



# City of North Adams

In City Council

..... June 14, 2011 .....

BE IT ORDAINED by the City Council of the City of North Adams as follows:

That Chapter 2, Section 2-27 of the Revised Ordinances of the City of North Adams, be and is hereby amended by striking out the reference to Schedule A presently on file in the Office of the City Clerk and substituting and incorporating in said Section by reference the following Schedule A:

## SCHEDULE A THE CLASSIFICATION PLAN

BOARD OR DEPARTMENT	GRADE NUMBER
<u>AIRPORT COMMISSION</u>	
Airport Manager	PT-35
Clerk	PT-25
<u>ASSESSOR, BOARD OF</u>	
Assessor	S-22E
Full Time Member	S-22A
Acting Full Time Member	S-22B
Part Time Member	PT-30
Principal Clerk/ Office Manager	S-11
Office Manager	S-10
Principal Clerk	S-9
Senior Clerk	S-6
Office Clerk	S-4C
Junior Clerk	S-3
Clerical Part Time	PT-2C
<u>AUDITOR</u>	
Business Manager	S-26B
City Auditor	S-22D
Assistant City Auditor	S-12
Office Clerk	S-4C
Junior Clerk	S-3

CITY CLERK

City Clerk	S-22
Assistant City Clerk	S-12
Senior Clerk	S-6
Office Clerk	S-4C
Junior Clerk	S-3
Clerical-Part-Time	PT-2C

COMMUNITY DEVELOPMENT OFFICE

Community Development Director	S-27
Community Development Administrative Assistant	S-10
Bookkeeper	S-10
Office Clerk	S-4C
Junior Clerk	S-3
Housing Coordinator	S-31
Special Projects Coordinator	S-28
Planning Coordinator	S-28
Technical Specialist	S-32
Assistant Director	S-34A

ELECTION & REGISTRATION

Registrar of Voters	PT-24
Census Workers-Part Time (In Office)	PT-3

FINANCE

Chief Administrative Officer	S-34B
Director of Finance/Purchasing	S-32
MIS Director	S-26A
Assistant MIS Director	S-25
Budget Control Officer	S-26B
Technology Assistant	PT-14A

HEALTH DEPARTMENT

Board Members	PT-19
Clerk	PT-25
Principal Clerk/Office Manager	S-11
Office Manager	S-10
Principal Clerk	S-9
Senior Clerk	S-6
Office Clerk	S-4C
Food Inspector	PT-36
Inspector of Animals	PT-28
Water Analyst Technician-Part-Time	PT-33
Director of Health/Sanitation	S-22A

HEALTH DEPARTMENT (continued)

Transfer Station Supervisor	S-36
Transfer Station - HMEO-SHMEO Loader	S-36A
Transfer Station Laborer	Z-2
Transfer Station Scale Operator	Z-2A
Transfer Station Laborer-Part Time	PT-4

HOOSAC WATER QUALITY DISTRICT

Commissioners	PT-18A
---------------	--------

LAW DEPARTMENT

Secretarial/Clerical-Part Time	PT-27
--------------------------------	-------

LICENSE BOARD

Chairman	PT-27
Clerk	PT-25
Member	PT-23

MAYOR'S OFFICE

Administrative Assistant to Mayor	S-20A
Secretary	S-20
Office Clerk	S-4C
Junior Clerk	S-3
Clerical-Part-Time	PT-2C

OFFICE OF TOURISM & CULTURAL DEVELOPMENT

Director of Tourism & Community Events	S-35
Clerical - Part Time	PT-2C
Trolley Driver (Seasonal)	PT-6A

PLANNING BOARD

Clerk	PT-25
-------	-------

DEPARTMENT OF PUBLIC SAFETY

Commissioner of Public Safety	S-26
Senior Clerk & Stenographer	S-10
Senior Clerk	S-6
Office Clerk	S-4C
Junior Clerk	S-3
Fire Director	S-33
Police Director	S-33B
Police Lieutenant	S-37

Civil Defense Division

Director-Part Time	PT-34
--------------------	-------

Fire Division

Fire Captain	F-5
Fire Lieutenant	F-4
Master Mechanic	F-2
Firefighter	F-1

Volunteer Fire Division

Volunteer Fire Coordinator	PT-36
----------------------------	-------

Inspection Division

Inspector of Plumbing & Gas Fittings	S-17
Code Enforcement Officer	S-17
Sealer of Weights & Measures	S-1

Police Division

Police Captain	P-5
Police Sergeant	P-4
Patrolman/Investigator	P-3
Patrolman/Mechanic	P-2A
Patrolman/Mechanic	P-2B
Patrolman	P-1
Reserve Patrolman	PT-1B
School Traffic Supervisor	PT-9
Dog Officer	S-29
Court Officer	P-3A
Meter Mechanic-Part Time	PT-16
Head Dispatcher	X
Dispatcher	X-A
Dispatcher-Part Time	PT-4
Animal Control Officer	S29-A

