

70-18-2



City of Methuen, Massachusetts

OFFICE OF THE CITY COUNCIL

The Searles Building • 41 Pleasant Street

Methuen, Massachusetts 01844

Tel: 978-983-8510 • Fax: 978-983-8975

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METHUEN, MA
2018 JAN 18 AM 11:28

EMERGENCY PREAMBLE:

WHEREAS: It is in the public interest and to the furtherance of the public welfare of the citizens of the City Methuen that the attached resolution be passed forthwith;

BE IT ORDERED: That Order #926 and is hereby declared an Emergency Measure, as provided in Article 2, Section 2-9(b) of the Methuen Home Rule Charter

First Read: January 2, 2018
Adopted: January 2, 2018 (as an emergency)
Effective: Immediately

I do hereby certify that at a meeting of which a quorum was present, the foregoing emergency preamble was adopted by an 8 to 1 vote on January 2, 2018.

Linda Hagnon
Council Clerk

Jennifer Kannan
Jennifer Kannan, City Council Chair

Approved under MHRC Sec. 3-6
Date: 11.12/18

Approved: James P. Jajuga
James P. Jajuga, Mayor

TD-18-2
EPA



City of Methuen, Massachusetts

The Searles Building 41 Pleasant Street Room 303
Methuen, Massachusetts 01844

926

An Ordinance Amending the Wage and Salary Classification Plan ~ Department Heads ~ Middle Management and Unaffiliated

BE IT ORDAINED: That the Wage and Salary schedule of Chapter 6, Section 6-5 of the Methuen Municipal Code ~ Department Heads is amended by inserting the title Chief of Staff under the position of Appraiser and deleting the title Administrative Assistant/Chief of Staff under the heading of the City Clerk effective January 2, 2018, with the following salary schedule. (See attached) and;

The Wage and Salary Middle Management is amended by adding the title of Administrative Assistant to the Mayor and deleting the title Administrative Assistant to the Mayor/Personnel/Procurement effective January 2, 2018, with the following salary schedule. (See Attached) and;

The Wage and Salary Classification Plan Unaffiliated is amended by deleting the title of Executive Secretary to Mayor and inserting the title Executive Assistant to the Mayor effective January 2, 2018, with the following salary schedule. (See Attached) and;

Be It Further Ordered: That a certified copy of said resolution be submitted to the Office of the City Auditor upon adoption.

Order #926

First Read: January 2, 2018
Adopted: January 2, 2018 (as an emergency)
Effective: Immediately

I do hereby certify that at a meeting of which a quorum was present, the foregoing ordinance was adopted by the Methuen City Council by unanimous vote on January 2, 2018.

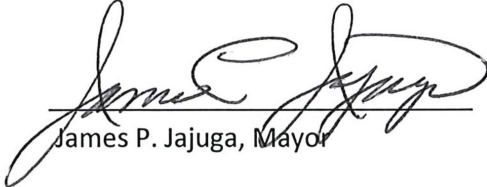

Council Clerk

Approved under MHRC Sec. 3-6

Date: 1/12/18


Jennifer Kannan, City Council Chair

Approved:


