASTE CONTRACT ADMINISTRATOR	N12
7405	UTILITY SUPERVISOR	N12
	<u>PRE-TREATMENT COORDINATOR</u>	<u>N13</u>
	<u>GIS SPECIALIST</u>	<u>N13</u>
5111	CIVIL ENGINEER I	N13 <u>N14</u>
5110	CIVIL ENGINEER II	N15
	<u>ENGINEER III</u>	<u>N16</u>
5214	STORMWATER MANAGEMENT ENGINEER	N15
5113	TRAFFIC ENGINEER	N15
7416	ASSISTANT UTILITY SUPERINTENDENT	N14
7404	ASSISTANT WATER PLANT SUPERINTENDENT	N14
5115	PUBLIC WORKS ANALYST	N15
7104	SUPERINTENDENT-PUBLIC WORKS SERVICES	N16
7402	SUPERINTENDENT-PUBLIC WORKS UTILITIES	N16
7403	WATER PLANT SUPERINTENDENT	N16
	<u>ENGINEERING PROGRAM MANAGER I</u>	<u>N16</u>
5216	STORMWATER <u>ENGINEERING</u> PROGRAM MANAGER <u>II</u>	N16 <u>N17</u>
5102	ASSISTANT <u>DEPUTY</u> DIRECTOR PUBLIC WORKS	N18
5103	PUBLIC WORKS BUREAU CHIEF-ENGINEERING	N18
1306	ACCOUNTING ASSOCIATE I	N07
1307	ACCOUNTING ASSOCIATE II	N08
1308	ACCOUNTING ASSOCIATE III	N09
1311	FINANCE OFFICE ADMINISTRATOR	N10
	<u>ACCOUNTANT I</u>	<u>N12</u>
1309	ACCOUNTANT <u>II</u>	N13
	<u>ACCOUNTANT III</u>	<u>N14</u>
1304	SENIOR ACCOUNTANT-IV	N15
	<u>BUDGET ANALYST I</u>	<u>N12</u>

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1314	BUDGET ANALYST <u>II</u>	N13
	<u>BUDGET ANALYST III</u>	<u>N14</u>
1315	SENIOR BUDGET ANALYST <u>IV</u>	N15
1312	FINANCE OFFICE MANAGER	N13
1321	RISK MANAGEMENT PROGRAM ADMINISTRATOR	N14
1313	ACCOUNTING MANAGER	N17
1316	BUDGET MANAGER	N17 <u>N18</u>
1302	ASSISTANT <u>DEPUTY</u> FINANCE DIRECTOR	N18
1001	OFFICE ASSOCIATE I	A02
1002	OFFICE ASSOCIATE II	A04
1005	OFFICE ASSOCIATE III <u>ASSISTANT I</u>	A06 and N06
1006	OFFICE ASSOCIATE IV <u>ASSISTANT II</u>	A07 and N07
	<u>FISCAL ASSISTANT I</u>	<u>A07</u>
	<u>FISCAL ASSISTANT II</u>	<u>A08</u>
	<u>FISCAL ASSISTANT III</u>	<u>A09</u>
1008	ADMINISTRATIVE OFFICE ASSOCIATE	A09 <u>N09</u>
	ADMINISTRATIVE ASSISTANT I	N07
1029	ADMINISTRATIVE ASSISTANT <u>II</u>	N08
	<u>ADMINISTRATIVE ASSISTANT III</u>	<u>N09</u>
1026	HUMAN RESOURCES OFFICE ADMINISTRATOR	N10
	<u>PROGRAM COORDINATOR</u>	<u>N12</u>
	<u>GRANT ADMINISTRATOR</u>	<u>N13</u>
	<u>HUMAN RESOURCES ASSOCIATE I</u>	<u>N07</u>
1035	HUMAN RESOURCES ASSOCIATE <u>II</u>	A08 <u>N08</u>
	<u>HUMAN RESOURCES ASSOCIATE III</u>	N09
	<u>HUMAN RESOURCES SPECIALIST (HRIS)</u>	<u>N13</u>
	<u>HUMAN RESOURCES ANALYST I</u>	<u>N13</u>
	<u>HUMAN RESOURCES ANALYST II</u>	<u>N14</u>

