

Mayor
DAVID R. MARTIN



DIRECTOR OF LEGAL AFFAIRS
&
CORPORATION COUNSEL
KATHRYN EMMETT

Personnel Commission
Chairman Frank Green

CITY OF STAMFORD
OFFICE OF LEGAL AFFAIRS
HUMAN RESOURCES DIVISION
888 WASHINGTON BOULEVARD
P.O. BOX 10162
STAMFORD, CONNECTICUT 06904-2162
Tel. (203) 877-4172
Fax: (203) 877-4076

September 21, 2015

To: Donna Loglisci
Town Clerk

From: Clemon W. Williams, HR Director

The Personnel Commission has scheduled: **THURSDAY- September 24, 2015 5:00 PM**

Located: 9th floor HR Conference room
Stamford Government Center,
888 Washington Boulevard, Stamford, Connecticut 06901.
Conference Room 9-2B at 5:00 PM

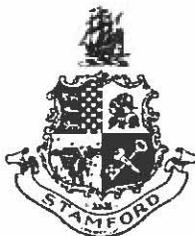
AGENDA:

1. Requests to Create the Classification and One (1) Position of Permit Clerk – Building Department;
2. Request to Create the Classification and One (1) Position of Administrative Account Clerk in the Human Resources Department;
3. Reorganization of mail & Duplicating Center – Creation of two new classifications: Printing/Mail Technician II, and Printing/Mail Technician I;
4. Request by Lou Casolo, City Engineering, to discuss the Pay Plan language regarding salary increases for “Clerk of the Works”; and
5. Discussion of new policy on drug use by candidates for police officer.

Cc: Mayor David R. Martin
Personnel Commission Board
Kathryn Emmett, Director of Legal Affairs
The Advocate

Agenda Item #1

Office of Operations, Building Department: Requests to Create the Classification and One (1) Position of Permit Clerk – Building Department



CITY OF STAMFORD
OFFICE OF LEGAL AFFAIRS
HUMAN RESOURCES DIVISION
888 WASHINGTON BOULEVARD
P.O. BOX 10152
STAMFORD, CONNECTICUT 06904-2152
Tel: (203) 977-4070
Fax: (203) 977-4075

TO: Personnel Commission

FROM: Clemon Williams, Director of Human Resources 

RE: Office of Operations, Building Department: Requests to Create the Classification and One (1) Position of Permit Clerk – Building Department

DATE: September 17, 2015

In consideration of the above referenced request I am attaching copies of the following:

- Memorandum from Robert DeMarco, Chief Building Official
- Job Description
- Current and Proposed Organizational Chart
- Salary Survey

As mentioned in the attached memo, the Building Department wishes to create the classification and one (1) position of Permit Clerk. The proposed position will assume the responsibilities of reviewing the status report for applications and notifying applicants of the need for additional documentation. With the implementation of a new online system, this position will help to improve the daily operations of the department. The attached job description fully outlines all of the duties.

Robert DeMarco will attend the September 24th Personnel Commission meeting to fully convey the necessity of this request and answer any questions you may have.

Therefore, it is respectfully requested that the Commission create the classification and one (1) position of Permit Clerk in the Office of Operations, Building Department in UAW salary group V-9 (\$26.9779 to \$31.8651 hourly).

Thank you in advance for your assistance in this matter.

Attachments

CITY OF STAMFORD

MAYOR
DAVID MARTIN

DIRECTOR OF OPERATIONS
Ernie Orgera
EMAIL: eorgera@ci.stamford.ct.us



CHIEF BUILDING OFFICIAL
Robert D. DeMarco
Tel: (203) 977 4161
Fax: (203) 977 4163
EMAIL: rdeMarco@ci.stamford.ct.us

OFFICE OF OPERATIONS BUILDING DEPARTMENT INTEROFFICE MEMORANDUM

DATE: April 6, 2015
TO: Rosemarie Frager – HR Generalist
FROM: Robert DeMarco – Chief Building Official
RE: Permit Clerk

The Building Department has faced a change in applying for permits and inspections. As of November 1, 2013 a new system was put into place in the City of Stamford to stream line the way permits are approved and issued.

A Permit Clerk would be required to have the knowledge and the skill to review the application on the web site and be able to determine if the application is complete, to accept the application, direct the application to the applicable departments for approval and follow up via emails sent to the applicants.

Daily, the Building Department reviews approximately 30 plus applicants for building permits which has created a high volume of work on the city side of this system.

This position would review daily the application status report for applications that have been approved by other departments and to notify applicants that need to submit their construction documents for review prior to issuing a permit. By creating the new position with the knowledge and skill this will stream line the city side of this online system and we will be able to issue more permits in a timely fashion.

The opportunity to create the position of Permit Clerk would improve the daily operation of the Building Department and continue to enhance the public permitting experience.

cc: Ernie Orgera – Director of Operations

"THE CITY THAT WORKS"

FLSA Classification – Non-Exempt
Union - UAW
Salary Grade-V9
Reports to – Building Official

Adopted:

PERMIT CLERK – BUILDING DEPARTMENT

GENERAL SUMMARY OF DUTIES

Under the general direction of the Building Official or designee, performs a variety of technical duties in support of the Building Department. Coordinates issuance of various permits for the city, including greeting applicants and explaining procedures for acquiring permits; receives money for permits; does related work as required.

EXAMPLES OF WORK (Illustrative Only)

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Provide information and direction to the general public regarding application procedures for all types of development, construction permits and occupational licenses.
- Reviews accesses, inputs and retrieves information from computer applications for provision of all required information and/or documentation.
- Directs application for necessary review and monitors progress of permit review.
- Verifies completion of all required reviews and notifies applicant of approved permits and licenses.
- Serves as liaison between reviewing agencies and the applicant.
- Performs specialized processing functions for permits.
- Tracks permit through inspection process to advise customer of status, problems and final approval.
- Handles customer questions and problems regarding permit requirements, and refers technical questions to appropriate staff and advises customer of action taken as necessary.
- Initiate new water and sewer service requests for residential and commercial customers.
- Calculate permit and impact fees; receive money for permits; reconcile the cash drawer daily.
- Perform a wide variety of general clerical work including the maintenance of accurate and detailed files and records; verify accuracy of information, research discrepancies and record information.
- Operate a variety of office equipment including telephones, computers, copy machines and facsimile machines.
- Perform additional related duties as required.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of methods of handling and counting cash.
- Good knowledge of basic bookkeeping procedures.
- Good knowledge of the methods, practices and procedures relating to the efficient operation of a business office.
- Ability to interpret and apply codes, ordinances, and regulations to the operation of the area to which assigned.
- Good knowledge of records maintenance and computer software applications to compile data and generate reports.
- Ability to communicate effectively, both orally and in writing.
- Ability to deal effectively with others, including but not limited to, contractors, the general public and other City employees.
- Ability to read and understand complex written material.

MINIMUM TRAINING & EXPERIENCE REQUIRED

Graduation from an accredited high school and three (3) years of progressively responsible general clerical experience and two (2) years of experience in customer service or permitting.

ADA AND ADA AA SPECIFICATIONS

Physical Demands:

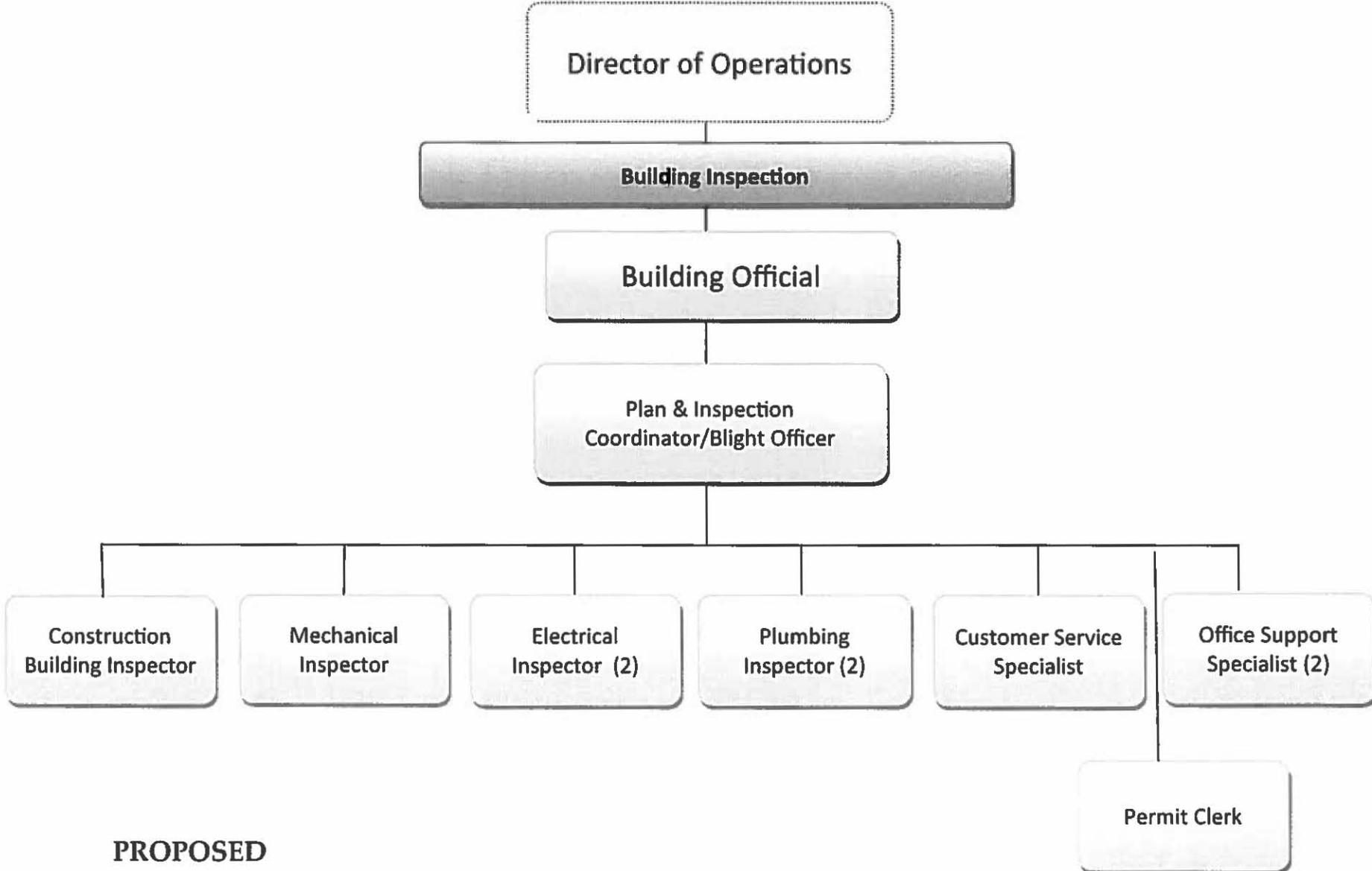
Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

Work Environment:

Office environment; exposure to computer screens; field environment; exposure to heat, cold, moving vehicles and inclement weather. The noise level in the work environment is usually moderate.

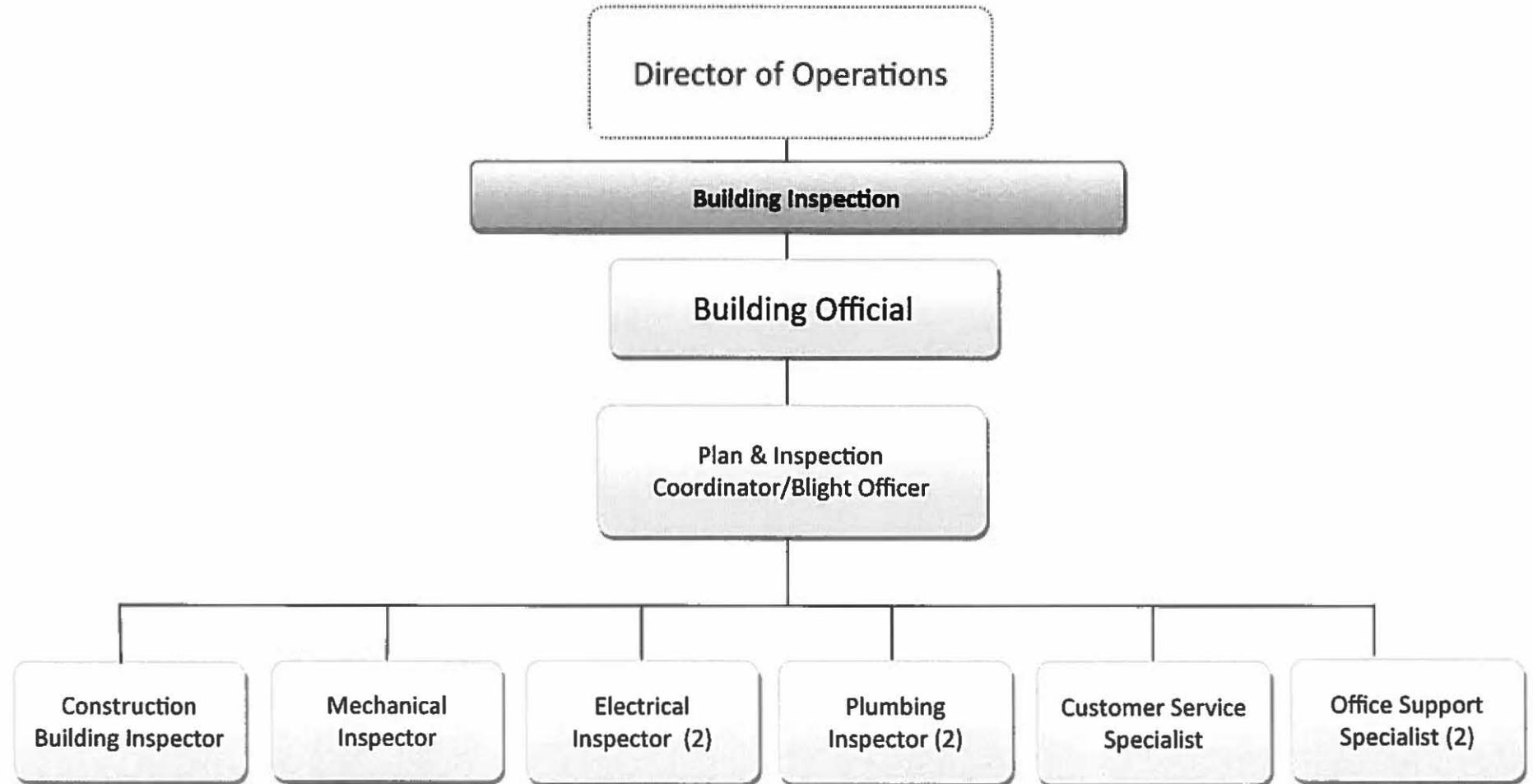
This job description is not inclusive of all job functions and will be reviewed periodically as duties and responsibilities change with business necessity. Position duties and responsibilities are subject to modification.

City of Stamford
Office of Operations
Building Inspection



PROPOSED

City of Stamford
Office of Operations
Building Inspection



CURRENT



Occupational Employment Statistics

Occupational Employment and Wages, May 2014

43-4031 Court, Municipal, and License Clerks

Perform clerical duties for courts of law, municipalities, or governmental licensing agencies and bureaus. May prepare docket of cases to be called; secure information for judges and court; prepare draft agendas or bylaws for town or city council; answer official correspondence; keep fiscal records and accounts; issue licenses or permits; and record data, administer tests, or collect fees. Clerks of Court are classified in "Managers, All Other" (11-9199).

- [National estimates for this occupation](#)
- [Industry profile for this occupation](#)
- [Geographic profile for this occupation](#)

National estimates for this occupation: [Top](#)

Employment estimate and mean wage estimates for this occupation:

Employment (1)	Employment RSE (3)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
128,490	1.2 %	\$17.95	\$37,340	0.4 %

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$11.30	\$13.58	\$17.05	\$21.27	\$25.64
Annual Wage (2)	\$23,510	\$28,250	\$35,460	\$44,250	\$53,320

Industry profile for this occupation: [Top](#)

Industries with the highest published employment and wages for this occupation are provided. For a list of all industries with employment in this occupation, see the [Create Customized Tables](#) function.

Industries with the highest levels of employment in this occupation:

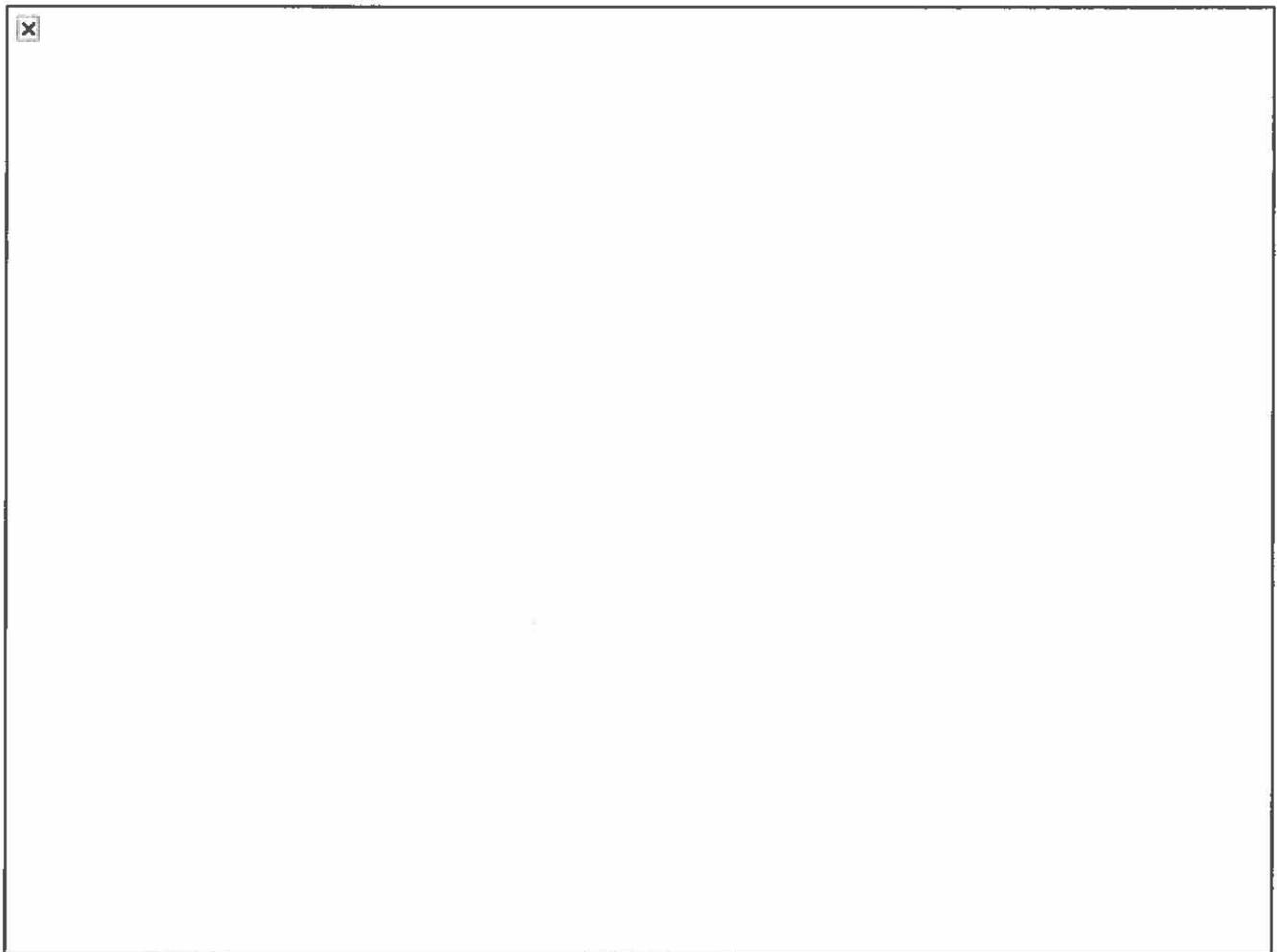
Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
Local Government (OES Designation)	92,790	1.75	\$17.38	\$36,150
State Government (OES Designation)	32,840	1.51	\$19.92	\$41,440
Other Support Services	2,070	0.70	\$12.59	\$26,190
Automobile Dealers	40	0.00	\$16.95	\$35,260
Employment Services	40	0.00	\$16.03	\$33,330

Industries with the highest concentration of employment in this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
Local Government (OES Designation)	92,790	1.75	\$17.38	\$36,150
State Government (OES Designation)	32,840	1.51	\$19.92	\$41,440

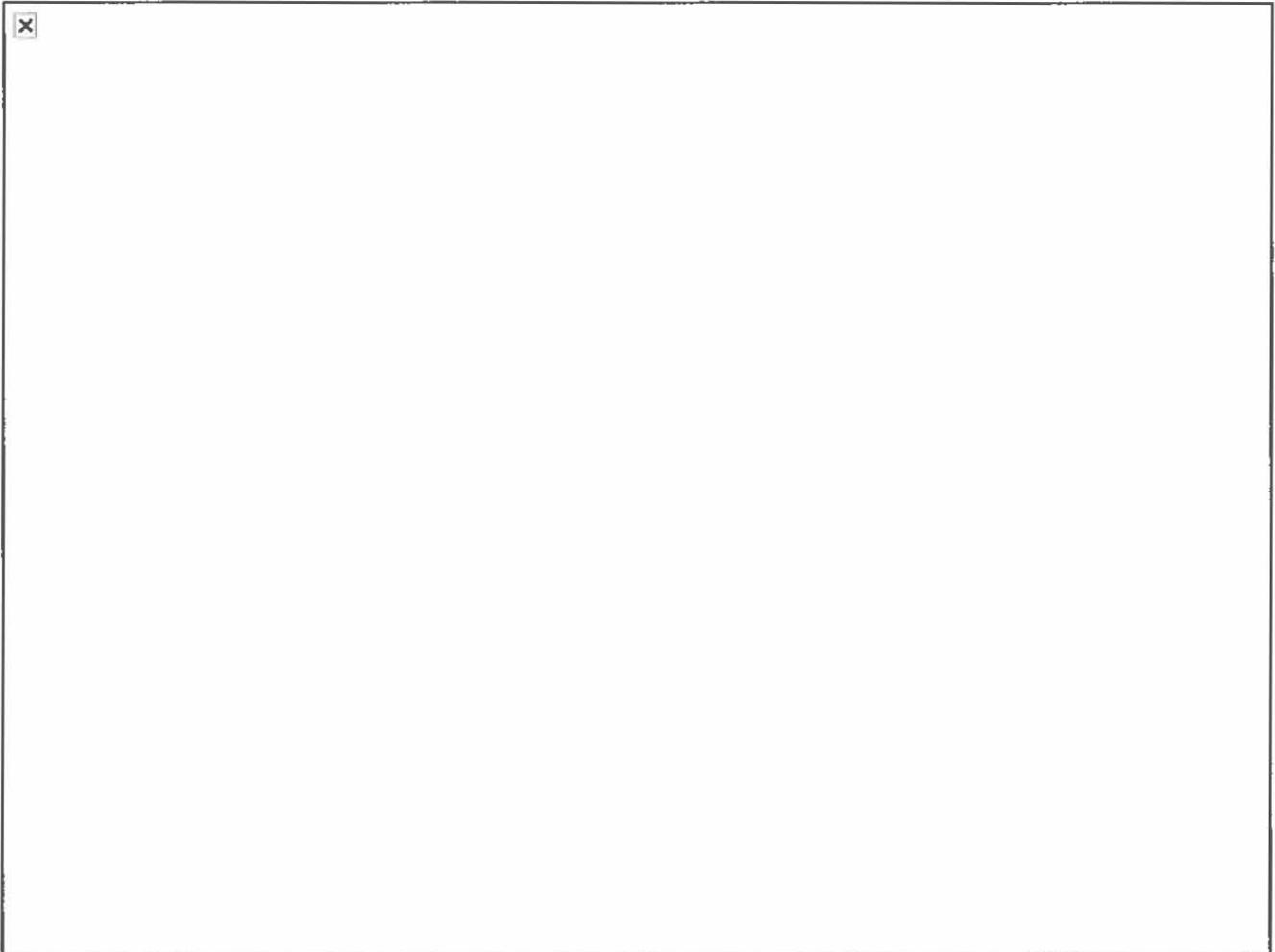
States with the highest employment level in this occupation:

State	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
California	11,390	0.75	0.79	\$21.08	\$43,840
Texas	8,390	0.75	0.79	\$15.27	\$31,750
Michigan	7,520	1.85	1.94	\$18.15	\$37,750
New York	7,210	0.82	0.86	\$26.05	\$54,170
Ohio	7,110	1.37	1.44	\$16.71	\$34,760



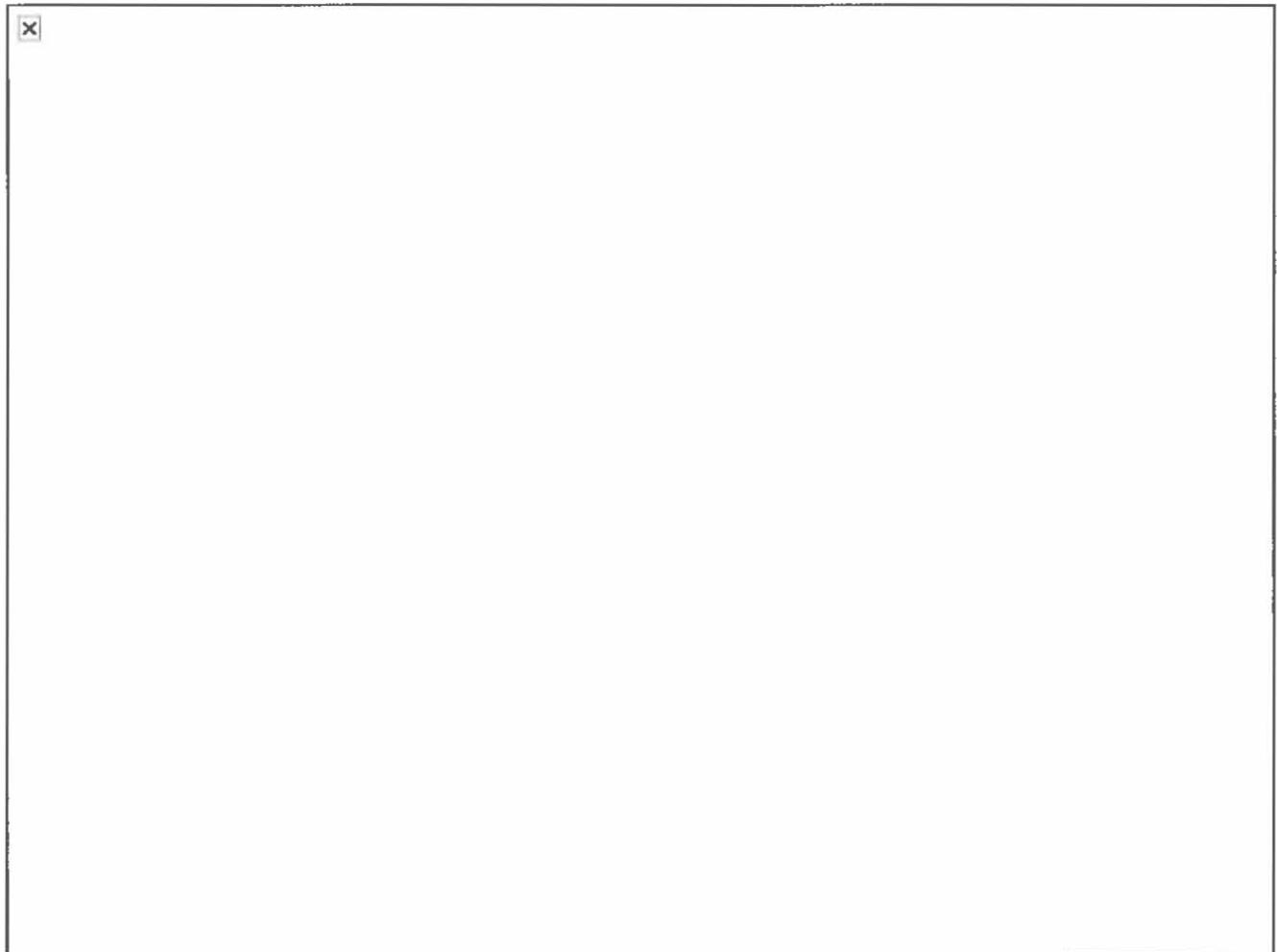
States with the highest concentration of jobs and location quotients in this occupation:

State	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
Vermont	730	2.42	2.54	\$16.46	\$34,240
Maine	1,190	2.03	2.13	\$15.59	\$32,420



Metropolitan areas with the highest employment level in this occupation:

Metropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
<u>New York-White Plains-Wayne, NY-N.J Metropolitan Division</u>	3,770	0.70	0.74	\$29.94	\$62,270
<u>Los Angeles-Long Beach-Glendale, CA Metropolitan Division</u>	2,910	0.72	0.75	\$20.86	\$43,400
<u>Phoenix-Mesa-Glendale, AZ</u>	2,200	1.20	1.27	\$16.75	\$34,850
<u>Sacramento--Arden-Arcade--Roseville, CA</u>	2,070	2.41	2.53	\$20.15	\$41,920
<u>Denver-Aurora-Broomfield, CO</u>	1,980	1.50	1.57	\$19.27	\$40,090
<u>Detroit-Livonia-Dearborn, MI Metropolitan Division</u>	1,880	2.62	2.75	\$18.80	\$39,100
<u>Atlanta-Sandy Springs-Marietta, GA</u>	1,850	0.77	0.81	\$15.73	\$32,720
<u>Chicago-Ioliet-Naperville, IL Metropolitan Division</u>	1,810	0.48	0.51	\$21.75	\$45,240
<u>Cleveland-Elyria-Mentor, OH</u>	1,740	1.72	1.81	\$17.99	\$37,430
<u>Houston-Sugar Land-Baytown, TX</u>	1,640	0.58	0.61	\$15.18	\$31,580



Top paying metropolitan areas for this occupation:

Metropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
<u>Bethesda-Rockville-Frederick, MD Metropolitan Division</u>	70	0.12	0.12	\$32.14	\$66,850
<u>Nassau-Suffolk, NY Metropolitan Division</u>	860	0.68	0.72	\$30.25	\$62,910
<u>New York-White Plains-Wayne, NY-NJ Metropolitan Division</u>	3,770	0.70	0.74	\$29.94	\$62,270
<u>Springfield, IL</u>	200	1.80	1.90	\$27.44	\$57,070
<u>San Francisco-San Mateo-Redwood City, CA Metropolitan Division</u>	510	0.47	0.50	\$25.67	\$53,400
<u>Tacoma, WA Metropolitan Division</u>	260	0.95	1.00	\$25.12	\$52,250
<u>Seattle-Bellevue-Everett, WA Metropolitan Division</u>	900	0.60	0.63	\$24.06	\$50,050
<u>Danbury, CT</u>	40	0.58	0.61	\$23.87	\$49,650
<u>Fort Collins-Loveland, CO</u>	280	1.99	2.10	\$23.81	\$49,520

The percentile wage estimate is the value of a wage below which a certain percent of workers fall. The median wage is the 50th percentile wage estimate--50 percent of workers earn less than the median and 50 percent of workers earn more than the median. [More about percentile wages.](#)

(1) Estimates for detailed occupations do not sum to the totals because the totals include occupations not shown separately. Estimates do not include self-employed workers.

(2) Annual wages have been calculated by multiplying the hourly mean wage by a "year-round, full-time" hours figure of 2,080 hours; for those occupations where there is not an hourly mean wage published, the annual wage has been directly calculated from the reported survey data.

(3) The relative standard error (RSE) is a measure of the reliability of a survey statistic. The smaller the relative standard error, the more precise the estimate.

(7) The value is less than .005 percent of industry employment.

(8) Estimate not released.

(9) The location quotient is the ratio of the area concentration of occupational employment to the national average concentration. A location quotient greater than one indicates the occupation has a higher share of employment than average, and a location quotient less than one indicates the occupation is less prevalent in the area than average.

Other OES estimates and related information:

[May 2014 National Occupational Employment and Wage Estimates](#)

[May 2014 State Occupational Employment and Wage Estimates](#)

[May 2014 Metropolitan and Nonmetropolitan Area Occupational Employment and Wage Estimates](#)

[May 2014 National Industry-Specific Occupational Employment and Wage Estimates](#)

[May 2014 Occupation Profiles](#)

[Technical Notes](#)

Last Modified Date: March 25, 2015

U.S. Bureau of Labor Statistics | Division of Occupational Employment Statistics, PSB Suite 2135, 2 Massachusetts Avenue, NE Washington, DC 20212-0001

www.bls.gov/OES | Telephone: 1-202-691-6569 | [Contact OES](#)

7/1/2015 UAW Salary Schedule
2.25% GWI

Pay Step	Grade	Pay Step	7/1/2015 Hourly Rate	35 Hours Per Week Annual Rate	4.5%	5.0%	37.5 Hours Per Week Annual Rate	4.5% Weekly	5.0%	40 Hours Per Week Annual Rate	4.5%	5.0%
					Weekly Pension Deduction	Weekly Pension Deduction		Weekly Pension Deduction	Weekly Pension Deduction		Weekly Pension Deduction	Weekly Pension Deduction
UAS0901	UA09	UAS0901	\$26.9779	\$49,099.78	\$42.49	\$47.21	\$52,606.91	\$45.53	\$50.58	\$56,114.03	\$48.56	\$53.96
UAS0902	UA09	UAS0902	\$28.1257	\$51,188.77	\$44.30	\$49.22	\$54,845.12	\$47.46	\$52.74	\$58,501.46	\$50.63	\$56.25
UAS0903	UA09	UAS0903	\$29.3212	\$53,364.58	\$46.18	\$51.31	\$57,176.34	\$49.48	\$54.98	\$60,988.10	\$52.78	\$58.64
UAS0904	UA09	UAS0904	\$30.5672	\$55,632.30	\$48.14	\$53.49	\$59,606.04	\$51.58	\$57.31	\$63,579.78	\$55.02	\$61.13
UAS0905	UA09	UAS0905	\$31.8651	\$57,994.48	\$50.19	\$55.76	\$62,136.95	\$53.77	\$59.75	\$66,279.41	\$57.36	\$63.73
UAV0901	UA09	UAV0901	\$26.9779	\$49,099.78	\$42.49	\$47.21	\$52,606.91	\$45.53	\$50.58	\$56,114.03	\$48.56	\$53.96
UAV0902	UA09	UAV0902	\$27.7369	\$50,481.16	\$43.69	\$48.54	\$54,086.96	\$46.81	\$52.01	\$57,692.75	\$49.93	\$55.47
UAV0903	UA09	UAV0903	\$28.5174	\$51,901.67	\$44.91	\$49.91	\$55,608.93	\$48.12	\$53.47	\$59,316.19	\$51.33	\$57.03
UAV0904	UA09	UAV0904	\$29.3197	\$53,361.85	\$46.18	\$51.31	\$57,173.42	\$49.48	\$54.97	\$60,984.98	\$52.78	\$58.64
UAV0905	UA09	UAV0905	\$30.1446	\$54,863.17	\$47.48	\$52.75	\$58,781.97	\$50.87	\$56.52	\$62,700.77	\$54.26	\$60.29
UAV0906	UA09	UAV0906	\$30.9927	\$56,406.71	\$48.81	\$54.24	\$60,435.77	\$52.30	\$58.11	\$64,464.82	\$55.79	\$61.99
UAV0907	UA09	UAV0907	\$31.8651	\$57,994.48	\$50.19	\$55.76	\$62,136.95	\$53.77	\$59.75	\$66,279.41	\$57.36	\$63.73
UAS1001	UA10	UAS1001	\$28.7433	\$52,312.81	\$45.27	\$50.30	\$56,049.44	\$48.50	\$53.89	\$59,786.06	\$51.74	\$57.49
UAS1002	UA10	UAS1002	\$29.9647	\$54,535.75	\$47.19	\$52.44	\$58,431.17	\$50.57	\$56.18	\$62,326.58	\$53.94	\$59.93
UAS1003	UA10	UAS1003	\$31.2386	\$56,854.25	\$49.20	\$54.67	\$60,915.27	\$52.72	\$58.57	\$64,976.29	\$56.23	\$62.48
UAS1004	UA10	UAS1004	\$32.5671	\$59,272.12	\$51.29	\$56.99	\$63,505.85	\$54.96	\$61.06	\$67,739.57	\$58.62	\$65.13
UAS1005	UA10	UAS1005	\$33.9502	\$61,789.36	\$53.47	\$59.41	\$66,202.89	\$57.29	\$63.66	\$70,616.42	\$61.11	\$67.90
UAV1001	UA10	UAV1001	\$28.7433	\$52,312.81	\$45.27	\$50.30	\$56,049.44	\$48.50	\$53.89	\$59,786.06	\$51.74	\$57.49
UAV1002	UA10	UAV1002	\$29.5520	\$53,784.64	\$46.54	\$51.72	\$57,626.40	\$49.87	\$55.41	\$61,468.16	\$53.19	\$59.10
UAV1003	UA10	UAV1003	\$30.3834	\$55,297.79	\$47.85	\$53.17	\$59,247.63	\$51.27	\$56.97	\$63,197.47	\$54.69	\$60.77
UAV1004	UA10	UAV1004	\$31.2383	\$56,853.71	\$49.20	\$54.67	\$60,914.69	\$52.71	\$58.57	\$64,975.66	\$56.23	\$62.48
UAV1005	UA10	UAV1005	\$32.1171	\$58,453.12	\$50.58	\$56.20	\$62,628.35	\$54.20	\$60.22	\$66,803.57	\$57.81	\$64.23
UAV1006	UA10	UAV1006	\$33.0208	\$60,097.86	\$52.01	\$57.79	\$64,390.56	\$55.72	\$61.91	\$68,683.26	\$59.44	\$66.04
UAV1007	UA10	UAV1007	\$33.9502	\$61,789.36	\$53.47	\$59.41	\$66,202.89	\$57.29	\$63.66	\$70,616.42	\$61.11	\$67.90

Agenda Item #2

Request to Create the Classification and One (1) Position of Administrative Account Clerk in the Human Resources Department;



CITY OF STAMFORD
OFFICE OF LEGAL AFFAIRS
HUMAN RESOURCES DIVISION
888 WASHINGTON BOULEVARD
P.O. BOX 10152
STAMFORD, CONNECTICUT 06904-2152
Tel: (203) 977-4070
Fax: (203)977-4075

TO: Personnel Commission

FROM: Clemon Williams, Director of Human Resources *Clemon Williams*

RE: **Request to Create the Classification and One (1) Position of Administrative Account Clerk in the Human Resources Department**

DATE: September 18, 2015

The Human Resources Division wishes to create the classification and one position of Administrative Account Clerk to provide administrative, clerical and financial services to the department.

Currently, the HR Division has a funded position of Executive Secretary (UAW Salary V-10). Examining the duties of the Executive Secretary classification and experiencing the skillset firsthand have made it abundantly clear that while this position allow for some clerical and administrative work, it does not include the skill set required to support the requirements of the HR Department.

Furthermore, in examining the other classifications of Account Clerk I and II, Junior Accountant and Data Management Clerk, none allow for the combined administrative, clerical and financial skills required to fully meet our needs as they pertain to labor relations, benefits administration, HRIS systems development and implementation and the overall HR operation.

Therefore, it is respectfully requested that the Commission create the classification and one (1) position of Administrative Account Clerk in UAW salary group V-10 (\$28.74 - \$33.85 hourly) in the Human Resources Department.

Thank you in advance for your assistance in this matter.

Attachments

ADMINISTRATIVE ACCOUNT CLERK

GENERAL SUMMARY OF DUTIES

Under general supervision responsible for administration, liaison and coordinating of human resources system projects in meeting all professional standards of human resources and systems development and implementation. Provides administrative, clerical and financial services in order to ensure effective, efficient and accurate administrative of benefit and HR operations. Responsible for procurement procedures, purchase order requisitions and assisting in maintaining established general account ledger by fund for benefits and HR. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

This position involves working with information of an extremely sensitive and confidential nature.

EXAMPLES OF WORK (Illustrative Only)

Responsible for providing management office support, including all administrative and accounting support as required.

Receives calls/callers and screens same, answering questions in a professional manner and refers to appropriate source.

Drafts, prepares, types, scans and proofreads documents and correspondence; makes and distributes necessary copies.

Receives, opens and distributes mail to office staff; refers to other offices as appropriate.

Creates and maintains applicable departmental databases and spreadsheets using excel or other software programs and monitors various details and trade information as required.

Maintains office files, accounts records, and a variety of other records.

Responsible for editing daily time and attendance (KRONOS).

Provides administrative and reconciliation support for the data collection of accounting information for the annual audit.

Responsible for the purchase order requisition process; researches and processes orders on the City's HTE Purchasing System for products or supplies.

Compiles data and prepares statistical reports to assist supervisors in such accounting areas as budgeting or purchasing.

Assists in posting financial information to registers, journals, and ledgers, performing reconciliation of ledgers.

Assists in verification of financial documents including vouchers, invoices, requisitions, and fixed asset list.

Performs research concerning other municipalities policies or practices to assist in providing data or information as needed;

Obtains authorized approval and sign-off on all vendors; prepares purchase orders, reviews and verifies all documentation; maintains all requisite documentation supporting procurement decisions.

Maintains vendor records; updates and researches the HTE and Internet for vendor information; outreach to vendors for product complaints and corrective action.

Assists with the review of invoices for accuracy; prepares invoice documentation package for payment processing of account payables; enters invoices for payment; ensures that printed vouchers and accounting reports are accurate and all supporting documentation is included.

Develops reports to meet management requests and needs for human resources and benefit related information to various departments.

ADDITIONAL RESPONSIBILITIES

Operates various office machines, including but not limited to, calculator, copier, fax, and word processor.

Obtains information, assists with billing questions and sign-off as required.

May be required to prepare agenda, keep minutes at meetings of Boards and transcribe minutes.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Working knowledge of business English and accounting principles, procedures, terminology and methods.

Thorough knowledge of office methods, practices, procedures, terminology and equipment.

Thorough knowledge of and ability to utilize various office automation software, including word processing systems and data base management programs.

Working knowledge of and the ability to create, manipulate and interpret excel spreadsheets.

Ability to perform moderately complex mathematical computations with accuracy.

Ability to maintain clerical records of varying kinds and complexity.

Ability to compile data and prepare reports.

Ability to enter text and numeric data into a computer database with extreme accuracy.

Ability to understand and follow oral and written directions.

Ability to deal effectively with others, including the general public and co-workers.

Transcription skills to produce verbatim minutes of various meetings or hearings may be required.

Ability to communicate orally and in writing.

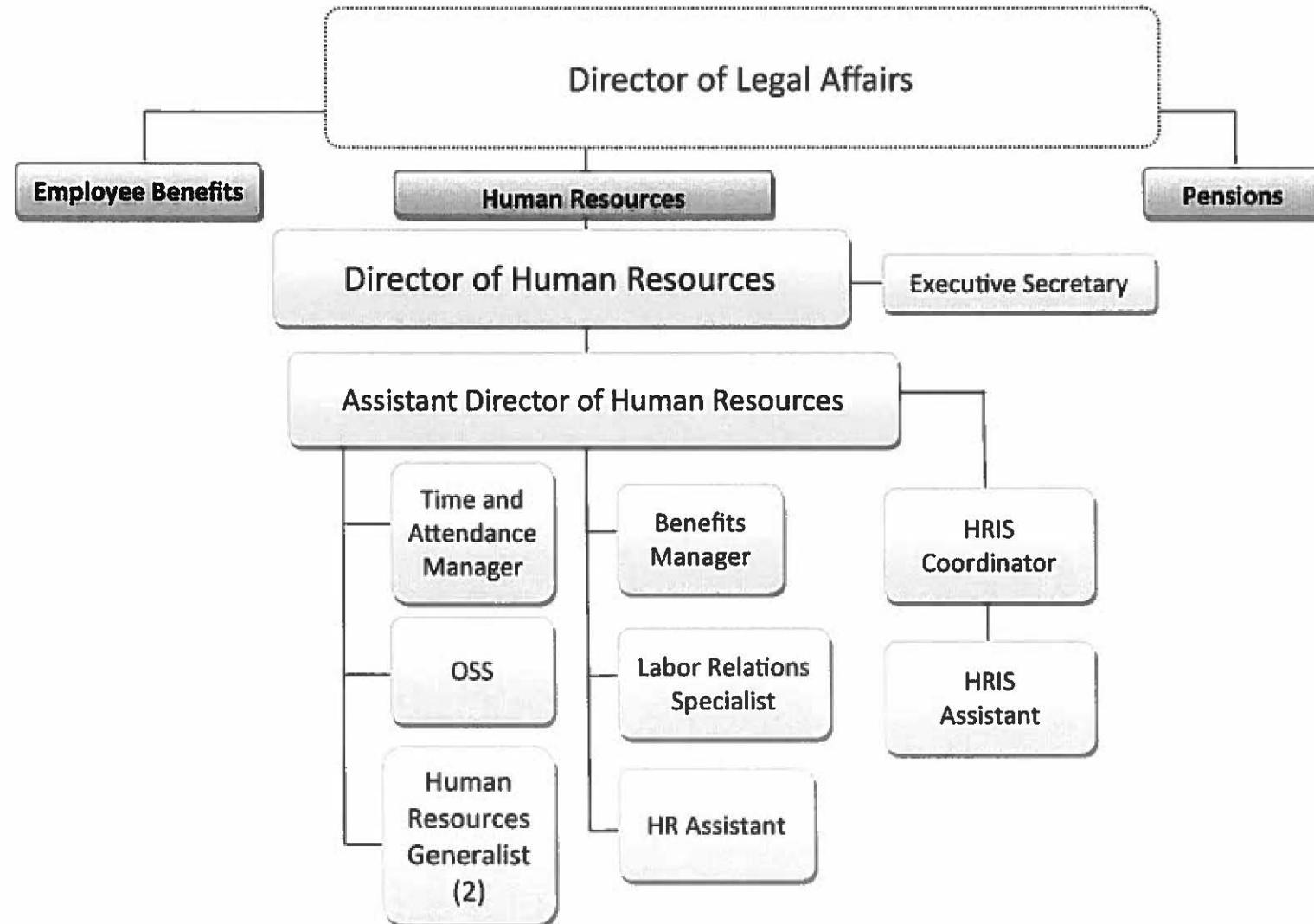
MINIMUM TRAINING & EXPERIENCE REQUIRED

Graduation from an accredited college with at least an Associate's Degree (AS) in a business concentration or administrative office technology and four (4) years of progressively responsible experience in accounting and/or office work OR, any equivalent combination of training, education and experience as described above.