James P. Jajuga, Mayor

DEPARTMENT HEADS
FY 2017

TITLE	EFFECTIVE	MINIMUM	STEP I	STEP II	STEP III	MAXIMUM
PUBLIC WORKS DIRECTOR	07/01/16	\$ 1,650.14	\$ 1,722.83	\$ 1,795.76	\$ 1,867.95	\$ 2,154.31
DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT		\$ 85,807	\$ 89,587	\$ 93,379	\$ 97,133	\$ 112,024
DIRECTOR OF ECONOMIC DEVELOPMENT						
APPRAISER	07/01/16	\$ 1,502.24	\$ 1,577.33	\$ 1,652.48	\$ 1,727.54	\$ 1,985.76
CHIEF OF STAFF (INSERT)		\$ 78,116	\$ 82,021	\$ 85,929	\$ 89,832	\$ 103,260
DIRECTOR OF INFORMATION TECHNOLOGIES	07/01/16	\$ 1,603.76	\$ 1,680.74	\$ 1,757.71	\$ 1,834.67	\$ 1,911.64
POLICE CHIEF*	07/01/16	\$ 83,858	\$ 87,883	\$ 92,102	\$ 96,522	\$ 101,156
Per TR 14-20						
FIRE CHIEF*	07/01/16					\$ 2,677.93
Adjust to 2.3 x highest paid max firefighter @\$1,108.05						\$ 139,252
TREASURER/TAX COLLECTOR	07/01/16	\$ 1,502.24	\$ 1,577.33	\$ 1,652.48	\$ 1,727.54	\$ 1,802.68
Chapter 115 of the Acts of 2003		\$ 78,116	\$ 82,021	\$ 85,929	\$ 89,832	\$ 93,739
HUMAN RESOURCE DIRECTOR	07/01/16	\$ 1,315.58	\$ 1,381.33	\$ 1,447.12	\$ 1,512.91	\$ 1,578.68
CITY CLERK		\$ 68,410	\$ 71,829	\$ 75,250	\$ 78,671	\$ 82,091
ADMINISTRATIVE ASSISTANT/CHIEF OF STAFF (REMOVE)	07/01/16	\$ 1,502.24	\$ 1,577.33	\$ 1,652.48	\$ 1,727.54	\$ 1,802.68
HUMAN RESOURCE DIRECTOR/ASSISTANT CITY SOLICITOR		\$ 78,116	\$ 82,021	\$ 85,929	\$ 89,832	\$ 93,739
EXECUTIVE DIRECTOR - COUNCIL ON AGING						
ASSESSORS (PART TIME) (see ordinance #526 eff.02/02/95 - TO 94-31)	02/02/95	\$ 2,500				
ASSESSORS (CHAIRMAN) (see ordinance #526 eff.02/02/95 - TO 94-31)	02/02/95	\$ 3,000				