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	<u>HUMAN RESOURCES ANALYST III</u>	<u>N15</u>
1011	BENEFITS ADMINISTRATOR	N15
1009	HUMAN RESOURCES ADMINISTRATOR	N16
1112	ITS ADMINISTRATIVE SUPPORT ANALYST	N10
1114	GIS TECHNICIAN	N11
1104	ITS SPECIALIST	N12
1105	ITS WEB DEVELOPER	N13
1113	GIS COORDINATOR	N15
	<u>ITS ANALYST I</u>	<u>N15</u>
1101	ITS ANALYST II	N16
	<u>ITS ANALYST III</u>	<u>N17</u>
1106	ITS NETWORK ENGINEER	N15
	<u>IT PROJECT MANAGER</u>	<u>N16</u>
	<u>HISPANIC OUTREACH NAVIGATOR</u>	<u>N09</u>
1021	EMERGENCY MANAGEMENT GRANT COORDINATOR	A08
4038	EXERCISE, TRAINING AND COMMUNITY OUTREACH COOR	N12
4037	EMERGENCY MANAGEMENT PLANNER I	N12
4025	SENIOR EMERGENCY MANAGEMENT PLANNER II	N13
4200	DEPUTY DIRECTOR, EMERGENCY MANAGEMENT	N17
1521	CITY COUNCIL ASSOCIATE <u>LEGISLATIVE ADMINISTRATIVE ASSISTANT</u>	N10
1015	DEPUTY ASSISTANT CITY CLERK	N10
1010	LEGAL ASSISTANT	N10
2003	PARALEGAL	N10
1019	LEGISLATIVE AND POLICY ANALYST	N14
1014	CITY CLERK	N16
1028	PERMITS ASSOCIATE	A07
	<u>INSPECTOR I</u>	<u>N09</u>

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Class #	Job Title	Grade
5202	BUILDING INSPECTOR <u>INSPECTOR II</u>	N10
5203	SENIOR PROPERTY MAINTENANCE <u>INSPECTOR III</u>	N12
5204	PROPERTY MAINTENANCE INSPECTOR	N09
1022	HOUSING AFFORDABILITY SPECIALIST	N10
5012	PLANNING OFFICE ADMINISTRATOR	N10
1013	PERMITS ADMINISTRATOR	N10 <u>N13</u>
1023	HISTORIC PRESERVATION ASST	N11
5207	ELECTRICAL INSPECTOR	N12
5211	MECHANICAL INSPECTOR	N12
5205	PLUMBING/UTILITY INSPECTOR	N12
5210	ENVIRONMENTALIST <u>URBAN FORESTER</u>	N12 <u>N13</u>
5213	COMBINATION INSPECTOR	N13
5009	COMMUNITY DEVELOPMENT SPECIALIST	N13
5006	ZONING ENFORCEMENT OFFICER	N13
	<u>PLANNER I</u>	<u>N12</u>
5007	<u>PLANNER II</u>	N13
	<u>PLANNER III</u>	<u>N14</u>
5005	SENIOR PLANNER <u>PLANNER IV</u>	N15
5010	SENIOR COMPREHENSIVE PLANNER	N15
5011	SENIOR TRANSPORTATION PLANNER	N15
1531	SMALL AND MINORITY BUSINESS ENTERPRISE LIAISON <u>ECONOMIC DIVERSITY SPECIALIST</u>	N14 <u>N15</u>
5208	ARCHITECTURAL PLANS REVIEWER	N15
5114	ASSISTANT TO PLANNING DIRECTOR <u>PLANNING</u> <u>OPERATIONS ADMINISTRATOR</u>	N15
5201	CHIEF OF CODE ENFORCEMENT	N17
5004	CHIEF OF COMPREHENSIVE PLANNING	N17
5003	CHIEF OF HISTORIC PRESERVATION	N17
5008	COMMUNITY DEVELOPMENT ADMINISTRATOR	N17

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5002	CHIEF OF CURRENT PLANNING	N18 <u>N17</u>
6013	DANCE & FITNESS COORDINATOR	A04
	<u>FACILITY MONITOR</u>	<u>A05</u>
6011	PARKS MAINTENANCE WORKER I	A05
7003	PARKS MAINTENANCE WORKER II	A06
6311	PARKS MAINTENANCE CREW LEADER	A07
6004	RECREATION LEADER I	A07
6005	RECREATION LEADER II	A08
	<u>RECREATION LEADER III</u>	<u>A09</u>
7012	CREW LEADER	A09
	<u>CHILD CARE DIRECTOR</u>	<u>N10</u>
6010	PARK FOREMAN	N10
6009	RECREATION OFFICE ADMINISTRATOR	N10
6200	MARKETING COORDINATOR	N11 <u>N12</u>
6017	COMMUNITY FITNESS & AQUATICS SUPERVISOR	N12
6300	FACILITY SUPERVISOR	N12
6100	FRONT DESK SUPERVISOR	N12
6003	RECREATION SPORTS SUPERVISOR	N12
6016	COMMUNITY CENTER MANAGER	N13
6007	HORTICULTURIST	N13
6006	RECREATION PROGRAM SUPERVISOR	N14
6002	PARKS ADMINISTRATOR	N15
6015	PARKS DIVISION CHIEF	N16 <u>N17</u>
6014	RECREATION DIVISION CHIEF	N16 <u>N17</u>

Editor's Note: The position classifications have been organized by department and color-coded to facilitate an understanding of how classifications relate to each other. Department blocks are denoted in alternating blue and green within the table.

AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL

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