PHYSICAL DEMANDS

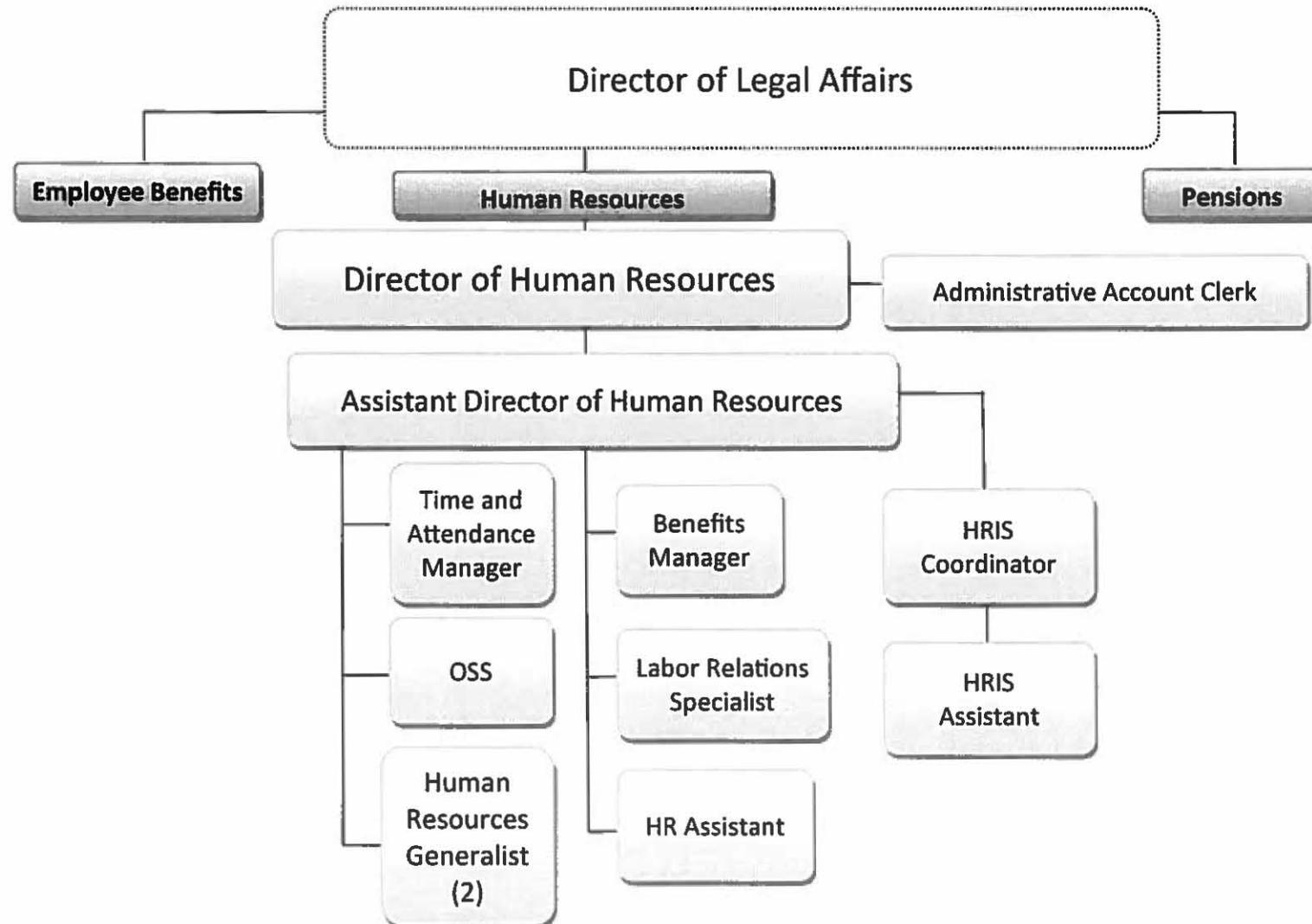
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

City of Stamford
Office of Legal Affairs
Human Resources



CURRENT

City of Stamford
Office of Legal Affairs
Human Resources



PROPOSED

Occupational Employment Statistics

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Occupational Employment and Wages, May 2014

13-1141 Compensation, Benefits, and Job Analysis Specialists

Conduct programs of compensation and benefits and job analysis for employer. May specialize in specific areas, such as position classification and pension programs.

- [National estimates for this occupation](#)
- [Industry profile for this occupation](#)
- [Geographic profile for this occupation](#)

National estimates for this occupation: Top

Employment estimate and mean wage estimates for this occupation:

Employment (1)	Employment RSE (3)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
80,970	1.1 %	\$30.95	\$64,380	0.4 %

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$18.53	\$22.60	\$29.13	\$36.87	\$46.33
Annual Wage (2)	\$38,540	\$47,010	\$60,600	\$76,690	\$96,360

Industry profile for this occupation: Top

Industries with the highest published employment and wages for this occupation are provided. For a list of all industries with employment in this occupation, see the [Create Customized Tables](#) function.

Industries with the highest levels of employment in this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
Management of Companies and Enterprises	10,610	0.48	\$32.52	\$67,650
Local Government (OES Designation)	7,650	0.14	\$31.04	\$64,560
State Government (OES Designation)	6,390	0.29	\$25.86	\$53,790
Agencies, Brokerages, and Other Insurance Related Activities	5,590	0.56	\$30.01	\$62,420
Management, Scientific, and Technical Consulting Services	4,790	0.39	\$34.23	\$71,200

Industries with the highest concentration of employment in this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
Insurance and Employee Benefit Funds	400	5.68	\$30.48	\$63,390
Agencies, Brokerages, and Other Insurance Related Activities	5,590	0.56	\$30.01	\$62,420
Management of Companies and Enterprises	10,610	0.48	\$32.52	\$67,650
Management, Scientific, and Technical Consulting Services	4,790	0.39	\$34.23	\$71,200
Office Administrative Services	1,440	0.32	\$31.46	\$65,450

Top paying industries for this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
Natural Gas Distribution	190	0.18	\$42.93	\$89,280
Aerospace Product and Parts Manufacturing	310	0.06	\$42.19	\$87,750
Software Publishers	470	0.15	\$41.10	\$85,480

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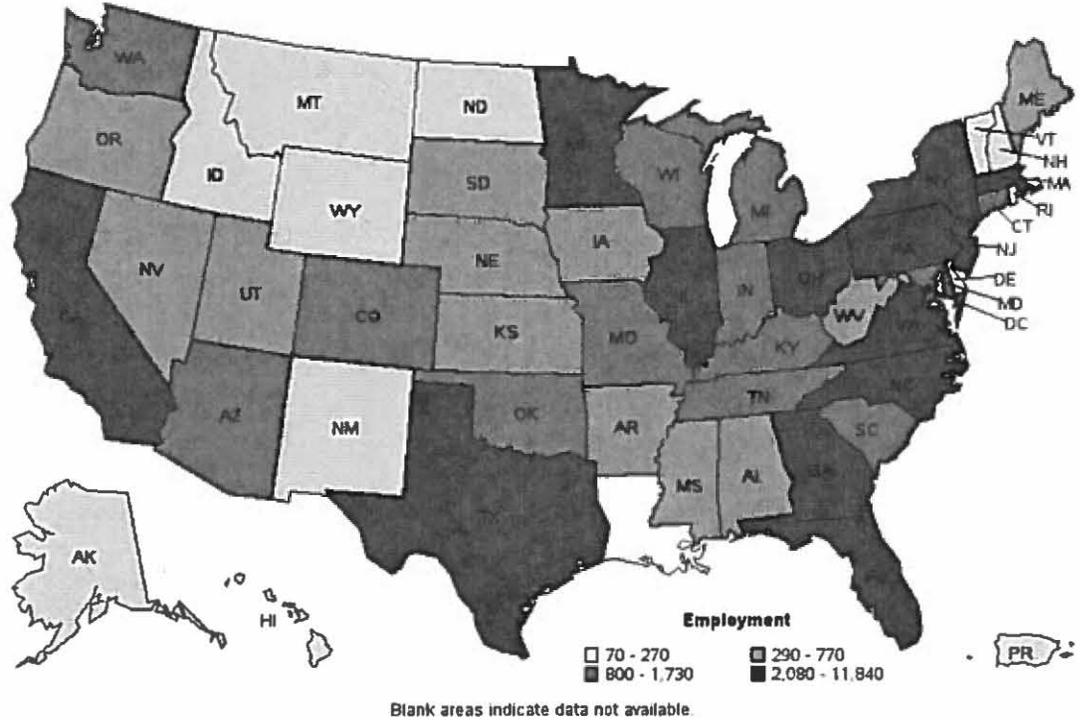
[Read more](#)

Other Information Services	270	0.13	\$40.57	\$84,390
Wired Telecommunications Carriers	840	0.14	\$37.71	\$78,430

Geographic profile for this occupation: [Top](#)

States and areas with the highest published employment, location quotients, and wages for this occupation are provided. For a list of all areas with employment in this occupation, see the [Create Customized Tables](#) function.

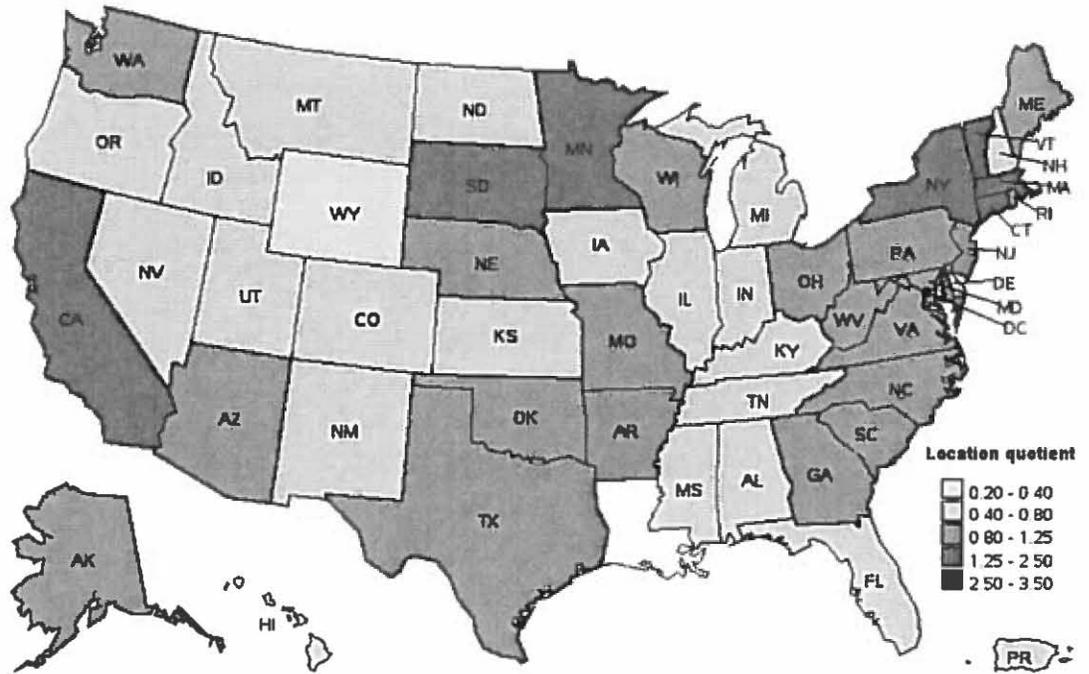
Employment of compensation, benefits, and job analysis specialists by state, May 2014



States with the highest employment level in this occupation:

State	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
California	11,840	0.78	1.31	\$33.89	\$70,500
New York	10,280	1.17	1.95	\$33.11	\$68,860
Texas	5,860	0.52	0.87	\$31.24	\$64,990
Pennsylvania	3,670	0.65	1.08	\$30.10	\$62,600
Massachusetts	3,150	0.95	1.58	\$34.52	\$71,800

Location quotient of compensation, benefits, and job analysis specialists by state, May 2014

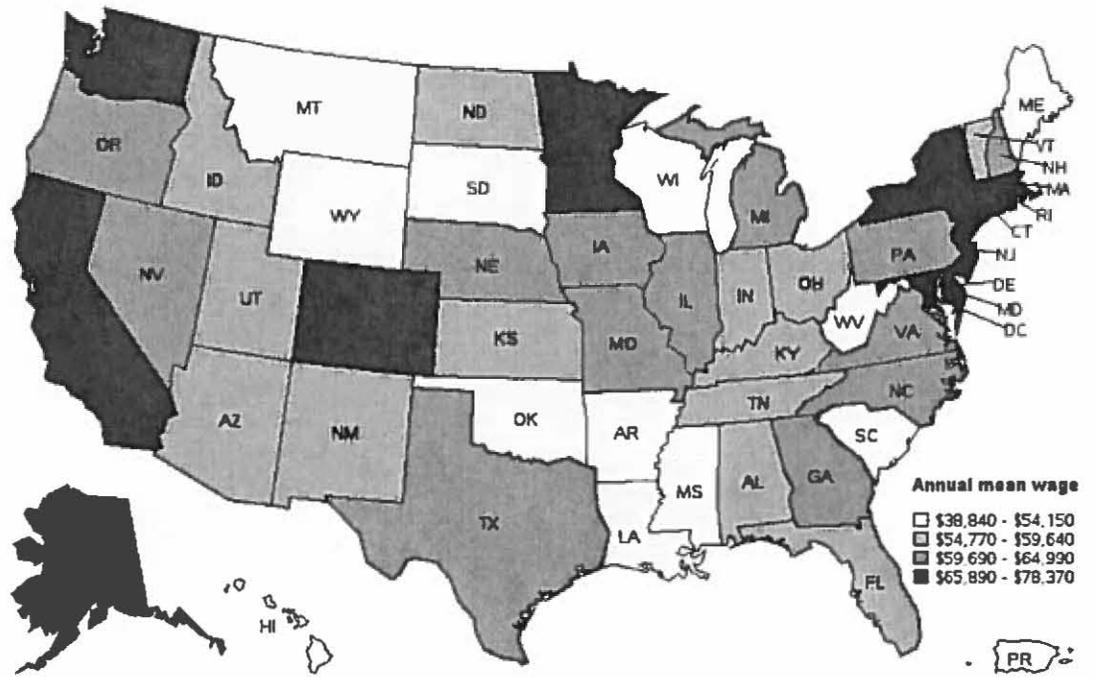


Blank areas indicate data not available.

States with the highest concentration of jobs and location quotients in this occupation:

State	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
South Dakota	540	1.32	2.21	\$23.81	\$49,520
New York	10,280	1.17	1.95	\$33.11	\$68,860
District of Columbia	690	1.02	1.71	\$37.68	\$78,370
Massachusetts	3,150	0.95	1.58	\$34.52	\$71,800
Connecticut	1,360	0.83	1.38	\$33.23	\$69,120

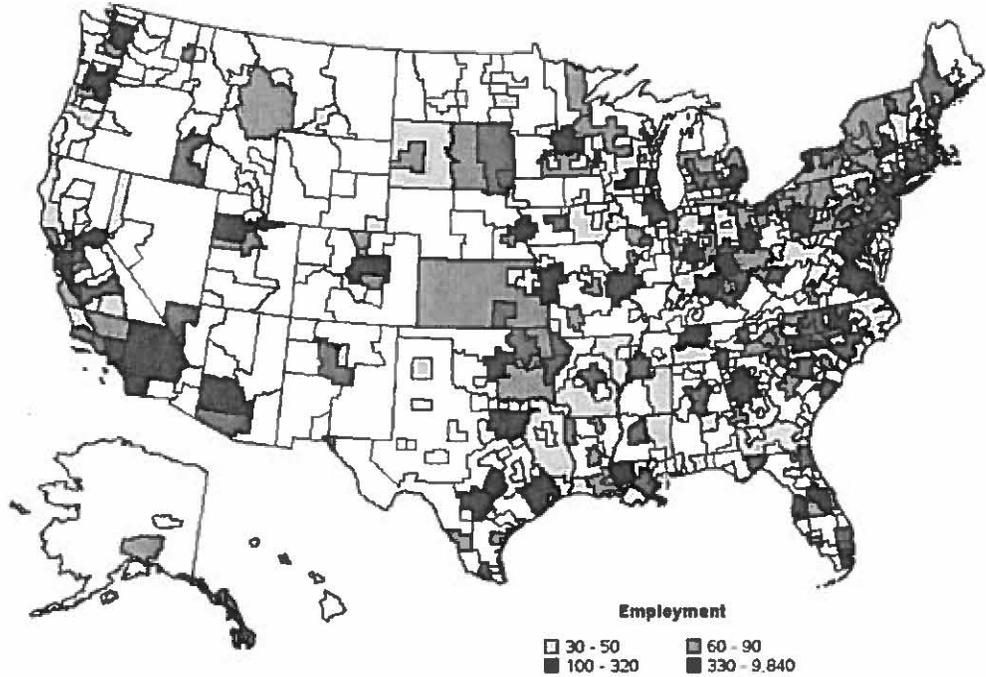
Annual mean wage of compensation, benefits, and job analysis specialists by state, May 2014



Top paying States for this occupation:

State	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
<u>Distict of Columbia</u>	690	1.02	1.71	\$37.68	\$78,370
<u>New Jersey</u>	2,430	0.63	1.05	\$36.32	\$75,540
<u>Washington</u>	1,670	0.58	0.96	\$35.47	\$73,770
<u>Delaware</u>	160	0.38	0.63	\$35.43	\$73,690
<u>Massachusetts</u>	3,150	0.95	1.58	\$34.52	\$71,800

Employment of compensation, benefits, and job analysis specialists by area, May 2014

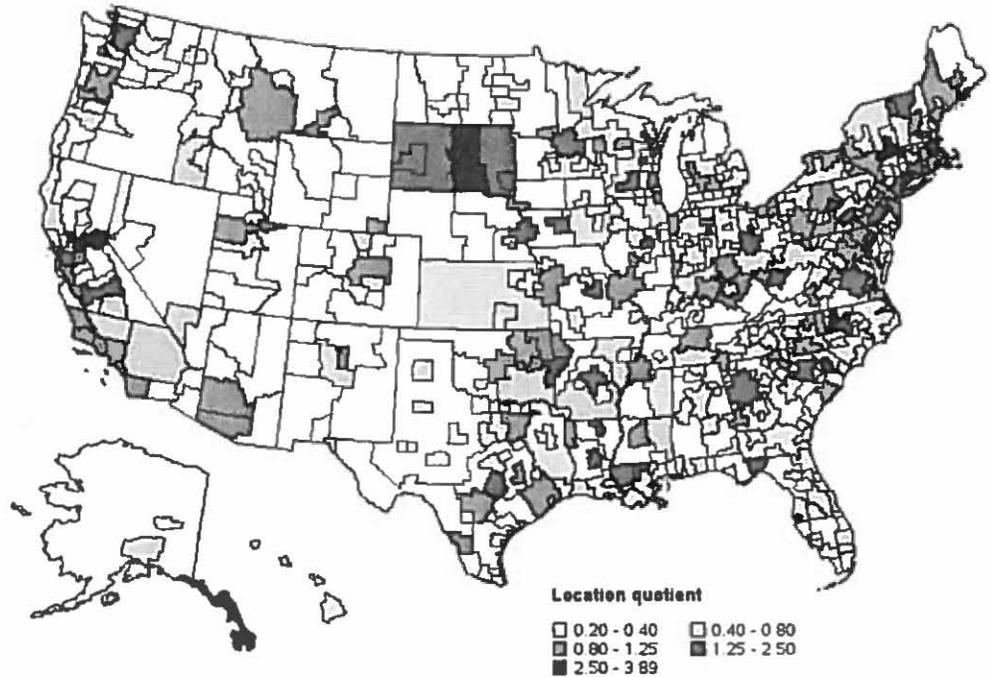


Blank areas indicate data not available

Metropolitan areas with the highest employment level in this occupation:

Metropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
<u>New York-White Plains-Wayne, NY-NJ Metropolitan Division</u>	7,920	1.47	2.45	\$34.96	\$72,710
<u>Los Angeles-Long Beach-Glendale, CA Metropolitan Division</u>	2,570	0.63	1.06	\$33.83	\$70,360
<u>Boston-Cambridge-Quincy, MA NECTA Division</u>	2,430	1.35	2.26	\$35.55	\$73,940
<u>Sacramento--Arden-Arcade--Roseville, CA</u>	2,000	2.33	3.89	\$28.42	\$59,120
<u>Houston-Sugar Land-Baytown, TX</u>	1,960	0.69	1.15	\$33.72	\$70,130
<u>Atlanta-Sandy Springs-Marietta, GA</u>	1,800	0.75	1.26	\$31.73	\$65,990
<u>Minneapolis-St. Paul-Bloomington, MN-WI</u>	1,780	0.97	1.63	\$32.63	\$67,870
<u>Washington-Arlington-Alexandria, DC-VA-MD-WV Metropolitan Division</u>	1,720	0.72	1.21	\$36.14	\$75,160
<u>San Francisco-San Mateo-Redwood City, CA Metropolitan Division</u>	1,580	1.45	2.42	\$39.99	\$83,180
<u>Chicago-Joliet-Naperville, IL Metropolitan Division</u>	1,460	0.39	0.65	\$30.35	\$63,140

Location quotient of compensation, benefits, and job analysis specialists by area, May 2014

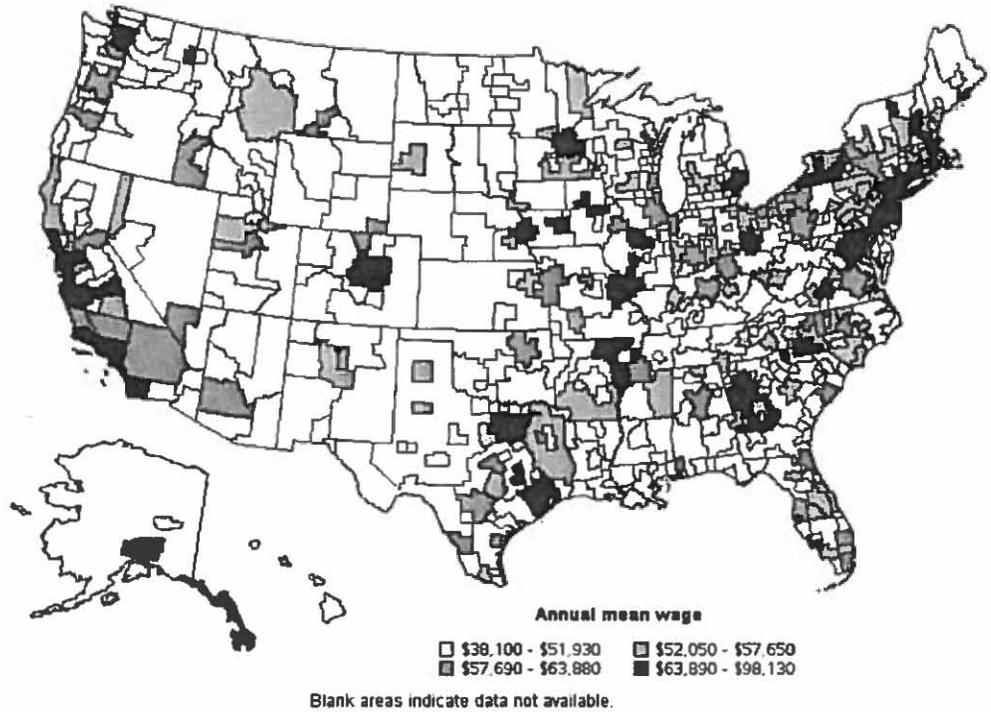


Blank areas indicate data not available

Metropolitan areas with the highest concentration of jobs and location quotients in this occupation:

Metropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
<u>Sacramento-Arden-Arcade-Roseville, CA</u>	2,000	2.33	3.89	\$28.42	\$59,120
<u>Albany-Schenectady-Troy, NY</u>	720	1.67	2.78	\$25.84	\$53,740
<u>Trenton-Ewing, NJ</u>	370	1.65	2.75	\$32.00	\$66,570
<u>Durham-Chapel Hill, NC</u>	430	1.51	2.52	\$26.00	\$54,080
<u>New York-White Plains-Wayne, NY-NJ Metropolitan Division</u>	7,920	1.47	2.45	\$34.96	\$72,710
<u>San Francisco-San Mateo-Redwood City, CA Metropolitan Division</u>	1,580	1.45	2.42	\$39.99	\$83,180
<u>Alexandria, LA</u>	90	1.42	2.38	\$23.37	\$48,610
<u>Boston-Cambridge-Quincy, MA NECTA Division</u>	2,430	1.35	2.26	\$35.55	\$73,940
<u>Sioux Falls, SD</u>	200	1.35	2.25	\$24.67	\$51,310
<u>Madison, WI</u>	460	1.33	2.22	\$25.85	\$53,780

Annual mean wage of compensation, benefits, and job analysis specialists by area, May 2014



Top paying metropolitan areas for this occupation:

Metropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
San Jose-Sunnyvale-Santa Clara, CA	660	0.68	1.13	\$47.18	\$98,130
San Francisco-San Mateo-Redwood City, CA Metropolitan Division	1,580	1.45	2.42	\$39.99	\$83,180
Edison-New Brunswick, NJ Metropolitan Division	650	0.65	1.08	\$38.81	\$80,720
Newark-Union, NJ-PA Metropolitan Division	500	0.52	0.87	\$38.62	\$80,340
Seattle-Bellevue-Everett, WA Metropolitan Division	1,120	0.75	1.25	\$38.10	\$79,250
Framingham, MA NECTA Division	120	0.77	1.28	\$37.06	\$77,090
Wilmington, DE-MD-NJ Metropolitan Division	140	0.41	0.68	\$36.38	\$75,660
Washington-Arlington-Alexandria, DC-VA-MD-WV Metropolitan Division	1,720	0.72	1.21	\$36.14	\$75,160
Hartford-West Hartford-East Hartford, CT	640	1.13	1.88	\$35.77	\$74,400
Boston-Cambridge-Quincy, MA NECTA Division	2,430	1.35	2.26	\$35.55	\$73,940

Nonmetropolitan areas with the highest employment in this occupation:

Nonmetropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
Eastern South Dakota nonmetropolitan area	150	1.19	1.98	\$22.30	\$46,390
Other North Carolina nonmetropolitan area	120	0.39	0.65	\$27.08	\$56,330
West Central Kentucky nonmetropolitan area	110	0.68	1.14	\$23.62	\$49,120
	100	0.39	0.65	\$28.07	\$58,390

Western Central North Carolina nonmetropolitan area					
Southwest Maine nonmetropolitan area	100	0.51	0.85	\$22.57	\$46,960

Nonmetropolitan areas with the highest concentration of jobs and location quotients in this occupation:

Nonmetropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
Central South Dakota nonmetropolitan area	70	2.08	3.47	\$21.64	\$45,000
Southeast Alaska nonmetropolitan area	70	1.93	3.23	\$32.64	\$67,880
Eastern South Dakota nonmetropolitan area	150	1.19	1.98	\$22.30	\$46,390
Hammond nonmetropolitan area	50	1.02	1.71	\$18.32	\$38,100
Western South Dakota nonmetropolitan area	30	0.91	1.52	\$21.28	\$44,260

Top paying nonmetropolitan areas for this occupation:

Nonmetropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
Middle Georgia nonmetropolitan area	40	0.31	0.52	\$37.92	\$78,870
East Arkansas nonmetropolitan area	30	0.32	0.53	\$33.25	\$69,160
Southwest New York nonmetropolitan area	80	0.44	0.74	\$33.09	\$68,840
Western New Hampshire nonmetropolitan area	40	0.65	1.08	\$32.71	\$68,040
Southeast Alaska nonmetropolitan area	70	1.93	3.23	\$32.64	\$67,880

About May 2014 National, State, Metropolitan, and Nonmetropolitan Area Occupational Employment and Wage Estimates

These estimates are calculated with data collected from employers in all industry sectors, all metropolitan and nonmetropolitan areas, and all states and the District of Columbia. The top employment and wage figures are provided above. The complete list is available in the [downloadable XLS files](#).

The percentile wage estimate is the value of a wage below which a certain percent of workers fall. The median wage is the 50th percentile wage estimate—50 percent of workers earn less than the median and 50 percent of workers earn more than the median. [More about percentile wages](#).

(1) Estimates for detailed occupations do not sum to the totals because the totals include occupations not shown separately. Estimates do not include self-employed workers.

(2) Annual wages have been calculated by multiplying the hourly mean wage by a "year-round, full-time" hours figure of 2,080 hours; for those occupations where there is not an hourly mean wage published, the annual wage has been directly calculated from the reported survey data.

(3) The relative standard error (RSE) is a measure of the reliability of a survey statistic. The smaller the relative standard error, the more precise the estimate.

(9) The location quotient is the ratio of the area concentration of occupational employment to the national average concentration. A location quotient greater than one indicates the occupation has a higher share of employment than average, and a location quotient less than one indicates the occupation is less prevalent in the area than average.

Other OES estimates and related information:

[May 2014 National Occupational Employment and Wage Estimates](#)

[May 2014 State Occupational Employment and Wage Estimates](#)

[May 2014 Metropolitan and Nonmetropolitan Area Occupational Employment and Wage Estimates](#)

[May 2014 National Industry-Specific Occupational Employment and Wage Estimates](#)

[May 2014 Occupation Profiles](#)

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Last Modified Date: March 25, 2015

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U.S. Bureau of Labor Statistics | Division of Occupational Employment Statistics, PSB Suite 2135, 2 Massachusetts Avenue, NE Washington, DC 20212-0001
www.bls.gov/OES | Telephone: 1-202-691-6569 | [Contact OES](#)

POSITION ANALYSIS FOR ADMINISTRATIVE ACCOUNT CLERK

Name of Position	General Duties	Office Support Duties	Clerical Duties	Administrative Duties	Financial Duties
Junior Accountant	Performs general accounting and payroll work of a moderate complexity; conducts fiscal analysis and account reconciliation; performs special projects as assigned; does related work as required	none	none	none	100%
Account Clerk II	Performs both routine and non-routine account-keeping functions of more than ordinary difficulties; maintains the complete financial records of a small or medium sized agency or a major segment of the financial records of a large agency, including payroll; provides customer service and office support as required, does related work as required.	<15% and only for the <u>Office of Assessment & Taxation</u>	none	none	85%
Executive Secretary	Oversees a small office in the processing of records and correspondence and renders general clerical support; several employees are supervised, but this classification may also be used for the confidential secretary of a major department or division head or of a Board or Commission; does related work as required	33%	33%	33%	none
Data Management Clerk	Responsible for managing and oversight of the operation of multiple District Programs, as well as the accounting of several state and federal grants within the Board of Education.	none	none	5%	95%
Administrative Account Clerk	Responsible for providing office support, administrative, clerical and financial services in order to ensure effective, efficient and accurate administrative and financial operations in the Human Resources Department. Responsible for procurement procedures and purchase order requisitions. Responsible for administration, liaison and coordinating of human resources system projects in meeting all professional standards of human resources and systems development and implementation. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above. This position involves working with information of an extremely sensitive and confidential nature.	30%	10%	25%	35%

7/1/2015 UAW Salary Schedule
2.25% GWI

Pay Step	Pay Grade	Pay Step	7/1/2015 Hourly Rate	35 Hours Per Week Annual Rate	4.5%	5.0%	37.5 Hours Per Week Annual Rate	4.5%	5.0%	40 Hours Per Week Annual Rate	4.5%	5.0%
					Weekly Pension Deduction	Weekly Pension Deduction		Weekly Pension Deduction	Weekly Pension Deduction		Weekly Pension Deduction	Weekly Pension Deduction
UAS0901	UA09	UAS0901	\$26.9779	\$49,099.78	\$42.49	\$47.21	\$52,606.91	\$45.53	\$50.58	\$56,114.03	\$48.56	\$53.96
UAS0902	UA09	UAS0902	\$28.1257	\$51,188.77	\$44.30	\$49.22	\$54,845.12	\$47.46	\$52.74	\$58,501.46	\$50.63	\$56.25
UAS0903	UA09	UAS0903	\$29.3212	\$53,364.58	\$46.18	\$51.31	\$57,176.34	\$49.48	\$54.98	\$60,988.10	\$52.78	\$58.64
UAS0904	UA09	UAS0904	\$30.5672	\$55,632.30	\$48.14	\$53.49	\$59,606.04	\$51.58	\$57.31	\$63,579.78	\$55.02	\$61.13
UAS0905	UA09	UAS0905	\$31.8651	\$57,994.48	\$50.19	\$55.76	\$62,136.95	\$53.77	\$59.75	\$66,279.41	\$57.36	\$63.73
UAV0901	UA09	UAV0901	\$26.9779	\$49,099.78	\$42.49	\$47.21	\$52,606.91	\$45.53	\$50.58	\$56,114.03	\$48.56	\$53.96
UAV0902	UA09	UAV0902	\$27.7369	\$50,481.16	\$43.69	\$48.54	\$54,086.96	\$46.81	\$52.01	\$57,692.75	\$49.93	\$55.47
UAV0903	UA09	UAV0903	\$28.5174	\$51,901.67	\$44.91	\$49.91	\$55,608.93	\$48.12	\$53.47	\$59,316.19	\$51.33	\$57.03
UAV0904	UA09	UAV0904	\$29.3197	\$53,361.85	\$46.18	\$51.31	\$57,173.42	\$49.48	\$54.97	\$60,984.98	\$52.78	\$58.64
UAV0905	UA09	UAV0905	\$30.1446	\$54,863.17	\$47.48	\$52.75	\$58,781.97	\$50.87	\$56.52	\$62,700.77	\$54.26	\$60.29
UAV0906	UA09	UAV0906	\$30.9927	\$56,406.71	\$48.81	\$54.24	\$60,435.77	\$52.30	\$58.11	\$64,464.82	\$55.79	\$61.99
UAV0907	UA09	UAV0907	\$31.8651	\$57,994.48	\$50.19	\$55.76	\$62,136.95	\$53.77	\$59.75	\$66,279.41	\$57.36	\$63.73
UAS1001	UA10	UAS1001	\$28.7433	\$52,312.81	\$45.27	\$50.30	\$56,049.44	\$48.50	\$53.89	\$59,786.06	\$51.74	\$57.49
UAS1002	UA10	UAS1002	\$29.9647	\$54,535.75	\$47.19	\$52.44	\$58,431.17	\$50.57	\$56.18	\$62,326.58	\$53.94	\$59.93
UAS1003	UA10	UAS1003	\$31.2386	\$56,854.25	\$49.20	\$54.67	\$60,915.27	\$52.72	\$58.57	\$64,976.29	\$56.23	\$62.48
UAS1004	UA10	UAS1004	\$32.5671	\$59,272.12	\$51.29	\$56.99	\$63,505.85	\$54.96	\$61.06	\$67,739.57	\$58.62	\$65.13
UAS1005	UA10	UAS1005	\$33.9502	\$61,789.36	\$53.47	\$59.41	\$66,202.89	\$57.29	\$63.66	\$70,616.42	\$61.11	\$67.90
UAV1001	UA10	UAV1001	\$28.7433	\$52,312.81	\$45.27	\$50.30	\$56,049.44	\$48.50	\$53.89	\$59,786.06	\$51.74	\$57.49
UAV1002	UA10	UAV1002	\$29.5520	\$53,784.64	\$46.54	\$51.72	\$57,626.40	\$49.87	\$55.41	\$61,468.16	\$53.19	\$59.10
UAV1003	UA10	UAV1003	\$30.3834	\$55,297.79	\$47.85	\$53.17	\$59,247.63	\$51.27	\$56.97	\$63,197.47	\$54.69	\$60.77
UAV1004	UA10	UAV1004	\$31.2383	\$56,853.71	\$49.20	\$54.67	\$60,914.69	\$52.71	\$58.57	\$64,975.66	\$56.23	\$62.48
UAV1005	UA10	UAV1005	\$32.1171	\$58,453.12	\$50.58	\$56.20	\$62,628.35	\$54.20	\$60.22	\$66,803.57	\$57.81	\$64.23
UAV1006	UA10	UAV1006	\$33.0208	\$60,097.86	\$52.01	\$57.79	\$64,390.56	\$55.72	\$61.91	\$68,683.26	\$59.44	\$66.04
UAV1007	UA10	UAV1007	\$33.9502	\$61,789.36	\$53.47	\$59.41	\$66,202.89	\$57.29	\$63.66	\$70,616.42	\$61.11	\$67.90

Agenda Item #4

Request by Lou Casolo, City Engineering, to discuss the Pay Plan language regarding salary increases for “Clerk of the Works”

Mayor
DAVID R. MARTIN



DIRECTOR OF LEGAL AFFAIRS
&
CORPORATION COUNSEL
KATHRYN EMMETT

CITY OF STAMFORD
OFFICE OF LEGAL AFFAIRS
HUMAN RESOURCES DIVISION
888 WASHINGTON BOULEVARD
P.O. BOX 10152
STAMFORD, CONNECTICUT 06904-2152
Tel: (203) 977-4070
Fax: (203)977-4075

To: Personnel Commission

From: Clemon Williams, Director of Human Resources

Date: September 21, 2015

Re: PAY PLAN LANGUAGE

Lou Casolo, City Engineering, is requesting the opportunity to discuss the Pay Plan language regarding salary increases for Clerk of the Works.

It is Mr. Casolo's hope that this discussion will lead to the language being modified.

I have attached a copy of the Pay Plan document as well as the salary schedule for the Clerk of the Works.

Mr. Casolo was invited to the September 24th meeting.

Mayor
DAVID R. MARTIN



DIRECTOR OF LEGAL AFFAIRS
&
CORPORATION COUNSEL
KATHRYN EMMETT

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**HUMAN RESOURCES DIVISION
CITY OF STAMFORD**

PAY PLAN

FOR

**NON-UNION, APPOINTED AND ELECTED
OFFICIALS**

Submitted to:

Personnel Commission
City of Stamford

February 15, 2007

Approved by Personnel Commission: January 21, 1998
Approved by Board of Finance: January 8, 1998
Approved by Board of Representatives: January 5, 1998
Section II. L. Revised Effective March 20, 2000 Regarding Premium for M.D.

Re-approved as amended by Personnel Commission: March 1, 2007 / March 22, 2007
Re-approved as amended by Board of Finance:
Re-approved as amended by Board of Representatives:

Re-approved as amended by Personnel Commission: April 24, 2008
Re-approved as amended by Board of Finance: June 9, 2008
Re-approved as amended by Board of Representatives: September 2, 2008

I. **Introduction:**

- A. **Background:** This Pay Plan covers non-union, appointed and elected officials. The legal basis for developing a pay plan for these individuals is found in the following City of Stamford Charter Section:

Sec. C5-10-3 Salaries

- (a) The Director of Personnel and Human Resources with the approval of the Personnel Commission, the Board of Finance and the Board of Representatives, shall establish the salaries of the Mayor, the Directors, the City and Town Clerk and the Registrars of Voters.
- (b) The Director of Personnel and Human Resources shall establish, taking into account where necessary, any unique qualifications or job requirements, with the approval of the Personnel Commission, the Board of Finance and Board of Representatives, pay plans for all positions not included in a collective bargaining unit and not in the Board of Education.

B. **Pay Plan Objectives**

- 1. Internal equity.
- 2. Competitive with the municipal market, except where dictated by special circumstances.
- 3. Links pay and performance.
- 4. Easy to administer.
- 5. Provides continuity and flexibility.

II. **Administration of the Pay Plan for Non-Union, Appointed and Elected Officials**

- A. **Appointments:** The minimum rate of pay for a classification shall normally be paid upon new appointment. An appointing authority may recommend a new appointment or reappointment, at a rate higher than the minimum rate established for the classification, by written request to the Director of Personnel and Human Resources. The Director of Personnel and Human Resources may approve a starting or reappointment rate up to the second step of the pay grade, except in the case of appointment or reappointment of the Director of Personnel and Human Resources, which salary approval shall be done by the Director of Legal Affairs. Requests to appoint or reappoint at a salary greater than the second step of the pay grade shall be made to the Personnel Commission. The Personnel Commission may approve a salary beyond the second step of the pay grade.
- B. **Promotions:** In the event an employee is promoted from one position covered by this salary plan to another position included in a higher grade of this salary plan, the salary of the employee shall be placed on the step in the new salary grade at a step which is closest to at least a 3% increase of their present rate of pay.

- C. **Within Grade Salary Increase:** All employees covered by this plan (except elected officials and those of limited duration as cited in Paragraph J) shall receive step increases effective July 1, 2008 and every July 1st thereafter based solely on performance appraisals, on forms approved by the Personnel Commission. Employees with at least six months tenure with the City shall receive a step increase as outlined herein. The performance appraisal form is appended hereto and made a part hereof. Performance appraisal forms shall be based on job descriptions, tasks and standards developed for each position covered by this pay plan.

Performance appraisal forms must be completed and submitted to the Human Resources Division by the date established by the Personnel Commission, for the individual to be eligible for a step increase based upon an overall rating of competent or higher performance. The Director of Personnel and Human Resources, in his/her discretion, may extend the deadline for submission of performance appraisals.

- D. **Pay Rates for New Positions:** In the event a new classification is established, the Human Resources Division shall recommend to the Personnel Commission the appropriate pay grade. The Personnel Commission shall vote on the appropriate pay grade. The addition of a new classification shall not be deemed to be a new pay plan, and therefore shall not require any further approval unless the new classification is at a salary level higher than Grade 8 as set forth in Paragraph F hereof.

- E. **Reallocation of Positions:** In the event of significant changes in the job content of a particular position, the Human Resources Division shall recommend to the Personnel Commission the appropriate pay grade. The reallocation of a position shall not be deemed to be a new pay plan, and therefore shall not require any further approval unless such reallocation is more than one grade higher or lower. In the event the Personnel Commission reallocates a position two (2) or more grades in the course of three (3) years, such reallocation shall be approved by the Board of Finance and Board of Representatives.

Upon reallocation of a position to a higher grade, the incumbent shall be placed on the next highest step in the new pay grade, with at least a 3% increase in salary. If the incumbent is above the maximum of the new pay grade, the incumbent's salary shall remain fixed until the maximum of the new pay grade reaches the incumbent's salary. At that point, the incumbent shall be placed on the highest step.

Upon reallocation of a position to a lower grade position, the incumbent shall be placed on a step in the lower grade closest to the incumbent's salary with no loss in pay resulting.

F. **Adjustment of Ranges:** Effective January 1, 2008, the ranges will be as follows:

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
0	42,117	52,646	63,174
1	49,693	62,117	74,540
2	58,463	73,079	87,695
3	67,232	84,040	100,848
4	71,616	89,522	107,427
5	76,002	95,004	114,005
6	80,387	100,484	120,581
7	84,768	105,963	127,158
8	89,432	111,791	134,149

Effective July 1, 2008, for all Pay Plan employees, except Clerk of the Works I and Clerk of the Works II, and elected officials, the Salary Grades and Steps shall be as follows: Incumbents on July 1, 2008 shall be placed on the closest step in their Pay grade which reflects at least a 3% increase from their June 30, 2008 base salary. In addition, incumbents shall receive credit for past service as a Pay Plan employee, which shall be an additional one step after initial placement, for every three consecutive years of service as a Pay Plan Employee.

Clerk of the Works I and Clerk of the Works II shall remain on the Pay Plan effective January 1, 2008. Normal starting rate shall be at the minimum of the salary grade, except that with the approval of the Director of Human Resources, the rate may go as high as midpoint of the salary grade. Any rate above midpoint requires the approval of the Personnel Commission.

Effective July 1, 2008:

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Grade 0	52,646	56,155	59,665	63,174
Grade 1	62,117	66,258	70,399	74,540
Grade 2	73,079	77,951	82,823	87,695
Grade 3	84,040	89,643	95,245	100,848
Grade 4	89,522	95,490	101,459	107,427
Grade 5	95,004	101,338	107,671	114,005
Grade 6	100,484	107,183	113,882	120,581
Grade 7	105,963	113,028	120,093	127,158
Grade 8	111,791	119,244	126,696	134,149

The Steps within the Pay Plan and the ranges for the Clerk of the Works position shall be adjusted every July 1st by the World at Work salary structure adjustment for the projected increases for Officers/Executives, Total U. S. Firms.

Adjustments to ranges for the Clerk of the Works position shall not affect salaries, except for salaries below the minimum of any range. Those below the minimum shall be raised to the minimum.

- G. **Longevity and Education:** The above rates do not include longevity and educational payments where applicable. Police and Fire are treated in the same manner as the positions under their supervision.
- H. **Elected Officials:** The salary for elected officials and certain appointed officials shall be as follows:

Mayor	115% of Step 3 of Grade 8
Town Clerk	80% of Step 3 of Grade 8
Registrar of Voters	60% of Step 3 of Grade 8

As changes in the ranges are made, the above salaries will be adjusted accordingly. Changes in salary of elected officials shall be effective December 1st of every odd-numbered year, for the Mayor and Town Clerk. Changes in salary for the Registrar(s) of Voters shall be effective during the month of January of every odd-numbered year, in accordance with the state constitution.

- I. **Part-time Positions:** All salary recommendations are for full-time positions. If positions are filled on less than a full time basis, salaries shall be adjusted accordingly.
- J. **Limited Duration Positions:** Positions which are not anticipated to last beyond three (3) years shall not have salary adjustments made, e.g., Clerks of the Works. Unclassified positions created pursuant to Ordinance 602 are not covered by the salary ranges or requirements contained in this plan. Salaries for these position shall be set by the Personnel Commission taking into consideration similarly situated positions and/or available grant funds.
- K. **Maintenance of Salary Plan Objectives:** In order to maintain the salary plan objectives, the Personnel Commission shall review the salary ranges. This review shall be done every two (2) years and the results of such review shall be reported to the Board of Finance and Board of Representatives. If ranges need to be adjusted beyond what is contained in Section F of the pay plan, the new ranges must be approved by the Personnel Commission and the Boards of Finance and Representatives.
- L. **Salary Grades:** Allocation of positions to grade shall be as follows:

Grade 0	Clerk of the Works I
	Researcher – Board of Representatives

- Grade 1 Assistant Project Coordinator – Urban Transit way
Project Accountant – WPCA
Special Assistant to the Superintendent of Schools
Special Assistant(s) - Mayor’s Office
- Grade 2 Clerk of the Works II
Executive Aide-Mayor’s Office
Legislative Aide
- Grade 3 Construction Coordinator - WPCA
Project Coordinator – Urban Transit way
- Grade 4 Labor Relations Specialist
- Grade 5 Assistant Director of Human Resources
Assistant Fire Chief
Assistant Police Chief
- Grade 6 Director of Economic Development
Project Manager – Urban Transit way
- Grade 7 Fire Chief
Police Chief
Director of Health*
Deputy Corporation Counsel
Director of Personnel and Human Resources
- Grade 8 Director of Administration
Director of Legal Affairs
Director of Operations
Director of Public Safety, Health and Welfare

*In the event the position is filled by a medical doctor, a premium of up to 50% may be added to the base rate.

