

## SCHEDULE A

### JOB CLASSIFICATIONS BY GRADES

#### **Part I – Positions not covered by collective bargaining agreements.**

##### **GRADE 15**

|                                 |     |
|---------------------------------|-----|
| Facilities Management Director  | FMD |
| Director of Public Works        | DPW |
| Chief Financial Officer         | FIN |
| Information Technology Director | IT  |
| Human Resources Director        | HRB |
| Library Director                | LIB |

##### **GRADE 14**

|                                    |      |
|------------------------------------|------|
| Town Engineer                      | DPW  |
| Public Health Director             | BOH  |
| Treasurer/Collector                | TRS  |
| Planning Director                  | PLN  |
| Assistant Director/Program Manager | DPW  |
| Assistant Executive Director       | SEL  |
| Inspector of Buildings             | BSDG |
| Director of Assessing              | ASR  |
| Design/Construction Manager        | FMD  |

##### **GRADE 13**

|   |     |
|---|-----|
| Council on Aging Director                       | COA |
| Natural Resources Director                      | NRC |
| Recreation Director                             | REC |
| Superintendent, Highway                         | DPW |
| Superintendent, Recycling and Disposal Facility | DPW |
| Superintendent, Water and Sewer                 | DPW |
| Superintendent, Park/Tree                       | DPW |
| Assistant Town Engineer                         | DPW |

##### **GRADE 12**

|   |     |
|---|-----|
| Assistant Library Director              | LIB |
| Deputy Director of Recreation           | REC |
| Assistant Finance Director              | FIN |
| Project Manager                         | FMD |
| Assistant Superintendent, Park/Tree     | DPW |
| Assistant Superintendent, Highway       | DPW |
| Assistant Superintendent, Water & Sewer | DPW |

##### **GRADE 11**

|   |     |
|---|-----|
| Senior Management Analyst/Administrative Services Manager | DPW |
| Custodial Manager   | FMD |
| Maintenance Manager                                       | FMD |
| Operations Manager  | FMD |
| Public Health Nursing Supervisor                          | BOH |

**GRADE 10**

|  |     |
|--|-----|
| Assistant Human Resources Director     | HRB |
| Finance/Office Manager                 | FMD |
| Public Information Officer             | SEL |
| Payroll Manager                        | FIN |
| Senior Environmental Health Specialist | BOH |
| Youth Director                         | YC  |
| Sustainability Director                | SEL |
| Senior Community Social Worker         | BOH |

**GRADE 9**

|                                     |     |
|-------------------------------------|-----|
| Senior Civil Engineer               | DPW |
| Transportation and Mobility Manager | SEL |
| Assistant Director Council on Aging | COA |
| Senior Planner                      | PLN |
| Veterans Services Director          | VET |

**GRADE 8**

|                                      |      |
|--------------------------------------|------|
| Assistant Treasurer/Collector        | TRS  |
| Principal Assessor                   | ASR  |
| Local Inspector                      | BLDG |
| Civil Engineer                       | DPW  |
| Wetlands Administrator               | NRC  |
| Plumbing & Gas Inspector             | BLDG |
| Inspector of Wires                   | BLDG |
| Human Resources Generalist/Recruiter | HRB  |
| Water/Sewer Operations Analyst       | DPW  |

**GRADE 7**

|   |      |
|---|------|
| Community Health Coordinator              | BOH  |
| Support Services Manager                  | SEL  |
| Finance/Budget Analyst                    | FIN  |
| Health/Social Service Administrator       | COA  |
| Public Health Nurse                       | BOH  |
| Program Coordinator                       | REC  |
| Business Manager, RDF                     | DPW  |
| Community Social Worker                   | BOH  |
| Deputy Director, Veterans Services        | VET  |
| Staff Engineer                            | DPW  |
| Safety Manager                            | DPW  |
| Workers' Compensation & Leave Coordinator | HRB  |
| Fire Apparatus Mechanic/Storekeeper       | FIRE |