Public Buildings Division

Building Inspector	S-24
Assistant Inspector of Buildings/Superintendent of Buildings	S-21
Junior Building Custodian	S-12
Principal Clerk	S-9
Senior Clerk	S-6
Office Clerk	S-4C
Junior Clerk	S-3
Building Maintenance Specialist	S-21B
Junior Building Custodian-Part Time	PT-2A
Spitzer Center Building Custodian	PT-7C
Building Custodian – Part Time	PT-2D
HSP Building Maintenance 1	Z-3B
HSP Building Maintenance 2	Z-3A

Wire & Alarm Division

Inspector of Wires	S-18
Assistant Inspector of Wires	S-17
Wire & Alarm Helper	Z-3
Wire & Alarm Helper- Part-Time	PT-2B

DEPARTMENT OF PUBLIC SERVICES

Commissioner of Public Services	S-27B
Assistant Commissioner of Public Services	S-34
Special Projects Coordinator	S-33A
Principal Clerk/Office Manager	S-11
Office Manager	S-10
Principal Clerk	S-9
Senior Clerk	S-6
Office Clerk	S-4C
Junior Clerk	S-3
Clerical-Part-Time	PT-2C

Council On Aging

Council on Aging Director	S-22B
Office Assistant	Z-4
COA Aide – Part Time	PT-6
COA Jr. Aide	PT-2A
Van Driver	Z-1
Van Driver-Sub	PT-5

Engineering Division

Director of Engineering	S-34A
Director of Engineering – Part Time	PT-37
Junior Civil Engineer	E-3
Chief Engineering Aide	E-2A
Senior Engineering Aide	E-2
Junior Engineering Aide	E-1

Library Division

Librarian	S-23
Assistant Library Director	S-33A
Library Assistant	S-11A
Children's Librarian	S-13
Head Cataloguer	S-13
Professional Grade Assistant	S-11
Professional Grade Assistant-Half Time	S-9
Sub-professional Assistant-Grade II	S-6
Sub-professional Assistant-Grade I	S-6
Office Clerk	S-4C
Library Assistant-Part-Time	PT-7A

Library Page-Part-Time	PT-7A
Library Ref. Aide	PT-2A
Children's Assistant	PT-7B
Library Aide-Part-Time	PT-7B
Library Helper	PT-2B

Streets & Facilities Division

Working Foreman-Cemetery Laborer	W-5
Public Services (Seasonal)	PT-3A
Hillside Cemetery Crew Chief (Seasonal)	PT-3B
Highway Foreman	S-19A
Assistant Highway Foreman	W-5A
Working Foreman-Master Mechanic	W-6M
Motor Equipment Repairman & Shovel Operator	W-6
Working Foreman Laborer-Carpenter	W-5A
Blacksmith/Welder	W-5A
Working Foreman Motor Equipment Repairman	W-5A
Laborer SHMEO-HMEO-Grader	W-5A
Yardman	W-5
Working Foreman-Yardman	W-5A
Working Foreman-Laborer	W-5
Motor Equipment Repairman	W-5A
Laborer SHMEO & Shovel Operator	W-4
Laborer HMEO-SHMEO-Loader	W-3A
Laborer HMEO-SHMEO-Group A Equipment	W-3B
Laborer HMEO-SHMEO	W-3
Laborer-Assistant Carpenter	W-3
Laborer-Motor Equipment Operator	W-2
Laborer-Motor Equipment Repairman	W-2
Laborer	W-1

Water Division

General Water System Foreman	S-19A
Working Foreman Water System Laborer	W-5B
Water System Maintenance Man-SHEMO-Loader	W-3A
Water Meter Reader & Repairman – Cross Connection	W-4A
Water System Maintenance Man-HMEO-SHMEO	W-3
Water System Maintenance Man	W-2
Operator 1	Y-1
Operator 2	Y-2

Parks & Recreation Division

Parks & Recreation Director	S-14CO
Working Foreman	S-21A
Park Maintenance Craftsman	W-3B
Park Laborer (Seasonal)	PT-3

Secretary	PT-26
Head Lifeguard	PT-16
Lifeguard	PT-14
Park Policeman	PT-3C
Park Maintenance Man	W-2R
Working Foreman-Park Maintenance Man	W-3C
Rink Manager	S-9A
Senior Rink Assistant – Part-Time	PT-8
Rink Assistant – Part-Time	PT-17
Campground Manager – Part Time	PT-39
Campground Assistant- Part-Time	PT-3D

Veterans' Division

Veterans' Benefits Agent	S-19
Veterans' Benefits Agent – Part Time	PT-38
Veterans' Benefits Investigator	S-13
Office Clerk	S-4C
Junior Clerk	S-3
Part-Time Clerk	PT-2B

TRAFFIC & PARKING CONTROL DEPARTMENT

Parking Clerk	S-4C
Traffic Control Officer	S-3
Junior Clerk	S-3

TREASURER

Chief Financial Officer / Treasurer / Tax Collector	S-22C
Assistant City Treasurer & Tax Collector	S-12
Principal Clerk	S-9
Clerk-Computer Operator	S-10
Clerk-Bookkeeper	S-7
Senior Clerk	S-6
Office Clerk	S-4C
Junior Clerk	S-3
Treasurer's Clerk-Part-Time	PT-2B
Health Administrator	PT-27