Effective Date of Pay Plan: Except as provided for herein to the contrary, the provisions of the Plan will become effective July 1, 2008, upon approval by the Personnel Commission, Board of Finance and Board of Representatives.

7/1/2015 Pay Plan
 Clerks of the Works Pay Ranges
 2.1% Wage Adjustment Per World at Work

Clerks of the Works I				
Grade 0		Minimum	Midpoint	Maximum
	7/1/2014	47,708	59,635	71,562
Annual	7/1/2015	48,710	60,888	73,064
Hourly	35 Hrs/Wk	26.7637	33.4548	40.1453
	37.5 Hrs/Wk	24.9795	31.2245	37.4690
	40 Hrs/Wk	23.4183	29.2730	35.1272

Clerks of the Works II				
Grade 2		Minimum	Midpoint	Maximum
	7/1/2014	66,225	82,781	99,338
Annual	7/1/2015	67,616	84,519	101,424
Hourly	35 Hrs/Wk	37.1517	46.4393	55.7275
	37.5 Hrs/Wk	34.6749	43.3433	52.0123
	40 Hrs/Wk	32.5077	40.6344	48.7616

Fragger, Rosemarie

From: Casolo, Louis
Sent: Thursday, September 10, 2015 10:36 AM
To: Williams, Clemon; Frager, Rosemarie
Cc: Orgera, Ernie; Markey, Nancy; Green, Frank; Sripa, Wareeya
Subject: RE: Increase in check

Williams:

Thank you

I would greatly appreciate placing this as an item on their agenda.

Please let me know what if anything I need to provide to you so that we can discuss this item with them.

Lou

From: Williams, Clemon
Sent: Friday, August 28, 2015 4:50 PM
To: Casolo, Louis; Frager, Rosemarie
Cc: Orgera, Ernie; Markey, Nancy; Green, Frank
Subject: RE: Increase in check

I have no problem with taking this to the Personnel Commission. The next meeting is September 24, 2015.

From: Casolo, Louis
Sent: Friday, August 28, 2015 4:48 PM
To: Williams, Clemon; Frager, Rosemarie
Cc: Orgera, Ernie
Subject: Increase in check

Clemon/Rose:

In response to your 8/13/15 email to me please note the following:

I would like the opportunity to discuss this matter with you further along with the Personnel Commission in the hopes to modify the Pay Plan language that states:

"Adjustments to ranges for the Clerk of the Works position shall not affect salaries, except for salaries below the minimum of any range. Those below the minimum shall be raised to the minimum."

In opinion that the intent of the Pay Plan language is that all Clerks will receive the same increases that the employees in the Pay Plan receive.

The specific language of the pay plan is:

Adjustments to ranges for the Clerk of the Works position shall not affect salaries, except for salaries below the minimum of any range. Those below the minimum shall be raised to the minimum.

Based on the above language the only salaries that I have the authority to change are the ones that are below the minimum for any range. The only two people below the minim for the Range are Frank Cannella and Natasha Townsend. With that said if you want to go to the Board of Representative I am will go with you and try and get information to support your position.

Salary scale as of 7/1/2015

Clerks of the Works

I				
Grade				
0		Minimum	Midpoint	Maximum
Annual	7/1/2015	48,710	<u>60,888</u>	73,064
Hourly	35 Hrs/Wk	26.7637	33.4548	40.1453
	37.5 Hrs/Wk	24.9795	31.2245	37.4690
	40 Hrs/Wk	23.4183	29.2730	35.1272

Clerks of the Works

II				
Grade				
2		Minimum	Midpoint	Maximum
Annual	7/1/2015	67,616	84,519	101,424
Hourly	35 Hrs/Wk	37.1517	46.4393	55.7275
	37.5 Hrs/Wk	34.6749	43.3433	52.0123
	40 Hrs/Wk	32.5077	40.6344	48.7616

Salary range effective 7/1/2014

Clerks of the Works

I				
Grade				
0		Minimum	Midpoint	Maximum
Annual	7/1/2013	46,727	<u>58,409</u>	70,090
	7/1/2014	47,708	<u>59,635</u>	71,562
Hourly	35 Hrs/Wk	26.2133	32.7667	39.3196
	37.5 Hrs/Wk	24.4657	30.5823	36.6983
	40 Hrs/Wk	22.9366	28.6709	34.4047

Clerks of the Works

II				
Grade				
2		Minimum	Midpoint	Maximum
Annual	7/1/2013	64,863	81,078	97,295
	7/1/2014	66,225	82,781	99,338
Hourly	35 Hrs/Wk	36.3875	45.4841	54.5813
	37.5 Hrs/Wk	33.9617	42.4518	50.9425
	40 Hrs/Wk	31.8391	39.7986	47.7586

37.5 Hrs/Wk	34.6749	43.3433	52.0123
40 Hrs/Wk	32.5077	40.6344	48.7616

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K. Maintenance of Salary Plan Objectives: In order to maintain the salary plan objectives, the Personnel Commission shall review the salary ranges. This review shall be done every two (2) years and the results of such review shall be reported to the Board of Finance and Board of Representatives. If ranges need to be adjusted beyond what is contained in Section F of the pay plan, the new ranges must be approved by the Personnel Commission and the Boards of Finance and Representatives.

L. Salary Grades: Allocation of positions to grade shall be as follows:

Grade 0 Clerk of the Works I
 Researcher – Board of Representatives

-----Original Message-----

From: Carolluzzi, Anthony
 Sent: Friday, July 31, 2015 10:06 AM
 To: Frager, Rosemarie; Williams, Clemon
 Subject: Increase in check

To Whom it may concern,

Agenda Item #5

Discussion of new policy on drug use by candidates for police officer

Survey of Drug use as a disqualifier of applicants:

FBI:

Employment Drug Policy

The FBI is firmly committed to a drug-free society and workplace. Therefore, the unlawful use of drugs by FBI employees is not tolerated.

Furthermore, applicants for employment with the FBI who currently use illegal drugs will be found unsuitable for employment. The FBI does not condone any prior unlawful drug use by applicants. We realize, however, some otherwise qualified applicants may have used drugs at some point in their past. The following policy sets forth the criteria for determining whether any prior drug use makes an applicant unsuitable for employment, balancing the needs of the FBI to maintain a drug-free workplace and the public integrity necessary to accomplish the FBI's intelligence and law enforcement missions. Applicants who do not meet the listed criteria should not apply for any FBI position.

Criteria:

You can easily determine whether you meet the FBI's illegal drug policy by answering the following questions:

1. Have you used marijuana at all within the last three years?
2. Have you used any other illegal drug (including anabolic steroids) at all in the past 10 years?
3. Have you ever sold, distributed, manufactured, or transported any illegal drug?
4. Have you ever used any prescription drug or used a legally obtainable substance in a manner for which it was not intended within the past three years (36 months)?

If you answered **Yes** to any of these questions, you are not eligible for employment with the FBI.

Seattle:

Drug Use.

An applicant's drug use will be looked at on a case by case basis. In order to be considered the most competitive candidate and to increase the likelihood of continuing on in the process, the closer you are to meeting the timeline listed for the drug(s) in question the better.

Prior to the exam date:

- Have not used Marijuana within twelve (12) months, and

- Have not used cocaine or crack within the previous ten (10) years, and

- Have not used club drugs, such as, but not limited to: Ketamine, GHB, Rohypnol, or MDMA (ecstasy) within the previous five (5) years, and

- Have not used any Hallucinogens, LSD, Mushrooms, or Psylocybin within the previous ten (10) years, and

- Have not used PCP, Angel Dust, Wet or Phencyclidine within the previous ten (10) years, and
- Have not used Opium, Morphine, or Heroin within the previous ten (10) years, and
- Have not used Methamphetamine, Crank, Crystal, Ice, Speed, Glass, or Amphetamine within the previous ten (10) years, and
- Have not inhaled aerosols, sometimes referred to as Huffing (paint) or Whippits (Nitrous Oxide) or used Khat within the previous five (5) years, and
- Have not used four (4) or more controlled substances within the previous ten (10) years, and
- Have not used any illegal drug(s) while employed in a criminal justice and/or law enforcement capacity, and
- Have not manufactured or cultivated illegal drug(s) for the purpose of the sales/marketing of the drug(s).

Please note that use of illegal drugs and the illegal use of prescription drugs, referred to in this standard, means the use of one or more drugs, the possession or distribution of which is unlawful under the Uniform Controlled Substances Act.

Offers of employment are conditioned upon a pre-employment drug screening to confirm abstinence from illegal drug use.

Riverside California Police Department:

Drug Use Guidelines / Disqualifications

Controlled Substance	Must not have possessed or used in the past:
Marijuana or Derivative	3 Years
Amphetamines / Methamphetamine	5 Years
Barbiturates	5 Years
Cocaine or Derivative	5 years
Illegal use of any Prescribed/ Non-Prescribed Controlled Substance	5 years
Anabolic Steroids	5 years
Organic or inorganic hallucinogens including LSD, PCP, XTC, and other designer drugs	7 years
Opium/ Heroin	0 Instances
Manufactured, Cultivated, Transported, Brokered, Sold Controlled Substances	0 Instances
Injection of any Controlled Substance*	0 Instances

**Injection of steroids will be considered on a case-by-case basis*

Possession, as used in this standard, is defined as each time the listed controlled substance was in the applicant's hands, in his/her clothing, domicile, vehicle, work area under his/her exclusive control, or any other area in which the applicant exercised control.

City of Arvada

Drug/Alcohol Use

Use of marijuana within the last three years.

Any arrest for Driving Under the Influence for alcohol or drugs in the last five years, unless case was dismissed.

Influence of any other illegal drug within the last five years.

Any production, cultivation, transportation or sale of illegal drugs.

Any instance of fraudulently obtaining a prescription medication or controlled substance, or forging a prescription order.

Evidence of current excessive alcohol use.

City of Victoria Texas Police Department:

Prior Drug Use:

Evaluating prior drug use by an applicant for the Victoria Police Department revolves around the experimental versus the habitual user. Rather than immediately disqualifying an individual for prior drug use, the police department tries to distinguish between the individual who has used marijuana or other drugs on several occasions (experimented), as opposed to a person who has regularly used drugs over an extended period of time.

Various factors may be taken into consideration when evaluating prior drug use by an applicant and evaluated on a case by case basis. Factors to be considered when determining eligibility include the type of substance used, frequency of use, if the use was experimental, and how recent was the usage. Experimental use is considered usage to determine the effects of a drug.

Another factor that may be considered is whether the prior drug use was self-disclosed by the applicant or discovered during the background investigation.

Temporary or Permanent Disqualifiers:

If, at any point, the applicant is determined to meet any of the following disqualifiers, the application process for that individual may be terminated at the discretion of the Chief or Assistant Chief:

- Possession or use of any Penalty Group 1 or 2 substance within the last three (3) years. (Examples include but are not limited to: cocaine, morphine, opium, heroin, LSD, PCP, methamphetamine, ecstasy, and oxycontin)
- Possession or use, without a prescription, of any Penalty Group 3 drug; within the last three (3) years. (Examples include but are not limited to: steroids, xanax, hydrocodone, ambien, ritalin, and codeine).
- Possession or use of marijuana within the last three (3) years.
- Abuse of inhalants within last three (3) years. (Examples include but are not limited to paint, paint thinner, freon, and gasoline).
- Involvement in the illegal manufacture, sale, delivery or furnishing of any controlled substance or drug to another with the expectation that a personal benefit would be received as a result of the actions. – Permanent Disqualification.
- Conviction of any offense involving illegal drugs according to the requirements set by Texas Commission on Law Enforcement (TCOLE) or Criminal Justice Information Services (CJIS) security rules.

State of Washington Police:

Drug Possession/Usage

Drug possession/usage beyond these standards disqualifies you for employment with the Washington State Patrol.

"Possession" is defined as having actual physical control of any illegal (non-prescribed) drug for personal use or otherwise.

"Use" is defined as: trying, testing, or experimenting, which includes, but is not limited to tasting, smoking, injecting, absorbing, sniffing, or inhaling.

- No use or possession of any non-prescribed Schedule 1-5 drugs (except for Marijuana/Hashish) over five (5) times combined. This standard applies to synthetic versions of Schedule 1-5 drugs.
- No use or possession of any non-prescribed Schedule 1-5 drugs (except for Marijuana/Hashish) in the last three (3) years. This standard applies to synthetic versions of Schedule 1-5 drugs.
- No use or possession of Opiates or Heroin, regardless of time frame.
- No injection of any non-prescribed drugs, regardless of time frame.

- No use or possession of marijuana/hashish within the last one (1) year, regardless of age.
- No trafficking, selling, offering to sell, or transporting for sale of any illegal drugs, regardless of time frame.
- No drug use or possession of any non-prescribed Schedule 1-5 drugs after submitting an application, while employed, or after having been employed by a law enforcement agency, (including military law enforcement), regardless of time frame.
- No intentional inhalation (huffed) of any aerosol or substance (nitrous oxide, whippets, paint, glue, DXM, etc) in the last three (3) years.

Examples of schedule I-V drugs include, but not limited to:

- **Schedule I (RCW 69.50.204)** - Examples could include: Codeine, Heroin, Morphine, Ecstasy, LSD, Peyote, GHB, Methaqualone, Marijuana/Cannabis, etc.
- **Schedule II (RCW 69.50.206)** - Examples could include: Opium, Cocaine, Codeine, Hydrocodone, Oxycodone, Methadone, Methamphetamine, Amphetamine, Depressants, Hallucinogenic substances, etc.
- **Schedule III (RCW 69.50.208)** - Examples could include: Stimulants, Depressants, Hallucinogens, Ketamine, Anabolic steroids, Hallucinogenic substances, etc.
- **Schedule IV (RCW 69.50.210)** - Examples could include: Barbitol, Diazepam, Fludiazepam, Halazepam, Lorazepan, Phenobarbital, etc.
- **Schedule V (RCW 69.50.212).**

Office of the Sheriff – St Mary’s County Maryland:

Used any type of illegal drug in the past three (3) years;
 Abused any prescription medication or other medication in the past three (3) years;
 Ever taken a hallucinogenic drug such as LSD, PCP, Psilocybin (mushrooms), mescaline, ecstasy, etc.;
 Used marijuana more than 20 times or more than 5 times after age 21;
 Used any other combination of illegal drugs more than 5 times or once after age 21; and
 Sold or distributed drugs whether you made money on the transaction or not.

City of Miami Gardens:

DISQUALIFIERS

NOTE: These are guidelines and are not limited to the drugs listed in this package. A background investigation will be conducted as part of the testing process to determine if the “moral character” of the candidate is appropriate for employment as a Miami Gardens Police Officer/Sergeant. “Moral character” is determined by examination of the life experiences of the candidate including but not limited to the following listed factors. Other factors such as past illicit narcotic use, history of arrest, incidents of theft, prior work and driving history will also be considered.

The present standards of the Miami Gardens Police Department would disqualify an applicant if any of the following were indicated as a result of the polygraph examination or background investigation:

- Use of illegal or illicit drugs within two years of the submission of an application for employment as a Police Officer.
- Any more than occasional past use of marijuana, and not within two years of application.
- Any more than experimental past use of cocaine, and not within five years of application.
- Any more than isolated past experience with amphetamines, barbiturates, inhalants, or designer drugs such as GHB, Rohypnol (Roofies), Ecstasy, Special K (Ketamine), etc., or hallucinogens such as LSD, PCP, Ice, Mescaline, Psilocybin (Mushrooms), etc., or abuse of any prescription drugs, and not within five years of application.
- Any more than one cycle of steroids, and not within five years of application.
- Past sale or delivery of any illicit or illegal drug may be cause for disqualification.
- Any use of illicit or illegal narcotics after having been employed by a police or corrections agency, or in a police or corrections capacity (including Military Police Officer) automatically disqualifies the applicant.
- Any use or abuse of any illegal or prescription drug, not specifically identified in this section, may be cause for disqualification.

New Jersey State Police:

1. If you have used marijuana or hashish within the past three years.
2. If, within the past ten years, have possessed or used any other illegal drug or drugs, including anabolic steroids, adderol other drug other than those prescribed or provided by a physician.
3. If you have sold, or provided an illegal drug to another person.
4. If you have manufactured an illegal drug at any time.

Agenda Item #3

Reorganization of Mail & Duplicating Center – Creation of two new classifications: Printing/Mail Technician II, and Printing/Mail Technician I.

MAYOR
DAVID R. MARTIN



DIRECTOR OF LEGAL AFFIARS
&
CORPORATION COUNSEL
KATHRYN EMMETT

HUMAN RESOURCES DIRECTOR
CLEMON W. WILLIAMS

CITY OF STAMFORD
OFFICE OF LEGAL AFFAIRS
HUMAN RESOURCES DIVISION
888 WASHINGTON BOULEVARD
P.O. BOX 10152
STAMFORD, CONNECTICUT 06904-2152
Tel. (203) 977-4070
Fax: (203)977-4075

Memorandum

To: Personnel Commission
From: Clemon Williams, Director of Human Resources
Re: Reorganization of Mail & Duplicating Center
Date: September 21, 2015

The Human Resources Department has received a request from the Department of Office of Policy and Management to assist in developing a personnel strategy for the Mail and Duplicating Center.

The department is presently made up of a Central Services Supervisor (full time at an annual salary range of MAA-02 \$55,332 - \$71,141); and an Automated Copy Machines Operator (perm. part time annual range for a full time of UAW S/V-08 \$46,143 - \$54,505). Currently the position of Central Services Supervisor is vacant and the Administration feels that it is not necessary to replace the vacated position, but rather to re-allocate some of the administrative duties and make better use of available resources.

With that in mind, we've developed two new classifications:

- Printing/Mail Technician II, and
- Printing/Mail Technician I

The Printing/Mail Tech II, would encompass overall responsibility for the Mail and Duplicating Center and would be filled as a full time position; while the Printing/Mail Tech I would be responsible for assisting and for backfilling this role and the position would be filled as a permanent part time position.

The new classifications were created, because the Automated Copy Machine Operator Classification is not a single incumbent occupied position. Therefore we're not requesting that

the classification be abolished; simply that these two new positions be created to fill the operational needs of the Mail and Duplicating Center.

Because the Printing/Mail Tech II would encompass additional duties over those of the Automated Copy Machine Operator Position, we are requesting that this classification be placed in UAW – Grade S/V-09 at a range of \$49,099 - \$57,994, which is one grade above the Automated Copy Machine Operator Classification, which is at Grade S/V-08.

We are also requesting that the position of Printing/Mail Tech I position be placed in UAW – Grade S/V-07 at an hourly range of \$23.85 - \$28.17. This position has a full time annual range of \$43,417-\$51,282; however, it will be filled as permanent part time. We anticipate that the incumbent selected for this role would serve as a backup to the Tech II position.

Please find the attached:

- Memo from Acting Director of OPM
- Current Organizational Chart
- Proposed Organization Chart
- Printing/Mail Technician II Draft Job Description
- Printing/Mail Technician I Draft Job Description
- UAW Salary Schedule
- National Occupation/Salary information for:
 - Print, Binding and Finishing Workers, and
 - Mail Clerks and Mail Machine Operations, Except Postal Service

/vmf

Mayor
DAVID R. MARTIN



INTERIM DIRECTOR
OFFICE OF POLICY & MANAGEMENT

LEE BERTA

Phone: (203) 977-5739
FAX: (203) 977-5253
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CITY OF STAMFORD
OFFICE OF POLICY & MANAGEMENT
888 WASHINGTON BOULEVARD
P.O. BOX 10152
STAMFORD, CONNECTICUT 06904-2152

To: Clemon Williams **Date:** 09/18/15
From: Lee Berta, Interim OPM Director
Re: Printing/Mail Technician I & Printing/Mail Technician II
Cc: Vanessa Francis

The Mail & Duplicating Center, under the Office of Policy and Management, provides print and duplicating services to all City Departments as well as some non-profit organizations. The department also processes interoffice mail for all City buildings as well as incoming/outgoing mail for the government center.

In the current budget, the mail and duplicating center has funding for a full-time *Central Service Supervisor* and permanent part-time *Auto Copy Machine Operator*. After the supervisor left earlier this year, it was understood the department would work more efficiently with two *Printing/Mail Technicians* rather than the current budgeted positions in place. The intention is to have one full-time *Lead Technician* who will provide oversight to the permanent part time *Printing/Mail Technician I* as well as provide direction on tasks when necessary. Also, having two positions that share responsibilities would ensure all work was completed with ease and to make certain there was always coverage in the mailroom during business hours.

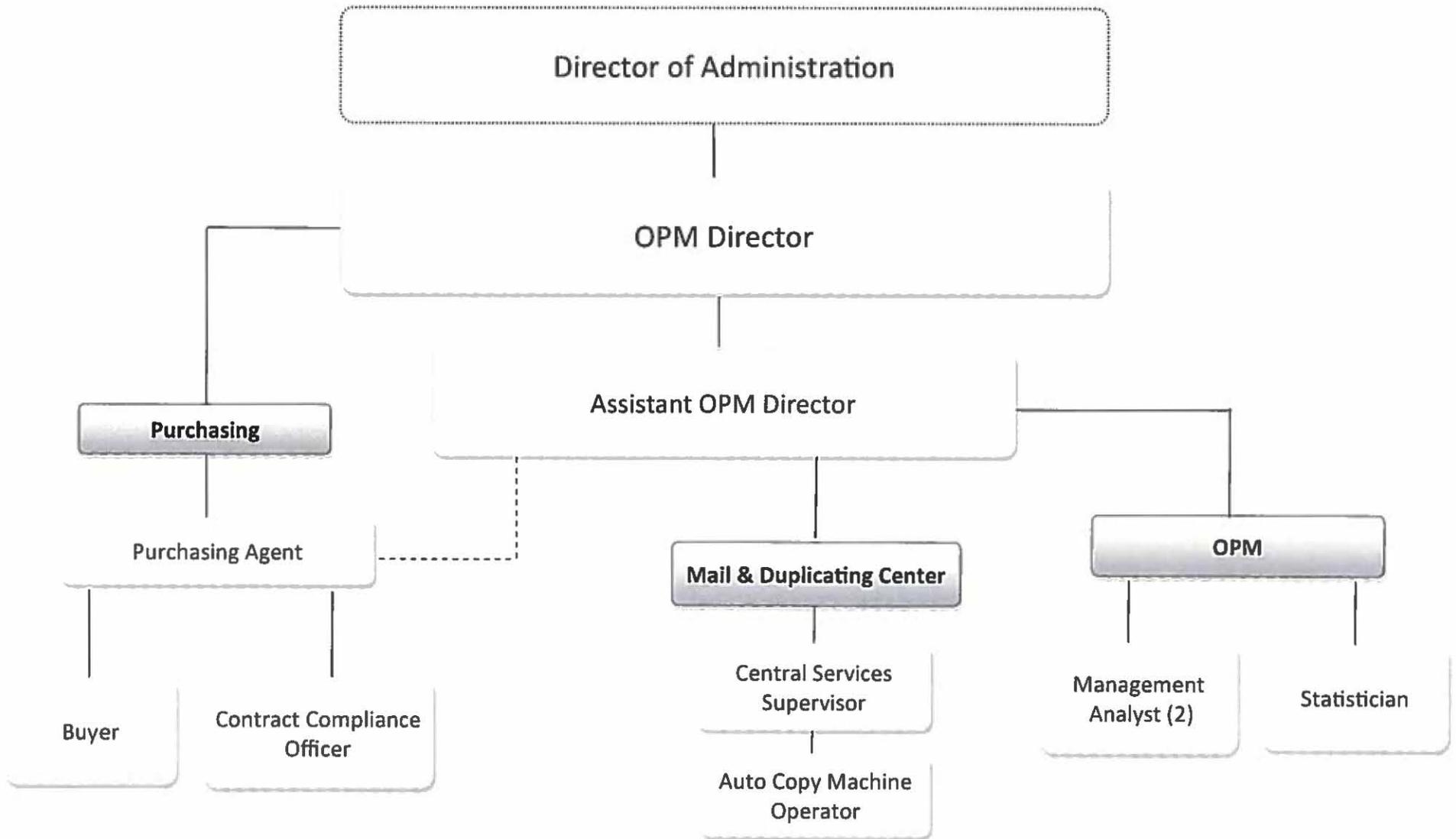
Thank you for your time in this matter.