**GRADE 6**

|   |     |
|---|-----|
| Sustainability Analyst                                  | SEL |
| Environmental Health Specialist                         | BOH |
| Senior Account Clerk/Parking Collection                 | TRS |
| Operations Administrator                                | ADV |
| Environmental Education/Outreach Compliance Coordinator | NRC |
| Planner   | PLN |
| Benefit Specialist/Analyst                              | HRB |
| Executive Secretary                                     | ZBA |

|                      |     |
|----------------------|-----|
| Management Analyst   | DPW |
| Assistant Town Clerk | TC  |

**GRADE 5**

|                                    |      |
|------------------------------------|------|
| Executive Assistant                | DPW  |
| COA Volunteer Coordinator          | COA  |
| Assistant Administrator            | ASR  |
| Senior Activities Coordinator      | COA  |
| Office Administrator               | COA  |
| Office Administrator               | BOH  |
| Office Administrator               | DPW  |
| Office Administrator               | PLN  |
| Office Administrator               | LIB  |
| Records Manager                    | POL  |
| Voter Registration Administrator   | TC   |
| Licensing/Elections Administrator  | TC   |
| Administrative Assistant           | FMD  |
| Accounting Specialist              | FIN  |
| Project Financial Analyst          | FMD  |
| Senior Office Assistant            | DPW  |
| Personnel Administrative Assistant | HRB  |
| Permit Administrator               | BLDG |
| Senior Management Assistant        | DPW  |

**GRADE 4**

|                          |      |
|--------------------------|------|
| Animal Control Officer   | POL  |
| Bookkeeper               | LIB  |
| Accounting Assistant     | POL  |
| Administrative Assistant | FIRE |
| Senior Accounting Clerk  | TRS  |
| Senior Assessing Clerk   | ASR  |

**GRADE 3**

|                                   |     |
|-----------------------------------|-----|
| Office Assistant                  | FMD |
| Office Assistant, RDF             | DPW |
| NRC Secretary                     | NRC |
| Accounting Clerk                  | TRS |
| Secretary II                      | REC |
| Office Assistant                  | BOH |
| Office Assistant, Water and Sewer | DPW |
| Office Assistant, Engineering     | DPW |

**GRADE 2**

|                      |     |
|----------------------|-----|
| Activities Assistant | COA |
| Department Assistant | COA |
| Bus Driver           | COA |
| Secretary            | REC |

**GRADE 1**

|                       |     |
|-----------------------|-----|
| Night Watchperson     | DPW |
| Custodian (part-time) | FMD |

## JOB CLASSIFICATIONS BY GROUPS

### **Part II – Positions remaining in Hay System not covered by collective bargaining agreements.**

#### **GROUP 58**

|                                   |        |
|-----------------------------------|--------|
| Applications and Project Manager  | IT     |
| Network and Cybersecurity Manager | IT     |
| IT Director/Library               | IT/LIB |

#### **GROUP 57**

|                                 |    |
|---------------------------------|----|
| Enterprise Applications Manager |    |
| GIS Manager                     | IT |

#### **GROUP 56**

|                             |    |
|-----------------------------|----|
| Cybersecurity Administrator | IT |
|-----------------------------|----|

#### **GROUP 55**

|                            |    |
|----------------------------|----|
| Applications Administrator | IT |
| Database Administrator     | IT |
| GIS Administrator          | IT |
| Systems Administrator      | IT |

#### **GROUP 54**

|                    |    |
|--------------------|----|
| Desktop Technician | IT |
|--------------------|----|

### **Part III Positions covered by collective bargaining agreements**

#### **GROUP S55**

|   |     |
|---|-----|
| Fleet Maintenance                         | DPW |
| Supervisor General Foreman, All Divisions |     |
| RDF Supervisor                            |     |

#### **GROUP S54**

|                              |     |
|------------------------------|-----|
| Customer Services Supervisor | MLP |
| Overhead Line Foreman        | MLP |
| Supervisor of Accounting     | MLP |
| Underground Line Foreman     | MLP |

#### **GROUP S53**

|                      |     |
|----------------------|-----|
| Coordinator, MLP     | MLP |
| Signal Alarm Foreman | MLP |

#### **GROUP S50**

|                            |     |
|----------------------------|-----|
| Collections Representative | MLP |
|----------------------------|-----|

#### **GROUP 22**

|             |     |
|-------------|-----|
| Crew Leader | MLP |
|-------------|-----|