MIDDLE MANAGEMENT
FY 2017

TITLE	EFFECTIVE	MINIMUM	STEP I	STEP II	STEP III	MAXIMUM	SIDE LETTER
CHIEF ENGINEER	07/01/16	\$ 1,636.68	\$ 1,694.31	\$ 1,751.93	\$ 1,844.19	\$ 1,936.38	
DEPUTY DIRECTOR/OPERATIONS		\$ 85,107	\$ 88,104	\$ 91,101	\$ 95,898	\$ 100,692	
<i>INSPECTIONAL SERVICES DIRECTOR, TO 16-13</i>							
ASSISTANT DIRECTOR OF PLANNING (TITLE CHANGE TO PLANNING DIVISION DIRECTOR PER TO 16-13)	07/01/16	\$ 1,412.92	\$ 1,455.30	\$ 1,498.97	\$ 1,543.94	\$ 1,695.49	
NETWORK ADMINISTRATOR		\$ 73,472	\$ 75,676	\$ 77,946	\$ 80,285	\$ 88,166	
CHEMIST/ASSISTANT SUPERVISOR	07/01/16	\$ 1,395.32	\$ 1,438.47	\$ 1,482.97	\$ 1,528.84	\$ 1,576.12	
CONSERVATION OFFICER		\$ 72,557	\$ 74,801	\$ 77,114	\$ 79,500	\$ 81,958	
ASSISTANT CITY AUDITOR							
PURCHASING DIRECTOR							
SUPERINTENDENT OF RECREATION							
ADMINISTRATIVE AIDE FIRE/GRANT ADMINISTRATOR							
BUILDING COMMISSIONER	07/01/16	\$ 1,215.92	\$ 1,255.12	\$ 1,295.50	\$ 1,337.21	\$ 1,427.80	
ASSISTANT CIVIL ENGINEER		\$ 63,228	\$ 65,266	\$ 67,366	\$ 69,535	\$ 74,246	
ASSISTANT DIRECTOR OF COMMUNITY DEVELOPMENT (TITLE CHANGE TO CD DIVISION DIRECTOR PER TO 16-13)	07/01/16	\$ 1,161.97	\$ 1,201.93	\$ 1,241.80	\$ 1,281.60	\$ 1,366.37	
DIRECTOR OF HEALTH		\$ 60,423	\$ 62,501	\$ 64,574	\$ 66,643	\$ 71,051	
ASSISTANT TREASURER	07/01/16	\$ 1,159.48	\$ 1,199.38	\$ 1,239.21	\$ 1,278.85	\$ 1,478.19	
ASSISTANT TAX COLLECTOR		\$ 60,293	\$ 62,368	\$ 64,439	\$ 66,500	\$ 76,866	
DIRECTOR OF VETERANS SERVICES	07/01/16	\$ 1,096.42	\$ 1,141.11	\$ 1,186.15	\$ 1,231.29	\$ 1,276.55	
WATER REGISTRAR		\$ 57,014	\$ 59,338	\$ 61,680	\$ 64,027	\$ 66,381	
ASSISTANT ASSESSOR/DATA ANALYST	07/01/16	\$ 1,061.89	\$ 1,103.36	\$ 1,144.72	\$ 1,186.03	\$ 1,234.36	
EMPLOYEE BENEFITS MANAGER		\$ 55,218	\$ 57,375	\$ 59,526	\$ 61,673	\$ 64,187	
LEGAL SECRETARY	07/01/16	\$ 1,020.75	\$ 1,062.40	\$ 1,103.80	\$ 1,145.36	\$ 1,231.54	\$ 1,321.19
ASSISTANT CITY CLERK		\$ 53,079	\$ 55,245	\$ 57,398	\$ 59,559	\$ 64,040	\$ 68,702
ADMINISTRATIVE ASSISTANT TO THE MAYOR/ PERSONNEL PROCUREMENT OFFICER	07/01/16	\$ 1,015.99	\$ 1,057.45	\$ 1,098.60	\$ 1,139.96	\$ 1,181.27	
ADMINISTRATIVE ASSISTANT TO THE MAYOR	07/01/16	\$ 981.62	\$ 1,021.71	\$ 1,061.51	\$ 1,101.31	\$ 1,141.50	
ADMINISTRATIVE ASSISTANT TO THE MAYOR/AA/CCO PLANNER		\$ 51,044	\$ 53,129	\$ 55,199	\$ 57,268	\$ 59,358	
ADMINISTRATIVE ASSISTANT - COUNCIL ON AGING (30 Hours)	07/01/16	\$ 930.48	\$ 968.43	\$ 1,006.22	\$ 1,043.91	\$ 1,081.99	
Hourly		\$ 48,385	\$ 50,358	\$ 52,323	\$ 54,283	\$ 56,263	
ADMINISTRATIVE ASSISTANT TO THE MAYOR	01/01/18	\$ 1,000.00	\$ 1,038.46	\$ 1,076.92	\$ 1,115.38	\$ 1,153.85	
CONSERVATION INSPECTOR		\$ 52,000	\$ 54,000	\$ 56,000	\$ 58,000	\$ 60,000	
ADMINISTRATIVE ASSISTANT TO THE MAYOR/AA/CCO	07/01/16	\$ 978.49	\$ 1,016.44	\$ 1,054.23	\$ 1,091.92	\$ 1,234.90	
ADMINISTRATIVE ASSISTANT - COUNCIL ON AGING		\$ 50,881	\$ 52,855	\$ 54,820	\$ 56,780	\$ 64,215	
Hourly	07/01/16	\$ 878.54	\$ 920.16	\$ 961.59	\$ 1,003.18	\$ 1,044.64	
Hourly		\$ 45,684	\$ 47,848	\$ 50,003	\$ 52,165	\$ 54,321	
Hourly	07/01/16	\$ 797.55	\$ 830.08	\$ 862.47	\$ 894.78	\$ 927.42	
Hourly		\$ 41,473	\$ 43,164	\$ 44,848	\$ 46,529	\$ 48,226	
Hourly						\$ 25.62	