A handwritten signature in black ink, appearing to be "LB".

Lee Berta, Interim OPM Director

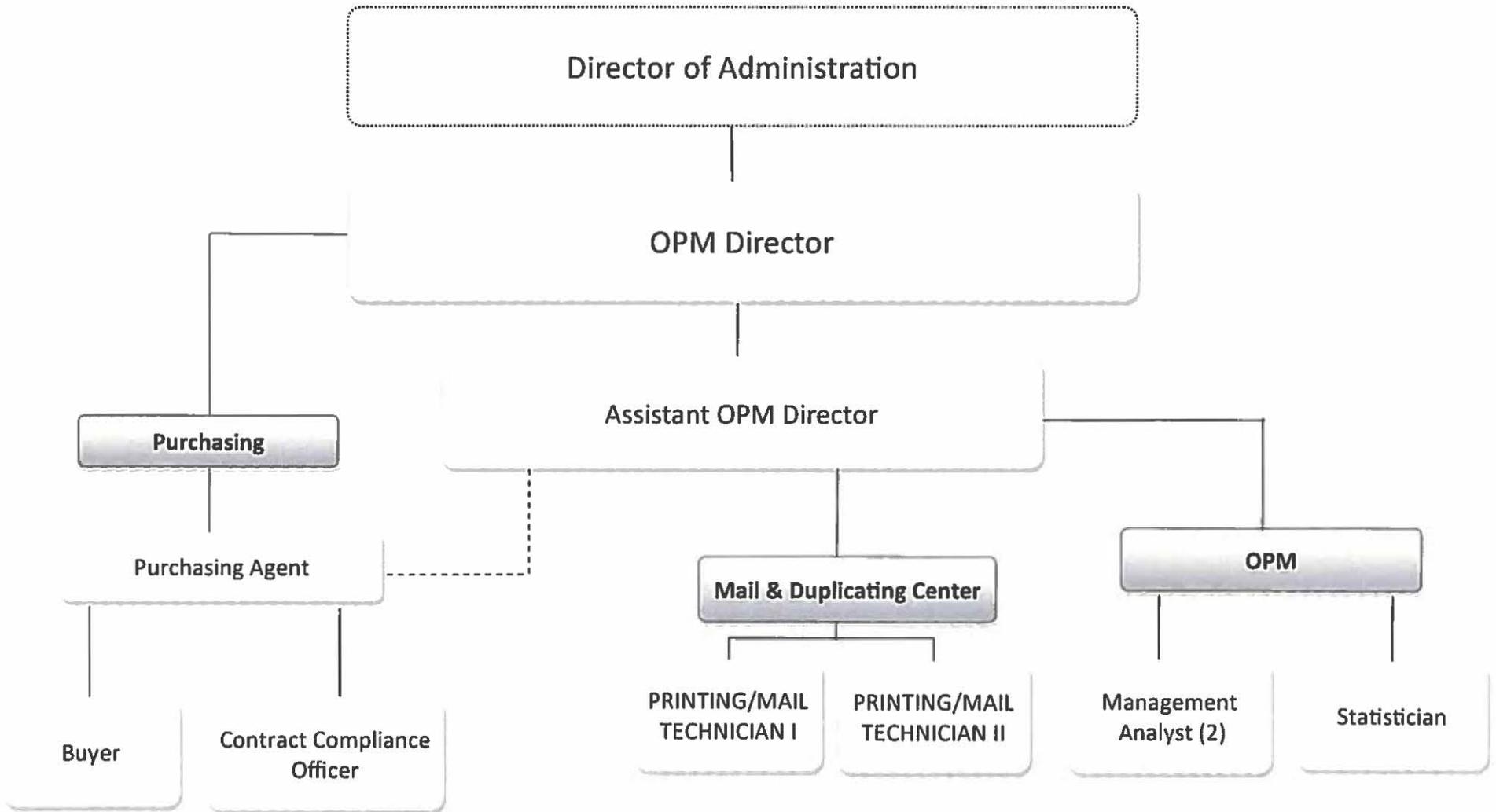
CURRENT ORG. CHART

City of Stamford
Office of Administration
Office of Policy and Management (OPM)



PROPOSED ORG CHART

City of Stamford
Office of Administration
Office of Policy and Management (OPM)



FLSA Classification- Non-Exempt
Classified- UAW
Salary Grade- S/V-09
Reports to- Assistant Director, OPM

Adopted:

PRINTING/MAIL TECHNICIAN II

GENERAL SUMMARY OF DUTIES

Under the general direction of the Assistant Director of OPM or Designee: performs technical work in the preparation, operation, and maintenance of printing, copying, finishing, computer, or mail equipment, and the related duties involved in printing and/or mail operations. Performs other duties as necessary.

ESSENTIAL FUNCTIONS:

Completes tasks related to printing, duplicating, binding, finishing, and/or mail assignments as directed.

Prepares the appropriate piece(s) of equipment for the assigned operation(s); selects the appropriate paper; adjusts equipment properly for various sized paper, documents, and envelopes; sets up and adjusts mail meters to apply appropriate postage rates; sets up and adjusts feeders and ink supply sources to accommodate various document sizes; sets up and adjusts pressure seal equipment; prepares and removes output for distribution; maintains required records.

Operates a variety of printing, copying, and/or mailing equipment including: off-set presses, high speed copiers, computers, scanners, mass storage equipment, collators, stitchers, folders, hole punchers, paper cutters, shrink wrap, padders, digital mail machines, multi-station inserters, meters, scales, pressure sealers, bursters, imprinters, decollaters, labelers, and/or other peripheral computer printing, or mail equipment.

Operates a variety of computer and peripheral equipment used in database production printing.

Assist with invoicing and charge-backs.

Transports, processes, sorts, meters, and distributes mail and/or supplies; makes scheduled and other pickups and deliveries as needed.

Printing/Mail Technician II
S/V-09

ESSENTIAL FUNCTIONS (cont'd):

Cleans, lubricates, adjusts, and performs routine maintenance on equipment to keep in good working order.

May provides task oversight of lower level employees or volunteers .
May assists in training of employees/volunteers in the operation of printing and/or mail equipment, computers, and related equipment; and/or provides direction on tasks as necessary.

Performs other related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Intermediate knowledge of the operation, adjustment and maintenance of printing, copying and/or mail equipment, computers, and other peripheral equipment, and the ability to keep in good working order.

Intermediate knowledge of various types of papers, inks, chemicals, and applications used in printing and/or mail operations.

Ability to learn and remain current on U.S. Postal Service (USPS) Regulations, postal rates, and mail standards.

Ability to produce and maintain the necessary operations and production records.

Ability to learn standard operating procedures of each machine as prescribed by the manufacturer.

Ability to lift, move, and transport supplies and/or mail.

Ability to understand and follow instructions, and to effectively and efficiently complete assignments in a timely manner.

Ability to establish and maintain effective working relationships with customers and other employees.

MINIMUM QUALIFICATIONS:

One or more years of experience as a Printing/Mail Technician I with the City of Stamford.

OR

Possession of a high school diploma or proof of high school equivalency; and one (1) or more years of experience which involved significant experience (i.e., 50% time or more) in printing, high-volume copying, and mail operations.

Special Requirement: Possession of a motor vehicle driver's license.

Printing/Mail Technician II

S/V-09

ADA and ADAAA Specifications

Physical Demands:

Ability to stand, walk, sit, use hands, fingers, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

While performing the duties of this job, the employee may be exposed to weather conditions.

The work environment may be noisy.

This job description is not inclusive of all job functions and will be reviewed periodically as duties and responsibilities change with business necessity. Position duties and responsibilities are subject to modification.

FLSA Classification- Non-Exempt
Classified- UAW
Salary Grade- S/V-07
Reports to- Assistant Director, OPM

Adopted:

PRINTING/MAIL TECHNICIAN I

GENERAL SUMMARY OF DUTIES

Under the general supervision of the Assistant Director of OPM or designee: conducts entry-level, semi-skilled work in the operation of small offset presses, medium volume high-speed copiers, finishing, and mail equipment, and the related duties involved in printing and/or mail operations. Performs other duties as necessary.

ESSENTIAL FUNCTIONS:

Performs general printing and/or mail duties such as setting up, operating, and maintaining equipment used in printing operations and/or mail processing.

Operates a variety of printing and/or mailing equipment including: high-speed copiers, off-set presses, stitchers, cutters, collators, decollators, hole-punchers, folders, multi-station inserters, meters, digital mail machines, scales, pressure sealers, bursters, labelers, or other related equipment such as binding, shrink wrap, or padding equipment.

Assists in the cleaning, lubricating, adjustment, and maintenance of equipment: changes inks and chemicals as needed.

Maintains log of departmental work requests; performs charge-backs, i.e., billing in absence Mail Technician II.

Receives instruction and oversight in the performance of assignments: as experience is gained, oversight becomes more general in nature.

Receives on-the-job training on printing and/or mail operations, processes, and equipment.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to learn the operations, adjustment, maintenance of printing, duplicating and/or mail equipment, and other general office machines.

Ability to adapt to changes in operations as needed.

Ability to learn standard operation procedures of each machine as prescribed the manufacturer.

Ability to learn U.S. Postal Service (USPS) regulations, postal rates, and mail standards.

Ability to learn computer program to use in the tracking of work orders.

Ability to lift, move, and transport supplies and/or mail.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships across the organization with all levels of employees.

Ability to operate a motor vehicle as needed in performance of assignments.

SPECIAL REQUIREMENT:

Must possess and maintain a valid current motor vehicle operator's license.

MINIMUM QUALIFICATIONS:

Possession of a high school diploma or proof of high school equivalency.

ADA and ADA AAA Specifications

Physical Demands:

Ability to stand, walk, sit, use hands, fingers, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

While performing the duties of this job, the employee may be exposed to weather conditions.

The work environment may be noisy.

This job description is not inclusive of all job functions and will be reviewed periodically as duties and responsibilities change with business necessity. Position duties and responsibilities are subject to modification.

7/1/2015 UAW Salary Schedule
2.25% GWI

Pay Step	Pay Grade	Pay Step	7/1/2015 Hourly Rate	35 Hours Per Week Annual Rate	4.5% Weekly Pension Deduction	5.0% Weekly Pension Deduction	37.5 Hours Per Week Annual Rate	4.5% Weekly Pension Deduction	5.0% Weekly Pension Deduction	40 Hours Per Week Annual Rate	4.5% Weekly Pension Deduction	5.0% Weekly Pension Deduction
UAS0101	UA01	UAS0101	\$16.9845	\$30,911.79	\$26.75	\$29.72	\$33,119.78	\$28.66	\$31.85	\$35,327.76	\$30.57	\$33.97
UAS0102	UA01	UAS0102	\$17.7065	\$32,225.83	\$27.89	\$30.99	\$34,527.68	\$29.88	\$33.20	\$36,829.52	\$31.87	\$35.41
UAS0103	UA01	UAS0103	\$18.4602	\$33,597.56	\$29.07	\$32.31	\$35,997.39	\$31.15	\$34.61	\$38,397.22	\$33.23	\$36.92
UAS0104	UA01	UAS0104	\$19.2426	\$35,021.53	\$30.31	\$33.67	\$37,523.07	\$32.47	\$36.08	\$40,024.61	\$34.64	\$38.49
UAS0105	UA01	UAS0105	\$20.0617	\$36,512.29	\$31.60	\$35.11	\$39,120.32	\$33.85	\$37.62	\$41,728.34	\$36.11	\$40.12
UAV0101	UA01	UAV0101	\$16.9845	\$30,911.79	\$26.75	\$29.72	\$33,119.78	\$28.66	\$31.85	\$35,327.76	\$30.57	\$33.97
UAV0102	UA01	UAV0102	\$17.4623	\$31,781.39	\$27.50	\$30.56	\$34,051.49	\$29.47	\$32.74	\$36,321.58	\$31.43	\$34.92
UAV0103	UA01	UAV0103	\$17.9537	\$32,675.73	\$28.28	\$31.42	\$35,009.72	\$30.30	\$33.66	\$37,343.70	\$32.32	\$35.91
UAV0104	UA01	UAV0104	\$18.4589	\$33,595.20	\$29.07	\$32.30	\$35,994.86	\$31.15	\$34.61	\$38,394.51	\$33.23	\$36.92
UAV0105	UA01	UAV0105	\$18.9781	\$34,540.14	\$29.89	\$33.21	\$37,007.30	\$32.03	\$35.58	\$39,474.45	\$34.16	\$37.96
UAV0106	UA01	UAV0106	\$19.5121	\$35,512.02	\$30.73	\$34.15	\$38,048.60	\$32.93	\$36.59	\$40,585.17	\$35.12	\$39.02
UAV0107	UA01	UAV0107	\$20.0617	\$36,512.29	\$31.60	\$35.11	\$39,120.32	\$33.85	\$37.62	\$41,728.34	\$36.11	\$40.12
UAS0201	UA02	UAS0201	\$17.9191	\$32,612.76	\$28.22	\$31.36	\$34,942.25	\$30.24	\$33.60	\$37,271.73	\$32.25	\$35.84
UAS0202	UA02	UAS0202	\$18.6816	\$34,000.51	\$29.42	\$32.69	\$36,429.12	\$31.53	\$35.03	\$38,857.73	\$33.63	\$37.36
UAS0203	UA02	UAS0203	\$19.4740	\$35,442.68	\$30.67	\$34.08	\$37,974.30	\$32.86	\$36.51	\$40,505.92	\$35.05	\$38.95
UAS0204	UA02	UAS0204	\$20.3030	\$36,951.46	\$31.98	\$35.53	\$39,590.85	\$34.26	\$38.07	\$42,230.24	\$36.55	\$40.61
UAS0205	UA02	UAS0205	\$21.1660	\$38,522.12	\$33.34	\$37.04	\$41,273.70	\$35.72	\$39.69	\$44,025.28	\$38.10	\$42.33
UAV0201	UA02	UAV0201	\$17.9191	\$32,612.76	\$28.22	\$31.36	\$34,942.25	\$30.24	\$33.60	\$37,271.73	\$32.25	\$35.84
UAV0202	UA02	UAV0202	\$18.4232	\$33,530.22	\$29.02	\$32.24	\$35,925.24	\$31.09	\$34.54	\$38,320.26	\$33.16	\$36.85
UAV0203	UA02	UAV0203	\$18.9417	\$34,473.89	\$29.83	\$33.15	\$36,936.32	\$31.96	\$35.52	\$39,398.74	\$34.10	\$37.88
UAV0204	UA02	UAV0204	\$19.4746	\$35,443.77	\$30.67	\$34.08	\$37,975.47	\$32.86	\$36.51	\$40,507.17	\$35.05	\$38.95
UAV0205	UA02	UAV0205	\$20.0224	\$36,440.77	\$31.54	\$35.04	\$39,043.68	\$33.79	\$37.54	\$41,646.59	\$36.04	\$40.04
UAV0206	UA02	UAV0206	\$20.5857	\$37,465.97	\$32.42	\$36.02	\$40,142.12	\$34.74	\$38.60	\$42,818.26	\$37.05	\$41.17
UAV0207	UA02	UAV0207	\$21.1660	\$38,522.12	\$33.34	\$37.04	\$41,273.70	\$35.72	\$39.69	\$44,025.28	\$38.10	\$42.33

7/1/2015 UAW Salary Schedule
2.25% GWI

Pay Step	Pay Grade	Pay Step	7/1/2015 Hourly Rate	35 Hours Per Week Annual Rate	4.5% Weekly Pension Deduction	5.0% Weekly Pension Deduction	37.5 Hours Per Week Annual Rate	4.5% Weekly Pension Deduction	5.0% Weekly Pension Deduction	40 Hours Per Week Annual Rate	4.5% Weekly Pension Deduction	5.0% Weekly Pension Deduction
UAS0301	UA03	UAS0301	\$18.9287	\$34,450.23	\$29.81	\$33.13	\$36,910.97	\$31.94	\$35.49	\$39,371.70	\$34.07	\$37.86
UAS0302	UA03	UAS0302	\$19.7322	\$35,912.60	\$31.08	\$34.53	\$38,477.79	\$33.30	\$37.00	\$41,042.98	\$35.52	\$39.46
UAS0303	UA03	UAS0303	\$20.5712	\$37,439.58	\$32.40	\$36.00	\$40,113.84	\$34.71	\$38.57	\$42,788.10	\$37.03	\$41.14
UAS0304	UA03	UAS0304	\$21.4449	\$39,029.72	\$33.78	\$37.53	\$41,817.56	\$36.19	\$40.21	\$44,605.39	\$38.60	\$42.89
UAS0305	UA03	UAS0305	\$22.3574	\$40,690.47	\$35.21	\$39.13	\$43,596.93	\$37.73	\$41.92	\$46,503.39	\$40.24	\$44.71
UAV0301	UA03	UAV0301	\$18.9287	\$34,450.23	\$29.81	\$33.13	\$36,910.97	\$31.94	\$35.49	\$39,371.70	\$34.07	\$37.86
UAV0302	UA03	UAV0302	\$19.4612	\$35,419.38	\$30.65	\$34.06	\$37,949.34	\$32.84	\$36.49	\$40,479.30	\$35.03	\$38.92
UAV0303	UA03	UAV0303	\$20.0088	\$36,416.02	\$31.51	\$35.02	\$39,017.16	\$33.76	\$37.52	\$41,618.30	\$36.02	\$40.02
UAV0304	UA03	UAV0304	\$20.5717	\$37,440.49	\$32.40	\$36.00	\$40,114.82	\$34.71	\$38.57	\$42,789.14	\$37.03	\$41.14
UAV0305	UA03	UAV0305	\$21.1506	\$38,494.09	\$33.31	\$37.01	\$41,243.67	\$35.69	\$39.66	\$43,993.25	\$38.07	\$42.30
UAV0306	UA03	UAV0306	\$21.7457	\$39,577.17	\$34.25	\$38.05	\$42,404.12	\$36.70	\$40.77	\$45,231.06	\$39.14	\$43.49
UAV0307	UA03	UAV0307	\$22.3574	\$40,690.47	\$35.21	\$39.13	\$43,596.93	\$37.73	\$41.92	\$46,503.39	\$40.24	\$44.71
UAS0401	UA04	UAS0401	\$20.0191	\$36,434.76	\$31.53	\$35.03	\$39,037.25	\$33.78	\$37.54	\$41,639.73	\$36.03	\$40.04
UAS0402	UA04	UAS0402	\$20.8691	\$37,981.76	\$32.87	\$36.52	\$40,694.75	\$35.22	\$39.13	\$43,407.73	\$37.56	\$41.74
UAS0403	UA04	UAS0403	\$21.7558	\$39,595.56	\$34.27	\$38.07	\$42,423.81	\$36.71	\$40.79	\$45,252.06	\$39.16	\$43.51
UAS0404	UA04	UAS0404	\$22.6813	\$41,279.97	\$35.72	\$39.69	\$44,228.54	\$38.27	\$42.53	\$47,177.10	\$40.83	\$45.36
UAS0405	UA04	UAS0405	\$23.6454	\$43,034.63	\$37.24	\$41.38	\$46,108.53	\$39.90	\$44.34	\$49,182.43	\$42.56	\$47.29
UAV0401	UA04	UAV0401	\$20.0191	\$36,434.76	\$31.53	\$35.03	\$39,037.25	\$33.78	\$37.54	\$41,639.73	\$36.03	\$40.04
UAV0402	UA04	UAV0402	\$20.5823	\$37,459.79	\$32.42	\$36.02	\$40,135.49	\$34.73	\$38.59	\$42,811.18	\$37.05	\$41.16
UAV0403	UA04	UAV0403	\$21.1614	\$38,513.75	\$33.33	\$37.03	\$41,264.73	\$35.71	\$39.68	\$44,015.71	\$38.09	\$42.32
UAV0404	UA04	UAV0404	\$21.7569	\$39,597.56	\$34.27	\$38.07	\$42,425.96	\$36.71	\$40.79	\$45,254.35	\$39.16	\$43.51
UAV0405	UA04	UAV0405	\$22.3689	\$40,711.40	\$35.23	\$39.15	\$43,619.36	\$37.75	\$41.94	\$46,527.31	\$40.26	\$44.74
UAV0406	UA04	UAV0406	\$22.9983	\$41,856.91	\$36.22	\$40.25	\$44,846.69	\$38.81	\$43.12	\$47,836.46	\$41.40	\$46.00
UAV0407	UA04	UAV0407	\$23.6454	\$43,034.63	\$37.24	\$41.38	\$46,108.53	\$39.90	\$44.34	\$49,182.43	\$42.56	\$47.29