#### **GROUP 21**

|                  |     |
|------------------|-----|
| Electrician A    | MLP |
| Lead Cableslicer | MLP |
| Lead Lineman     | MLP |

**GROUP 20**

|  |     |
|--|-----|
| Automotive Mechanic Foreman A                    | DPW |
| Cableslicer, 1st Class                           | MLP |
| Chief Substation Operator, Municipal Light Plant | MLP |
| Construction Craftsman, Highway Division         | DPW |
| Construction Foreman/MLP                         | MLP |
| Foreman A - All Divisions                        | DPW |
| Foreman A - Athletic Fields                      | DPW |
| Foreman A – Automotive Mechanic                  | DPW |
| Foreman A - Highway                              | DPW |
| Foreman A – Park Construction                    | DPW |
| Foreman A – Recycling                            | DPW |
| Foreman A – Tree Care                            | DPW |
| Foreman A – Lead Water Treatment Operator        | DPW |
| Horticultural Technician                         | DPW |
| Lineman, 1st Class                               | MLP |
| Senior Welder                                    | DPW |

**GROUP 19**

|  |     |
|--|-----|
| Lead Tree Care Specialist, Park, and Tree Division | DPW |
| Meter and Sign Repair Person, Highway Division     | DPW |
| Meter/Backflow Prevention Device Coordinator       | DPW |

**GROUP 18**

|  |     |
|--|-----|
| Engineering Technician                         | MLP |
| Fleet Maintenance Mechanic                     | DPW |
| Foreman B - All Divisions                      | DPW |
| Groundskeeping Foreman, Park and Tree Division | DPW |
| Highway Craftsman                              | DPW |
| Lead Baler                                     | DPW |
| Park Construction Craftsman                    | DPW |
| Primary Water Treatment Plant Operator         | DPW |
| Welder   | DPW |

**GROUP 17**

|   |     |
|---|-----|
| Apprentice Lineworker/Stockkeeper               | MLP |
| Cableslicer, 2nd Class                          | MLP |
| Construction Equipment Operator                 | DPW |
| Lineman, 2nd Class                              | MLP |
| Meter/Backflow Prevention Device Technician     | DPW |
| Park Facilities Technician                      | DPW |
| Park Technical Services Craftsman               | DPW |
| Power Shovel Operator, Water and Sewer Division | DPW |
| Stockkeeper, Automotive                         | DPW |
| Stockkeeper, Water and Sewer                    | DPW |
| Substation Operator, Municipal Light Plant      | MLP |
| Tractor Trailer Operator                        | DPW |
| Tree Climber, Park, and Tree Division           | DPW |

**GROUP 16**

|                           |     |
|---------------------------|-----|
| Engineering Technician II | MLP |
|---------------------------|-----|

|  |     |
|--|-----|
| Fleet Maintenance Shop Assistant             | DPW |
| General Mechanic A, Water and Sewer Division | DPW |
| Groundskeeper, Park, and Tree Division       | DPW |
| Head Custodian                               | DPW |
| Heavy Equipment Operator, Highway Division   | DPW |
| Lead Meter Reader                            | MLP |
| Secondary Water Treatment Plant Operator     | DPW |
| Stockkeeper, Municipal Light Plant           | MLP |
| Transfer Haul Equip. Operator, RDF           | DPW |

#### **GROUP 15**

|  |     |
|--|-----|
| Industrial Equipment Operator, RDF                 | DPW |
| Medium Equipment Operator, Highway Division        | DPW |
| Medium Equipment Operator, Park, and Tree Division | DPW |
| Truck Driver A/Laborer, Water and Sewer Division   | DPW |

#### **GROUP 14**

|   |     |
|---|-----|
| Building Maintenance Person, Highway Division | DPW |
| Cablesplicer Helper, Municipal Light Plant    | MLP |
| Custodian                                     | DPW |
| Groundman, Municipal Light Plant              | MLP |

#### **GROUP 13**

|                                      |     |
|--------------------------------------|-----|
| Park Maintenance Worker              | DPW |
| Permit Verifier/Trash Collector, RDF | DPW |