TITLE

TITLE	EFFECTIVE	MINIMUM	STEP I	STEP II	STEP III	MAXIMUM
ASSISTANT CHIEF OF FIRE (TO 06-08) (Follow Fire Bargaining Unit)	7/1/2016					\$ 1,834.41 95,389
DEPUTY DIRECTOR OF BUDGET AND FINANCE (Follow Middle Management Bargaining Unit)	7/1/2016	\$ 1,636.68	\$ 1,694.31	\$ 1,751.93	\$ 1,844.19	\$ 1,936.38
		\$ 85,107	\$ 88,104	\$ 91,101	\$ 95,898	\$ 100,692
ADMINISTRATIVE ASSISTANT-ACCOUNTING (Follow AFSCME Bargaining Unit 07/01/2011)	7/1/2016	\$ 1,095.23	\$ 1,133.78	\$ 1,172.03	\$ 1,210.28	\$ 1,249.06
	Annual	\$ 56,952	\$ 58,957	\$ 60,946	\$ 62,935	\$ 64,951
	Hourly	\$ 31.29	\$ 32.39	\$ 33.49	\$ 34.58	\$ 35.69
EXECUTIVE SECRETARY TO MAYOR (DELETE) (Follow Middle Management Bargaining Unit)	7/1/2016	\$ 1,020.75	\$ 1,062.40	\$ 1,103.81	\$ 1,145.37	\$ 1,231.54
		\$ 53,079	\$ 55,245	\$ 57,398	\$ 59,559	\$ 64,040
EXECUTIVE ASSISTANT TO THE MAYOR (ADD) (Follow Middle Management Bargaining Unit)	01/01/18	\$ 978.49	\$ 1,016.44	\$ 1,054.23	\$ 1,091.92	\$ 1,234.90
		\$ 72,000	\$ 74,000	\$ 76,000	\$ 78,000	\$ 80,000
EXECUTIVE SECRETARY TO MAYOR (Follow Middle Management Bargaining Unit)	1/1/2018					
ADMINISTRATIVE ASSISTANT/POLICE (Follow Middle Management Bargaining Unit)	7/1/2016	\$ 996.53	\$ 1,055.28	\$ 1,114.04	\$ 1,172.80	\$ 1,231.55
		\$ 51,819	\$ 54,875	\$ 57,930	\$ 60,985	\$ 64,041
ADMINISTRATIVE ASSISTANT/FIRE (Follow AFSCME Bargaining Unit)	7/1/2016					\$ 1,107.45
						\$ 57,587
CONFIDENTIAL SECRETARY, POLICE DEPT. (Follow AFSCME Bargaining Unit)	7/1/2016	\$ 834.89	\$ 868.97	\$ 902.76	\$ 936.76	\$ 970.70
		\$ 43,414	\$ 45,186	\$ 46,943	\$ 48,712	\$ 50,476
HUMAN RESOURCES CONFIDENTIAL SECRETARY (Follow AFSCME Bargaining Unit)	7/1/2016	\$ 1,016.00	\$ 1,057.46	\$ 1,098.58	\$ 1,139.96	\$ 1,181.26
	Annual	\$ 52,832	\$ 54,988	\$ 57,126	\$ 59,278	\$ 61,425
SAFE HAVEN COORDINATOR	7/1/2007					\$ 746.53
	Annual					\$ 38,820
COMMUNITY ENGAGEMENT SPECIALIST (40 HOURS)	7/1/2016	\$ 838.00				
	Hourly	\$ 20.95				
ACCESS COORDINATOR/ADA COORDINATOR	6/2/2010	\$ 800.00	Monthly			
		\$ 9,600	Annual			
WORKERS COMPENSATION AGENT	07/01/87	\$4,200.00				
			Yearly			
POLICE MATRON/MONITOR (Night Differential, \$2/hr 12:30 am to 8:30 am)	10/21/00	\$11.00				
			Hourly			
ASST SWIM INSTRUCTORS LIFEGUARD	7/7/2014	\$12.00				
			Hourly			
WEEKEND SUPERVISOR (RECREATION)	7/10/2000	\$12.00				
			Hourly			
TENNIS INSTRUCTOR RECREATION LEADER	7/11/2016	\$9.50				
			Hourly			
LABORER I, SEASONAL TEMP ENVIRONMENTAL, HIGHWAY AND WATER	7/7/2014	\$10.00				
			Hourly			
LABORER II, SEASONAL TEMP METER READER, SPECIAL PROJECTS	7/7/2014	\$12.00				
			Hourly			