7/1/2015 UAW Salary Schedule
2.25% GWI

Pay Step	Pay Grade	Pay Step	7/1/2015 Hourly Rate	35 Hours Per Week Annual Rate	4.5% Weekly Pension Deduction	5.0% Weekly Pension Deduction	37.5 Hours Per Week Annual Rate	4.5% Weekly Pension Deduction	5.0% Weekly Pension Deduction	40 Hours Per Week Annual Rate	4.5% Weekly Pension Deduction	5.0% Weekly Pension Deduction
UAS0501	UA05	UAS0501	\$21.1976	\$38,579.63	\$33.39	\$37.10	\$41,335.32	\$35.77	\$39.75	\$44,091.01	\$38.16	\$42.40
UAS0502	UA05	UAS0502	\$22.0983	\$40,218.91	\$34.80	\$38.67	\$43,091.69	\$37.29	\$41.43	\$45,964.46	\$39.78	\$44.20
UAS0503	UA05	UAS0503	\$23.0378	\$41,928.80	\$36.28	\$40.32	\$44,923.71	\$38.88	\$43.20	\$47,918.62	\$41.47	\$46.08
UAS0504	UA05	UAS0504	\$24.0176	\$43,712.03	\$37.83	\$42.03	\$46,834.32	\$40.53	\$45.03	\$49,956.61	\$43.23	\$48.04
UAS0505	UA05	UAS0505	\$25.0375	\$45,568.25	\$39.43	\$43.82	\$48,823.13	\$42.25	\$46.95	\$52,078.00	\$45.07	\$50.08
UAV0501	UA05	UAV0501	\$21.1976	\$38,579.63	\$33.39	\$37.10	\$41,335.32	\$35.77	\$39.75	\$44,091.01	\$38.16	\$42.40
UAV0502	UA05	UAV0502	\$21.7940	\$39,665.08	\$34.33	\$38.14	\$42,498.30	\$36.78	\$40.86	\$45,331.52	\$39.23	\$43.59
UAV0503	UA05	UAV0503	\$22.4072	\$40,781.10	\$35.29	\$39.21	\$43,694.04	\$37.81	\$42.01	\$46,606.98	\$40.33	\$44.81
UAV0504	UA05	UAV0504	\$23.0377	\$41,928.61	\$36.28	\$40.32	\$44,923.52	\$38.88	\$43.20	\$47,918.42	\$41.47	\$46.08
UAV0505	UA05	UAV0505	\$23.6858	\$43,108.16	\$37.31	\$41.45	\$46,187.31	\$39.97	\$44.41	\$49,266.46	\$42.63	\$47.37
UAV0506	UA05	UAV0506	\$24.3523	\$44,321.19	\$38.35	\$42.62	\$47,486.99	\$41.09	\$45.66	\$50,652.78	\$43.83	\$48.70
UAV0507	UA05	UAV0507	\$25.0375	\$45,568.25	\$39.43	\$43.82	\$48,823.13	\$42.25	\$46.95	\$52,078.00	\$45.07	\$50.08
UAS0601	UA06	UAS0601	\$22.4735	\$40,901.77	\$35.40	\$39.33	\$43,823.33	\$37.92	\$42.14	\$46,744.88	\$40.45	\$44.95
UAS0602	UA06	UAS0602	\$23.4291	\$42,640.96	\$36.90	\$41.00	\$45,686.75	\$39.54	\$43.93	\$48,732.53	\$42.17	\$46.86
UAS0603	UA06	UAS0603	\$24.4238	\$44,451.32	\$38.47	\$42.74	\$47,626.41	\$41.22	\$45.79	\$50,801.50	\$43.96	\$48.85
UAS0604	UA06	UAS0604	\$25.4626	\$46,341.93	\$40.10	\$44.56	\$49,652.07	\$42.97	\$47.74	\$52,962.21	\$45.83	\$50.93
UAS0605	UA06	UAS0605	\$26.5450	\$48,311.90	\$41.81	\$46.45	\$51,762.75	\$44.79	\$49.77	\$55,213.60	\$47.78	\$53.09
UAV0601	UA06	UAV0601	\$22.4735	\$40,901.77	\$35.40	\$39.33	\$43,823.33	\$37.92	\$42.14	\$46,744.88	\$40.45	\$44.95
UAV0602	UA06	UAV0602	\$23.1059	\$42,052.74	\$36.39	\$40.44	\$45,056.51	\$38.99	\$43.32	\$48,060.27	\$41.59	\$46.21
UAV0603	UA06	UAV0603	\$23.7560	\$43,235.92	\$37.42	\$41.57	\$46,324.20	\$40.09	\$44.54	\$49,412.48	\$42.76	\$47.51
UAV0604	UA06	UAV0604	\$24.4244	\$44,452.41	\$38.47	\$42.74	\$47,627.58	\$41.22	\$45.80	\$50,802.75	\$43.96	\$48.85
UAV0605	UA06	UAV0605	\$25.1114	\$45,702.75	\$39.55	\$43.94	\$48,967.23	\$42.38	\$47.08	\$52,231.71	\$45.20	\$50.22
UAV0606	UA06	UAV0606	\$25.8180	\$46,988.76	\$40.66	\$45.18	\$50,345.10	\$43.57	\$48.41	\$53,701.44	\$46.47	\$51.64
UAV0607	UA06	UAV0607	\$26.5450	\$48,311.90	\$41.81	\$46.45	\$51,762.75	\$44.79	\$49.77	\$55,213.60	\$47.78	\$53.09

7/1/2015 UAW Salary Schedule
2.25% GWI

Pay Step	Pay Grade	Pay Step	7/1/2015 Hourly Rate	35 Hours Per Week Annual Rate	4.5% Weekly Pension Deduction	5.0% Weekly Pension Deduction	37.5 Hours Per Week Annual Rate	4.5% Weekly Pension Deduction	5.0% Weekly Pension Deduction	40 Hours Per Week Annual Rate	4.5% Weekly Pension Deduction	5.0% Weekly Pension Deduction
UAS0701	UA07	UAS0701	\$23.8559	\$43,417.74	\$37.57	\$41.75	\$46,519.01	\$40.26	\$44.73	\$49,620.27	\$42.94	\$47.71
UAS0702	UA07	UAS0702	\$24.8697	\$45,262.85	\$39.17	\$43.52	\$48,495.92	\$41.97	\$46.63	\$51,728.98	\$44.77	\$49.74
UAS0703	UA07	UAS0703	\$25.9263	\$47,185.87	\$40.83	\$45.37	\$50,556.29	\$43.75	\$48.61	\$53,926.70	\$46.67	\$51.85
UAS0704	UA07	UAS0704	\$27.0284	\$49,191.69	\$42.57	\$47.30	\$52,705.38	\$45.61	\$50.68	\$56,219.07	\$48.65	\$54.06
UAS0705	UA07	UAS0705	\$28.1774	\$51,282.87	\$44.38	\$49.31	\$54,945.93	\$47.55	\$52.83	\$58,608.99	\$50.72	\$56.35
UAV0701	UA07	UAV0701	\$23.8559	\$43,417.74	\$37.57	\$41.75	\$46,519.01	\$40.26	\$44.73	\$49,620.27	\$42.94	\$47.71
UAV0702	UA07	UAV0702	\$24.5272	\$44,639.50	\$38.63	\$42.92	\$47,828.04	\$41.39	\$45.99	\$51,016.58	\$44.15	\$49.05
UAV0703	UA07	UAV0703	\$25.2171	\$45,895.12	\$39.72	\$44.13	\$49,173.35	\$42.55	\$47.28	\$52,451.57	\$45.39	\$50.43
UAV0704	UA07	UAV0704	\$25.9267	\$47,186.59	\$40.83	\$45.37	\$50,557.07	\$43.75	\$48.61	\$53,927.54	\$46.67	\$51.85
UAV0705	UA07	UAV0705	\$26.6562	\$48,514.28	\$41.98	\$46.65	\$51,979.59	\$44.98	\$49.98	\$55,444.90	\$47.98	\$53.31
UAV0706	UA07	UAV0706	\$27.4061	\$49,879.10	\$43.16	\$47.96	\$53,441.90	\$46.25	\$51.39	\$57,004.69	\$49.33	\$54.81
UAV0707	UA07	UAV0707	\$28.1774	\$51,282.87	\$44.38	\$49.31	\$54,945.93	\$47.55	\$52.83	\$58,608.99	\$50.72	\$56.35
UAS0801	UA08	UAS0801	\$25.3533	\$46,143.01	\$39.93	\$44.37	\$49,438.94	\$42.78	\$47.54	\$52,734.86	\$45.64	\$50.71
UAS0802	UA08	UAS0802	\$26.4316	\$48,105.51	\$41.63	\$46.26	\$51,541.62	\$44.60	\$49.56	\$54,977.73	\$47.58	\$52.86
UAS0803	UA08	UAS0803	\$27.5547	\$50,149.55	\$43.40	\$48.22	\$53,731.67	\$46.50	\$51.67	\$57,313.78	\$49.60	\$55.11
UAS0804	UA08	UAS0804	\$28.7252	\$52,279.86	\$45.24	\$50.27	\$56,014.14	\$48.47	\$53.86	\$59,748.42	\$51.71	\$57.45
UAS0805	UA08	UAS0805	\$29.9479	\$54,505.18	\$47.17	\$52.41	\$58,398.41	\$50.54	\$56.15	\$62,291.63	\$53.91	\$59.90
UAV0801	UA08	UAV0801	\$25.3533	\$46,143.01	\$39.93	\$44.37	\$49,438.94	\$42.78	\$47.54	\$52,734.86	\$45.64	\$50.71
UAV0802	UA08	UAV0802	\$26.0666	\$47,441.21	\$41.05	\$45.62	\$50,829.87	\$43.99	\$48.87	\$54,218.53	\$46.92	\$52.13
UAV0803	UA08	UAV0803	\$26.8000	\$48,776.00	\$42.21	\$46.90	\$52,260.00	\$45.23	\$50.25	\$55,744.00	\$48.24	\$53.60
UAV0804	UA08	UAV0804	\$27.5540	\$50,148.28	\$43.40	\$48.22	\$53,730.30	\$46.50	\$51.66	\$57,312.32	\$49.60	\$55.11
UAV0805	UA08	UAV0805	\$28.3292	\$51,559.14	\$44.62	\$49.58	\$55,241.94	\$47.81	\$53.12	\$58,924.74	\$50.99	\$56.66
UAV0806	UA08	UAV0806	\$29.1263	\$53,009.87	\$45.87	\$50.97	\$56,796.29	\$49.15	\$54.61	\$60,582.70	\$52.43	\$58.25
UAV0807	UA08	UAV0807	\$29.9479	\$54,505.18	\$47.17	\$52.41	\$58,398.41	\$50.54	\$56.15	\$62,291.63	\$53.91	\$59.90

7/1/2015 UAW Salary Schedule
2.25% GWI

Pay Step	Pay Grade	Pay Step	7/1/2015 Hourly Rate	35 Hours Per Week Annual Rate	4.5% Weekly Pension Deduction	5.0% Weekly Pension Deduction	37.5 Hours Per Week Annual Rate	4.5% Weekly Pension Deduction	5.0% Weekly Pension Deduction	40 Hours Per Week Annual Rate	4.5% Weekly Pension Deduction	5.0% Weekly Pension Deduction
UAS0901	UA09	UAS0901	\$26.9779	\$49,099.78	\$42.49	\$47.21	\$52,606.91	\$45.53	\$50.58	\$56,114.03	\$48.56	\$53.96
UAS0902	UA09	UAS0902	\$28.1257	\$51,188.77	\$44.30	\$49.22	\$54,845.12	\$47.46	\$52.74	\$58,501.46	\$50.63	\$56.25
UAS0903	UA09	UAS0903	\$29.3212	\$53,364.58	\$46.18	\$51.31	\$57,176.34	\$49.48	\$54.98	\$60,988.10	\$52.78	\$58.64
UAS0904	UA09	UAS0904	\$30.5672	\$55,632.30	\$48.14	\$53.49	\$59,606.04	\$51.58	\$57.31	\$63,579.78	\$55.02	\$61.13
UAS0905	UA09	UAS0905	\$31.8651	\$57,994.48	\$50.19	\$55.76	\$62,136.95	\$53.77	\$59.75	\$66,279.41	\$57.36	\$63.73
UAV0901	UA09	UAV0901	\$26.9779	\$49,099.78	\$42.49	\$47.21	\$52,606.91	\$45.53	\$50.58	\$56,114.03	\$48.56	\$53.96
UAV0902	UA09	UAV0902	\$27.7369	\$50,481.16	\$43.69	\$48.54	\$54,086.96	\$46.81	\$52.01	\$57,692.75	\$49.93	\$55.47
UAV0903	UA09	UAV0903	\$28.5174	\$51,901.67	\$44.91	\$49.91	\$55,608.93	\$48.12	\$53.47	\$59,316.19	\$51.33	\$57.03
UAV0904	UA09	UAV0904	\$29.3197	\$53,361.85	\$46.18	\$51.31	\$57,173.42	\$49.48	\$54.97	\$60,984.98	\$52.78	\$58.64
UAV0905	UA09	UAV0905	\$30.1446	\$54,863.17	\$47.48	\$52.75	\$58,781.97	\$50.87	\$56.52	\$62,700.77	\$54.26	\$60.29
UAV0906	UA09	UAV0906	\$30.9927	\$56,406.71	\$48.81	\$54.24	\$60,435.77	\$52.30	\$58.11	\$64,464.82	\$55.79	\$61.99
UAV0907	UA09	UAV0907	\$31.8651	\$57,994.48	\$50.19	\$55.76	\$62,136.95	\$53.77	\$59.75	\$66,279.41	\$57.36	\$63.73
UAS1001	UA10	UAS1001	\$28.7433	\$52,312.81	\$45.27	\$50.30	\$56,049.44	\$48.50	\$53.89	\$59,786.06	\$51.74	\$57.49
UAS1002	UA10	UAS1002	\$29.9647	\$54,535.75	\$47.19	\$52.44	\$58,431.17	\$50.57	\$56.18	\$62,326.58	\$53.94	\$59.93
UAS1003	UA10	UAS1003	\$31.2386	\$56,854.25	\$49.20	\$54.67	\$60,915.27	\$52.72	\$58.57	\$64,976.29	\$56.23	\$62.48
UAS1004	UA10	UAS1004	\$32.5671	\$59,272.12	\$51.29	\$56.99	\$63,505.85	\$54.96	\$61.06	\$67,739.57	\$58.62	\$65.13
UAS1005	UA10	UAS1005	\$33.9502	\$61,789.36	\$53.47	\$59.41	\$66,202.89	\$57.29	\$63.66	\$70,616.42	\$61.11	\$67.90
UAV1001	UA10	UAV1001	\$28.7433	\$52,312.81	\$45.27	\$50.30	\$56,049.44	\$48.50	\$53.89	\$59,786.06	\$51.74	\$57.49
UAV1002	UA10	UAV1002	\$29.5520	\$53,784.64	\$46.54	\$51.72	\$57,626.40	\$49.87	\$55.41	\$61,468.16	\$53.19	\$59.10
UAV1003	UA10	UAV1003	\$30.3834	\$55,297.79	\$47.85	\$53.17	\$59,247.63	\$51.27	\$56.97	\$63,197.47	\$54.69	\$60.77
UAV1004	UA10	UAV1004	\$31.2383	\$56,853.71	\$49.20	\$54.67	\$60,914.69	\$52.71	\$58.57	\$64,975.66	\$56.23	\$62.48
UAV1005	UA10	UAV1005	\$32.1171	\$58,453.12	\$50.58	\$56.20	\$62,628.35	\$54.20	\$60.22	\$66,803.57	\$57.81	\$64.23
UAV1006	UA10	UAV1006	\$33.0208	\$60,097.86	\$52.01	\$57.79	\$64,390.56	\$55.72	\$61.91	\$68,683.26	\$59.44	\$66.04
UAV1007	UA10	UAV1007	\$33.9502	\$61,789.36	\$53.47	\$59.41	\$66,202.89	\$57.29	\$63.66	\$70,616.42	\$61.11	\$67.90

7/1/2015 UAW Salary Schedule
2.25% GWI

Pay Step	Pay Grade	Pay Step	7/1/2015 Hourly Rate	35 Hours Per Week Annual Rate	4.5% Weekly Pension Deduction	5.0% Weekly Pension Deduction	37.5 Hours Per Week Annual Rate	4.5% Weekly Pension Deduction	5.0% Weekly Pension Deduction	40 Hours Per Week Annual Rate	4.5% Weekly Pension Deduction	5.0% Weekly Pension Deduction
UAS1101	UA11	UAS1101	\$30.6607	\$55,802.47	\$48.29	\$53.66	\$59,788.37	\$51.74	\$57.49	\$63,774.26	\$55.19	\$61.32
UAS1102	UA11	UAS1102	\$31.9644	\$58,175.21	\$50.34	\$55.94	\$62,330.58	\$53.94	\$59.93	\$66,485.95	\$57.54	\$63.93
UAS1103	UA11	UAS1103	\$33.3217	\$60,645.49	\$52.48	\$58.31	\$64,977.32	\$56.23	\$62.48	\$69,309.14	\$59.98	\$66.64
UAS1104	UA11	UAS1104	\$34.7388	\$63,224.62	\$54.71	\$60.79	\$67,740.66	\$58.62	\$65.14	\$72,256.70	\$62.53	\$69.48
UAS1105	UA11	UAS1105	\$36.2154	\$65,912.03	\$57.04	\$63.38	\$70,620.03	\$61.11	\$67.90	\$75,328.03	\$65.19	\$72.43
UAV1101	UA11	UAV1101	\$30.6607	\$55,802.47	\$48.29	\$53.66	\$59,788.37	\$51.74	\$57.49	\$63,774.26	\$55.19	\$61.32
UAV1102	UA11	UAV1102	\$31.5233	\$57,372.41	\$49.65	\$55.17	\$61,470.44	\$53.20	\$59.11	\$65,568.46	\$56.74	\$63.05
UAV1103	UA11	UAV1103	\$32.4102	\$58,986.56	\$51.05	\$56.72	\$63,199.89	\$54.69	\$60.77	\$67,413.22	\$58.34	\$64.82
UAV1104	UA11	UAV1104	\$33.3220	\$60,646.04	\$52.48	\$58.31	\$64,977.90	\$56.23	\$62.48	\$69,309.76	\$59.98	\$66.64
UAV1105	UA11	UAV1105	\$34.2596	\$62,352.47	\$53.96	\$59.95	\$66,806.22	\$57.81	\$64.24	\$71,259.97	\$61.67	\$68.52
UAV1106	UA11	UAV1106	\$35.2234	\$64,106.59	\$55.48	\$61.64	\$68,685.63	\$59.44	\$66.04	\$73,264.67	\$63.40	\$70.45
UAV1107	UA11	UAV1107	\$36.2154	\$65,912.03	\$57.04	\$63.38	\$70,620.03	\$61.11	\$67.90	\$75,328.03	\$65.19	\$72.43
UAS1201	UA12	UAS1201	\$32.7448	\$59,595.54	\$51.57	\$57.30	\$63,852.36	\$55.26	\$61.40	\$68,109.18	\$58.94	\$65.49
UAS1202	UA12	UAS1202	\$34.1380	\$62,131.16	\$53.77	\$59.74	\$66,569.10	\$57.61	\$64.01	\$71,007.04	\$61.45	\$68.28
UAS1203	UA12	UAS1203	\$35.5888	\$64,771.62	\$56.05	\$62.28	\$69,398.16	\$60.06	\$66.73	\$74,024.70	\$64.06	\$71.18
UAS1204	UA12	UAS1204	\$37.1010	\$67,523.82	\$58.43	\$64.93	\$72,346.95	\$62.61	\$69.56	\$77,170.08	\$66.78	\$74.20
UAS1205	UA12	UAS1205	\$38.6778	\$70,393.60	\$60.92	\$67.69	\$75,421.71	\$65.27	\$72.52	\$80,449.82	\$69.62	\$77.36
UAV1201	UA12	UAV1201	\$32.7448	\$59,595.54	\$51.57	\$57.30	\$63,852.36	\$55.26	\$61.40	\$68,109.18	\$58.94	\$65.49
UAV1202	UA12	UAV1202	\$33.6662	\$61,272.48	\$53.02	\$58.92	\$65,649.09	\$56.81	\$63.12	\$70,025.70	\$60.60	\$67.33
UAV1203	UA12	UAV1203	\$34.6134	\$62,996.39	\$54.52	\$60.57	\$67,496.13	\$58.41	\$64.90	\$71,995.87	\$62.30	\$69.23
UAV1204	UA12	UAV1204	\$35.5872	\$64,768.70	\$56.05	\$62.28	\$69,395.04	\$60.05	\$66.73	\$74,021.38	\$64.06	\$71.17
UAV1205	UA12	UAV1205	\$36.5885	\$66,591.07	\$57.63	\$64.03	\$71,347.58	\$61.74	\$68.60	\$76,104.08	\$65.86	\$73.18
UAV1206	UA12	UAV1206	\$37.6179	\$68,464.58	\$59.25	\$65.83	\$73,354.91	\$63.48	\$70.53	\$78,245.23	\$67.71	\$75.24
UAV1207	UA12	UAV1207	\$38.6778	\$70,393.60	\$60.92	\$67.69	\$75,421.71	\$65.27	\$72.52	\$80,449.82	\$69.62	\$77.36

7/1/2015 UAW Salary Schedule
2.25% GWI

Pay Step	Pay Grade	Pay Step	7/1/2015 Hourly Rate	35 Hours Per Week Annual Rate	4.5% Weekly Pension Deduction	5.0% Weekly Pension Deduction	37.5 Hours Per Week Annual Rate	4.5% Weekly Pension Deduction	5.0% Weekly Pension Deduction	40 Hours Per Week Annual Rate	4.5% Weekly Pension Deduction	5.0% Weekly Pension Deduction
UAS1301	UA13	UAS1301	\$35.0157	\$63,728.57	\$55.15	\$61.28	\$68,280.62	\$59.09	\$65.65	\$72,832.66	\$63.03	\$70.03
UAS1302	UA13	UAS1302	\$36.5033	\$66,436.01	\$57.49	\$63.88	\$71,181.44	\$61.60	\$68.44	\$75,926.86	\$65.71	\$73.01
UAS1303	UA13	UAS1303	\$38.0533	\$69,257.01	\$59.93	\$66.59	\$74,203.94	\$64.21	\$71.35	\$79,150.86	\$68.50	\$76.11
UAS1304	UA13	UAS1304	\$39.6717	\$72,202.49	\$62.48	\$69.43	\$77,359.82	\$66.95	\$74.38	\$82,517.14	\$71.41	\$79.34
UAS1305	UA13	UAS1305	\$41.3584	\$75,272.29	\$65.14	\$72.38	\$80,648.88	\$69.79	\$77.55	\$86,025.47	\$74.45	\$82.72
UAV1301	UA13	UAV1301	\$35.0157	\$63,728.57	\$55.15	\$61.28	\$68,280.62	\$59.09	\$65.65	\$72,832.66	\$63.03	\$70.03
UAV1302	UA13	UAV1302	\$36.0008	\$65,521.46	\$56.70	\$63.00	\$70,201.56	\$60.75	\$67.50	\$74,881.66	\$64.80	\$72.00
UAV1303	UA13	UAV1303	\$37.0137	\$67,364.93	\$58.30	\$64.77	\$72,176.72	\$62.46	\$69.40	\$76,988.50	\$66.62	\$74.03
UAV1304	UA13	UAV1304	\$38.0551	\$69,260.28	\$59.94	\$66.60	\$74,207.45	\$64.22	\$71.35	\$79,154.61	\$68.50	\$76.11
UAV1305	UA13	UAV1305	\$39.1258	\$71,208.96	\$61.62	\$68.47	\$76,295.31	\$66.02	\$73.36	\$81,381.66	\$70.43	\$78.25
UAV1306	UA13	UAV1306	\$40.2266	\$73,212.41	\$63.36	\$70.40	\$78,441.87	\$67.88	\$75.42	\$83,671.33	\$72.41	\$80.45
UAV1307	UA13	UAV1307	\$41.3584	\$75,272.29	\$65.14	\$72.38	\$80,648.88	\$69.79	\$77.55	\$86,025.47	\$74.45	\$82.72
UAS1401	UA14	UAS1401	\$37.4863	\$68,225.07	\$59.04	\$65.60	\$73,098.29	\$63.26	\$70.29	\$77,971.50	\$67.48	\$74.97
UAS1402	UA14	UAS1402	\$39.0800	\$71,125.60	\$61.55	\$68.39	\$76,206.00	\$65.95	\$73.28	\$81,286.40	\$70.34	\$78.16
UAS1403	UA14	UAS1403	\$40.7412	\$74,148.98	\$64.17	\$71.30	\$79,445.34	\$68.75	\$76.39	\$84,741.70	\$73.33	\$81.48
UAS1404	UA14	UAS1404	\$42.4720	\$77,299.04	\$66.89	\$74.33	\$82,820.40	\$71.67	\$79.64	\$88,341.76	\$76.45	\$84.94
UAS1405	UA14	UAS1405	\$44.2766	\$80,583.41	\$69.74	\$77.48	\$86,339.37	\$74.72	\$83.02	\$92,095.33	\$79.70	\$88.55
UAV1401	UA14	UAV1401	\$37.4863	\$68,225.07	\$59.04	\$65.60	\$73,098.29	\$63.26	\$70.29	\$77,971.50	\$67.48	\$74.97
UAV1402	UA14	UAV1402	\$38.5410	\$70,144.62	\$60.70	\$67.45	\$75,154.95	\$65.04	\$72.26	\$80,165.28	\$69.37	\$77.08
UAV1403	UA14	UAV1403	\$39.6254	\$72,118.23	\$62.41	\$69.34	\$77,269.53	\$66.87	\$74.30	\$82,420.83	\$71.33	\$79.25
UAV1404	UA14	UAV1404	\$40.7402	\$74,147.16	\$64.17	\$71.30	\$79,443.39	\$68.75	\$76.39	\$84,739.62	\$73.33	\$81.48
UAV1405	UA14	UAV1405	\$41.8865	\$76,233.43	\$65.97	\$73.30	\$81,678.68	\$70.68	\$78.54	\$87,123.92	\$75.40	\$83.77
UAV1406	UA14	UAV1406	\$43.0649	\$78,378.12	\$67.83	\$75.36	\$83,976.56	\$72.67	\$80.75	\$89,574.99	\$77.52	\$86.13
UAV1407	UA14	UAV1407	\$44.2766	\$80,583.41	\$69.74	\$77.48	\$86,339.37	\$74.72	\$83.02	\$92,095.33	\$79.70	\$88.55