#### **GROUP 12**

|   |     |
|---|-----|
| Light Equipment Operator, Park, and Highway Divisions | DPW |
|---|-----|

#### **GROUP 11**

|                         |     |
|-------------------------|-----|
| Laborer - All Divisions | DPW |
|-------------------------|-----|

#### **GROUP K23**

|                 |     |
|-----------------|-----|
| HVAC Technician | FMD |
| Plumber         | FMD |
| Electrician     | FMD |

#### **GROUP K22**

|                     |     |
|---------------------|-----|
| Facility Supervisor | FMD |
|---------------------|-----|

#### **GROUP K21**

|                              |     |
|------------------------------|-----|
| Middle School Head Custodian | FMD |
|------------------------------|-----|

#### **GROUP K18**

|                                    |     |
|------------------------------------|-----|
| Inventory and Equipment Technician | FMD |
|------------------------------------|-----|

#### **GROUP K17**

|                            |     |
|----------------------------|-----|
| Custodian Night Supervisor | FMD |
| Elementary Head Custodian  | FMD |

#### **GROUP K15**

|           |     |
|-----------|-----|
| Custodian | FMD |
|-----------|-----|

|   |  |     |
|---|--|-----|
| <b>GROUP D47</b>                                |  |     |
| Dispatcher                                      |  | POL |
| <b>GROUP L17</b>                                |  |     |
| Public Services Coordinator                     |  | LIB |
| <b>GROUP L16</b>                                |  |     |
| Acquisitions and Cataloging Services Supervisor |  | LIB |
| Children's Services Supervisor                  |  | LIB |
| Information Services Supervisor                 |  | LIB |
| <b>GROUP L15</b>                                |  |     |
| Branch Libraries Supervisor                     |  | LIB |
| Interlibrary Loan Supervisor                    |  | LIB |
| <b>GROUP L14</b>                                |  |     |
| Librarian                                       |  | LIB |
| <b>GROUP L11</b>                                |  |     |
| Circulation Services Supervisor                 |  | LIB |
| <b>GROUP L9</b>                                 |  |     |
| Assistant Circulation Services Supervisor       |  | LIB |
| Facilities Supervisor                           |  | FAC |
| <b>GROUP L7</b>                                 |  |     |
| Technology and Innovation Assistant             |  | LIB |
| <b>GROUP L6</b>                                 |  |     |
| Acquisitions Specialist                         |  | LIB |
| Cataloging Assistant                            |  | LIB |
| <b>GROUP L4</b>                                 |  |     |
| Library Assistant                               |  | LIB |
| <b>GROUP L3</b>                                 |  |     |
| Library Assistant                               |  | LIB |
| Preservation Assistant                          |  | LIB |
| <b>GROUP C4</b>                                 |  |     |
| Custodian                                       |  | LIB |
| <b>GROUP P40</b>                                |  |     |
| Lieutenant                                      |  | POL |
| <b>GROUP P30</b>                                |  |     |
| Sergeant  |  | POL |

|                                |  |     |
|--------------------------------|--|-----|
| <b>GROUP P20</b>               |  |     |
| Detective                      |  | POL |
| Prosecuting Officer            |  | POL |
| Safety Officer                 |  | POL |
| <b>GROUP P18</b>               |  |     |
| Police Officer – EMT           |  | POL |
| <b>GROUP P15</b>               |  |     |
| Police Officer – Special       |  | POL |
| <b>GROUP P10</b>               |  |     |
| Police Officer                 |  | POL |
| <b>GROUP F40</b>               |  |     |
| Deputy Chief                   |  | FIR |
| Deputy Chief, Special Services |  | FIR |
| <b>GROUP F30</b>               |  |     |
| Lieutenant                     |  | FIR |
| <b>GROUP F10</b>               |  |     |
| Firefighter                    |  | FIR |
| <b>GROUP D47</b>               |  |     |
| Dispatcher                     |  | POL |

**GENERAL GROUP:** This group includes all part-time, seasonal, casual, special, and other jobs or positions not otherwise classified above, whose job titles shall be as shown on the personnel records of the Human Resources Board.

The rates of pay, as shown in the personnel records of the Human Resources Board, shall continue in effect until otherwise adjusted by the Human Resources Board or by amendment of the Plan.