7/1/2015 UAW Salary Schedule

2.25% GWI

Pay Step	Pay Grade	Pay Step	7/1/2015 Hourly Rate	35 Hours Per Week Annual Rate	4.5% Weekly Pension Deduction	5.0% Weekly Pension Deduction	37.5 Hours Per Week Annual Rate	4.5% Weekly Pension Deduction	5.0% Weekly Pension Deduction	40 Hours Per Week Annual Rate	4.5% Weekly Pension Deduction	5.0% Weekly Pension Deduction
UAS1501	UA15	UAS1501	\$40.1812	\$73,129.78	\$63.29	\$70.32	\$78,353.34	\$67.81	\$75.34	\$83,576.90	\$72.33	\$80.36
UAS1502	UA15	UAS1502	\$41.8900	\$76,239.80	\$65.98	\$73.31	\$81,685.50	\$70.69	\$78.54	\$87,131.20	\$75.40	\$83.78
UAS1503	UA15	UAS1503	\$43.6704	\$79,480.13	\$68.78	\$76.42	\$85,157.28	\$73.69	\$81.88	\$90,834.43	\$78.61	\$87.34
UAS1504	UA15	UAS1504	\$45.5262	\$82,857.68	\$71.70	\$79.67	\$88,776.09	\$76.83	\$85.36	\$94,694.50	\$81.95	\$91.05
UAS1505	UA15	UAS1505	\$47.4616	\$86,380.11	\$74.75	\$83.06	\$92,550.12	\$80.09	\$88.99	\$98,720.13	\$85.43	\$94.92
UAV1501	UA15	UAV1501	\$40.1812	\$73,129.78	\$63.29	\$70.32	\$78,353.34	\$67.81	\$75.34	\$83,576.90	\$72.33	\$80.36
UAV1502	UA15	UAV1502	\$41.3118	\$75,187.48	\$65.07	\$72.30	\$80,558.01	\$69.71	\$77.46	\$85,928.54	\$74.36	\$82.62
UAV1503	UA15	UAV1503	\$42.4739	\$77,302.50	\$66.90	\$74.33	\$82,824.11	\$71.67	\$79.64	\$88,345.71	\$76.45	\$84.95
UAV1504	UA15	UAV1504	\$43.6691	\$79,477.76	\$68.78	\$76.42	\$85,154.75	\$73.69	\$81.88	\$90,831.73	\$78.60	\$87.34
UAV1505	UA15	UAV1505	\$44.8976	\$81,713.63	\$70.71	\$78.57	\$87,550.32	\$75.76	\$84.18	\$93,387.01	\$80.82	\$89.80
UAV1506	UA15	UAV1506	\$46.1609	\$84,012.84	\$72.70	\$80.78	\$90,013.76	\$77.90	\$86.55	\$96,014.67	\$83.09	\$92.32
UAV1507	UA15	UAV1507	\$47.4616	\$86,380.11	\$74.75	\$83.06	\$92,550.12	\$80.09	\$88.99	\$98,720.13	\$85.43	\$94.92
UAS1601	UA16	UAS1601	\$43.1244	\$78,486.41	\$67.92	\$75.47	\$84,092.58	\$72.77	\$80.86	\$89,698.75	\$77.62	\$86.25
UAS1602	UA16	UAS1602	\$44.9574	\$81,822.47	\$70.81	\$78.68	\$87,666.93	\$75.87	\$84.30	\$93,511.39	\$80.92	\$89.91
UAS1603	UA16	UAS1603	\$46.8679	\$85,299.58	\$73.82	\$82.02	\$91,392.41	\$79.09	\$87.88	\$97,485.23	\$84.36	\$93.74
UAS1604	UA16	UAS1604	\$48.8588	\$88,923.02	\$76.95	\$85.50	\$95,274.66	\$82.45	\$91.61	\$101,626.30	\$87.95	\$97.72
UAS1605	UA16	UAS1605	\$50.9358	\$92,703.16	\$80.22	\$89.14	\$99,324.81	\$85.95	\$95.50	\$105,946.46	\$91.68	\$101.87
UAV1601	UA16	UAV1601	\$43.1244	\$78,486.41	\$67.92	\$75.47	\$84,092.58	\$72.77	\$80.86	\$89,698.75	\$77.62	\$86.25
UAV1602	UA16	UAV1602	\$44.3377	\$80,694.61	\$69.83	\$77.59	\$86,458.52	\$74.82	\$83.13	\$92,222.42	\$79.81	\$88.68
UAV1603	UA16	UAV1603	\$45.5850	\$82,964.70	\$71.80	\$79.77	\$88,890.75	\$76.92	\$85.47	\$94,816.80	\$82.05	\$91.17
UAV1604	UA16	UAV1604	\$46.8677	\$85,299.21	\$73.82	\$82.02	\$91,392.02	\$79.09	\$87.88	\$97,484.82	\$84.36	\$93.74
UAV1605	UA16	UAV1605	\$48.1863	\$87,699.07	\$75.89	\$84.33	\$93,963.29	\$81.31	\$90.35	\$100,227.50	\$86.74	\$96.37
UAV1606	UA16	UAV1606	\$49.5419	\$90,166.26	\$78.03	\$86.70	\$96,606.71	\$83.60	\$92.89	\$103,047.15	\$89.18	\$99.08
UAV1607	UA16	UAV1607	\$50.9358	\$92,703.16	\$80.22	\$89.14	\$99,324.81	\$85.95	\$95.50	\$105,946.46	\$91.68	\$101.87

7/1/2015 UAW Salary Schedule

2.25% GWI

Pay Step	Pay Grade	Pay Step	7/1/2015 Hourly Rate	35 Hours Per Week Annual Rate	4.5% Weekly Pension Deduction	5.0% Weekly Pension Deduction	37.5 Hours Per Week Annual Rate	4.5% Weekly Pension Deduction	5.0% Weekly Pension Deduction	40 Hours Per Week Annual Rate	4.5% Weekly Pension Deduction	5.0% Weekly Pension Deduction
UAS1701	UA17	UAS1701	\$46.3365	\$84,332.43	\$72.98	\$81.09	\$90,356.18	\$78.19	\$86.88	\$96,379.92	\$83.41	\$92.67
UAS1702	UA17	UAS1702	\$48.3045	\$87,914.19	\$76.08	\$84.53	\$94,193.78	\$81.51	\$90.57	\$100,473.36	\$86.95	\$96.61
UAS1703	UA17	UAS1703	\$50.3591	\$91,653.56	\$79.32	\$88.13	\$98,200.25	\$84.98	\$94.42	\$104,746.93	\$90.65	\$100.72
UAS1704	UA17	UAS1704	\$52.4998	\$95,549.64	\$82.69	\$91.87	\$102,374.61	\$88.59	\$98.44	\$109,199.58	\$94.50	\$105.00
UAS1705	UA17	UAS1705	\$54.7302	\$99,608.96	\$86.20	\$95.78	\$106,723.89	\$92.36	\$102.62	\$113,838.82	\$98.51	\$109.46
UAV1701	UA17	UAV1701	\$46.3365	\$84,332.43	\$72.98	\$81.09	\$90,356.18	\$78.19	\$86.88	\$96,379.92	\$83.41	\$92.67
UAV1702	UA17	UAV1702	\$47.6402	\$86,705.16	\$75.03	\$83.37	\$92,898.39	\$80.39	\$89.33	\$99,091.62	\$85.75	\$95.28
UAV1703	UA17	UAV1703	\$48.9806	\$89,144.69	\$77.14	\$85.72	\$95,512.17	\$82.65	\$91.84	\$101,879.65	\$88.17	\$97.96
UAV1704	UA17	UAV1704	\$50.3586	\$91,652.65	\$79.31	\$88.13	\$98,199.27	\$84.98	\$94.42	\$104,745.89	\$90.65	\$100.72
UAV1705	UA17	UAV1705	\$51.7755	\$94,231.41	\$81.55	\$90.61	\$100,962.23	\$87.37	\$97.08	\$107,693.04	\$93.20	\$103.55
UAV1706	UA17	UAV1706	\$53.2322	\$96,882.60	\$83.84	\$93.16	\$103,802.79	\$89.83	\$99.81	\$110,722.98	\$95.82	\$106.46
UAV1707	UA17	UAV1707	\$54.7302	\$99,608.96	\$86.20	\$95.78	\$106,723.89	\$92.36	\$102.62	\$113,838.82	\$98.51	\$109.46
UAS1801	UA18	UAS1801	\$49.8487	\$90,724.63	\$78.51	\$87.24	\$97,204.97	\$84.12	\$93.47	\$103,685.30	\$89.73	\$99.70
UAS1802	UA18	UAS1802	\$51.9667	\$94,579.39	\$81.85	\$90.94	\$101,335.07	\$87.69	\$97.44	\$108,090.74	\$93.54	\$103.93
UAS1803	UA18	UAS1803	\$54.1770	\$98,602.14	\$85.33	\$94.81	\$105,645.15	\$91.42	\$101.58	\$112,688.16	\$97.52	\$108.35
UAS1804	UA18	UAS1804	\$56.4777	\$102,789.41	\$88.95	\$98.84	\$110,131.52	\$95.31	\$105.90	\$117,473.62	\$101.66	\$112.96
UAS1805	UA18	UAS1805	\$58.8787	\$107,159.23	\$92.73	\$103.04	\$114,813.47	\$99.36	\$110.40	\$122,467.70	\$105.98	\$117.76
UAV1801	UA18	UAV1801	\$49.8487	\$90,724.63	\$78.51	\$87.24	\$97,204.97	\$84.12	\$93.47	\$103,685.30	\$89.73	\$99.70
UAV1802	UA18	UAV1802	\$51.2511	\$93,277.00	\$80.72	\$89.69	\$99,939.65	\$86.49	\$96.10	\$106,602.29	\$92.25	\$102.50
UAV1803	UA18	UAV1803	\$52.6931	\$95,901.44	\$82.99	\$92.21	\$102,751.55	\$88.92	\$98.80	\$109,601.65	\$94.85	\$105.39
UAV1804	UA18	UAV1804	\$54.1757	\$98,599.77	\$85.33	\$94.81	\$105,642.62	\$91.42	\$101.58	\$112,685.46	\$97.52	\$108.35
UAV1805	UA18	UAV1805	\$55.6998	\$101,373.64	\$87.73	\$97.47	\$108,614.61	\$93.99	\$104.44	\$115,855.58	\$100.26	\$111.40
UAV1806	UA18	UAV1806	\$57.2669	\$104,225.76	\$90.20	\$100.22	\$111,670.46	\$96.64	\$107.38	\$119,115.15	\$103.08	\$114.53
UAV1807	UA18	UAV1807	\$58.8787	\$107,159.23	\$92.73	\$103.04	\$114,813.47	\$99.36	\$110.40	\$122,467.70	\$105.98	\$117.76



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aboutthisdata:

The Salary Tool data comes from the Bureau of Labor Statistics, Occupational Employment Statistics Program. The OES is a semi-annual survey that provides wage and employment statistics for the nation, each state, and sub-state regions.

The Zip Code search returns results for the region that includes your zip code.

Read about Regional area definitions:

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Wage Information: [Print Binding and Finishing Workers](#)

[Change Occupation](#)

[Yearly Wage Chart](#) : [Hourly Wage Chart](#) : [2014 Wage Table](#)

Zip Code: OR State:



Legend: Bridgeport-Stamford-Norwalk, CT Metropolitan NECTA United States

- "High" indicates 90% of workers earn less and 10% earn more.
- "Median" indicates 50% of workers earn less and 50% earn more.
- "Low" indicates 10% of workers earn less and 90% earn more.
- "N/A" indicates the data is not available.

Notes: Yearly wage data applies only to workers with full-time, year-round schedules. For salary information for part-time or part-year workers, use hourly wage data.

Occupation Description

Print Binding and Finishing Workers Bind books and other publications or finish printed products by hand or machine. May set up binding and finishing machines.

[Learn more about this occupation](#)

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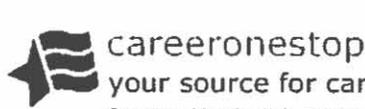
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For help using the CareerOneStop website:
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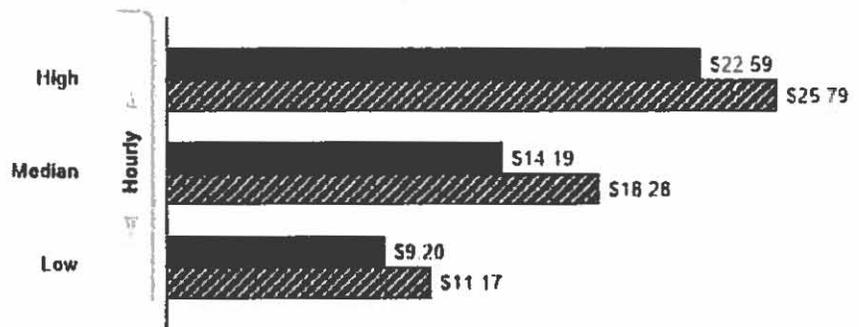
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Updated 2015

Summary Report for: 51-5113.00 - Print Binding and Finishing Workers

Bind books and other publications or finish printed products by hand or machine. May set up binding and finishing machines.

Sample of reported job titles: Binder Operator, Bindery Operator, Bindery Production Manager, Bindery Technician, Bindery Worker, Book Binder, Custom Bookbinder, Machine Operator, Perfect Binder Operator, Production Associate

View report: **Summary** Details Custom

[Tasks](#) | [Tools & Technology](#) | [Knowledge](#) | [Skills](#) | [Abilities](#) | [Work Activities](#) | [Detailed Work Activities](#) | [Work Context](#) | [Job Zone](#) | [Education](#) | [Credentials](#) | [Interests](#) | [Work Styles](#) | [Work Values](#) | [Related Occupations](#) | [Wages & Employment](#) | [Job Openings](#) | [Additional Information](#)

Tasks

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- ⊕ Examine stitched, collated, bound, or unbound product samples for defects, such as imperfect bindings, ink spots, torn pages, loose pages, or loose or uncut threads.
- ⊕ Read work orders to determine instructions and specifications for machine set-up.
- ⊕ Install or adjust bindery machine devices, such as knives, guides, rollers, rounding forms, creasing rams, or clamps, to accommodate sheets, signatures, or books of specified sizes.
- ⊕ Trim edges of books to size, using cutting machines, book trimming machines, or hand cutters.
- ⊕ Stitch or glue endpapers, bindings, backings, or signatures, using sewing machines, glue machines, or glue and brushes.

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Tools & Technology

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Tools used in this occupation:

- ⊕ **Book creasing machines** — Rounding and backing machines; Scoring machines
- ⊕ **Book stitching machines** — Book stitching equipment; Coil binding machines; Saddle stitchers; Spiral coil inserters
- ⊕ **Printing assemblers** — Case makers; Padding presses; Smashing machines
- ⊕ **Printing guillotines** — Board shears; Guillotine paper cutters
- ⊕ **Thermal book binding machines** — Perfect binding machines; Spine tapers; Tape binding machines; Thermal book binding equipment

Technology used in this occupation:

- ⊕ **Accounting software** — Trade Bindery Software Bindery Estimating System
- ⊕ **Electronic mail software** — Email software

- ⊕ **Label making software** — Label printing software
- ⊕ **Library software** — Houchen Bindery Library Automated Retrieval System (LARS) software; Smiths Falls Systems LINCPlus software
- ⊕ **Spreadsheet software** — Microsoft Excel

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Knowledge

All 4 displayed

- ⊕ **Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- ⊕ **Production and Processing** — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- ⊕ **Mechanical** — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- ⊕ **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

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Skills

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- ⊕ **Operation Monitoring** — Watching gauges, dials, or other indicators to make sure a machine is working properly.
- ⊕ **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- ⊕ **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- ⊕ **Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- ⊕ **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

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Abilities

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- ⊕ **Finger Dexterity** — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- ⊕ **Near Vision** — The ability to see details at close range (within a few feet of the observer).
- ⊕ **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- ⊕ **Arm-Hand Steadiness** — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- ⊕ **Manual Dexterity** — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

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Work Activities



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- ⊕ **Controlling Machines and Processes** — Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).
- ⊕ **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- ⊕ **Monitor Processes, Materials, or Surroundings** — Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- ⊕ **Handling and Moving Objects** — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- ⊕ **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.

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Detailed Work Activities



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- ⊕ Mount attachments or tools onto production equipment.
- ⊕ Sew clothing or other articles.
- ⊕ Inspected printed materials or other images to verify quality.
- ⊕ Mount materials or workpieces onto production equipment.
- ⊕ Record operational or production data.

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Work Context



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- ⊕ **Face-to-Face Discussions** — 83% responded "Every day."
- ⊕ **Spend Time Standing** — 82% responded "Continually or almost continually."
- ⊕ **Work With Work Group or Team** — 72% responded "Extremely important."
- ⊕ **Importance of Being Exact or Accurate** — 46% responded "Very important."
- ⊕ **Indoors, Environmentally Controlled** — 80% responded "Every day."

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Job Zone

Title Job Zone Two: Some Preparation Needed

Education These occupations usually require a high school diploma.

Related Experience Some previous work-related skill, knowledge, or experience is usually needed. For example, a teller would benefit from experience working directly with the public.

Job Training Employees in these occupations need anywhere from a few months to one year of working with experienced employees. A recognized apprenticeship program may be associated with these occupations.

Job Zone These occupations often involve using your knowledge and skills to help others.

Examples Examples include sheet metal workers, forest fire fighters, customer service representatives, physical therapist aides, salespersons (retail), and tellers.

SVP Range (4.0 to < 6.0)[back to top](#)**Education**

Percentage of Respondents	Education Level Required
88	High school diploma or equivalent ?
4	Less than high school diploma
4	Post-secondary certificate ?

[back to top](#)**Credentials**[back to top](#)**Interests**

All 2 displayed

Interest code: **RC**

- ⊕ **Realistic** — Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.
- ⊕ **Conventional** — Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

[back to top](#)**Work Styles**

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- ⊕ **Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.
- ⊕ **Integrity** — Job requires being honest and ethical.
- ⊕ **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- ⊕ **Independence** — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- ⊕ **Self Control** — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

[back to top](#)**Work Values**

All 3 displayed

- ⊕ **Support** — Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding needs are Company Policies, Supervision: Human Relations and Supervision: Technical.
- ⊕ **Independence** — Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.
- ⊕ **Achievement** — Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment. Corresponding needs are Ability Utilization and Achievement.

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Related Occupations



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- 51-2031.00 [Engine and Other Machine Assemblers](#) ↗
- 51-4031.00 [Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic](#) ↗ Green
- 51-5112.00 [Printing Press Operators](#)
- 51-7041.00 [Sawing Machine Setters, Operators, and Tenders, Wood](#)
- 51-9191.00 [Adhesive Bonding Machine Operators and Tenders](#)

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Wages & Employment Trends

Median wages (2014) \$14.19 hourly, \$29,500 annual

State wages



Local
Salary Info

Employment (2012) 55,000 employees

Projected growth (2012-2022) ■ Decline (-3% or lower)

Projected job openings (2012-2022) 9,600

State trends



Employment
Trends

Top industries (2012) [Manufacturing](#)

Source: Bureau of Labor Statistics [2014 wage data](#) and [2012-2022 employment projections](#). "Projected growth" represents the estimated change in total employment over the projections period (2012-2022). "Projected job openings" represent openings due to growth and replacement

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Job Openings on the Web



Find Jobs



Job Banks

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Sources of Additional Information

All 1 displayed

Disclaimer: Sources are listed to provide additional information on related jobs, specialties, and/or industries. Links to non-DOL Internet sites are provided for your convenience and do not constitute an endorsement.

- [Printing Workers](#)  Bureau of Labor Statistics, U.S. Department of Labor. *Occupational Outlook Handbook. 2014-15 Edition.*

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Salary Info

1 [Start Over](#)

2 **Wage Information**

3 [Next Steps](#)

aboutthisdata:

The Salary Tool data comes from the [Bureau of Labor Statistics Occupational Employment Statistics Program](#). The OES is a semi-annual survey that provides wage and employment statistics for the nation, each state, and sub-state regions.

The Zip Code search returns results for the region that includes your zip code.

Read about Regional area definitions:

- [MSA](#)
- [MSD](#)
- [MNECTA](#)
- [NECTA](#)
- [BOS](#)

relatedlinks:

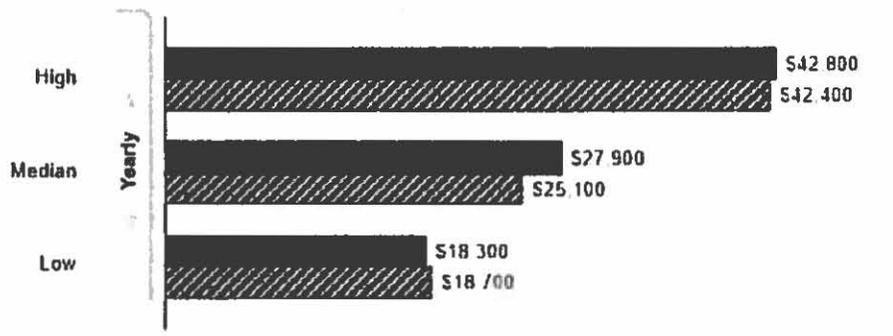
- [Cost of Living Information](#)
- [Tips on Salary Negotiation](#)
- [Occupation Profiles](#)

Wage Information: Mail Clerks and Mail Machine Operators, Except Postal Service

[Change Occupation](#)

Yearly Wage Chart : [Hourly Wage Chart](#) : [2014 Wage Table](#)

Zip Code: OR State:



Bridgeport-Stamford-Norwalk, CT Metropolitan NECIA United States

- "High" indicates 90% of workers earn less and 10% earn more.
- "Median" indicates 50% of workers earn less and 50% earn more.
- "Low" indicates 10% of workers earn less and 90% earn more.
- "N/A" indicates the data is not available.

Notes: Yearly wage data applies only to workers with full-time, year-round schedules. For salary information for part-time or part-year workers, use hourly wage data.

Occupation Description

Mail Clerks and Mail Machine Operators, Except Postal Service Prepare incoming and outgoing mail for distribution. Use hand or mail handling machines to time stamp, open, read, sort, and route incoming mail; and address, seal, stamp, fold, stuff, and affix postage to outgoing mail or packages. Duties may also include keeping necessary records and completed forms.

[Learn more about this occupation](#)

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For help using the CareerOneStop website: info@careeronestop.org

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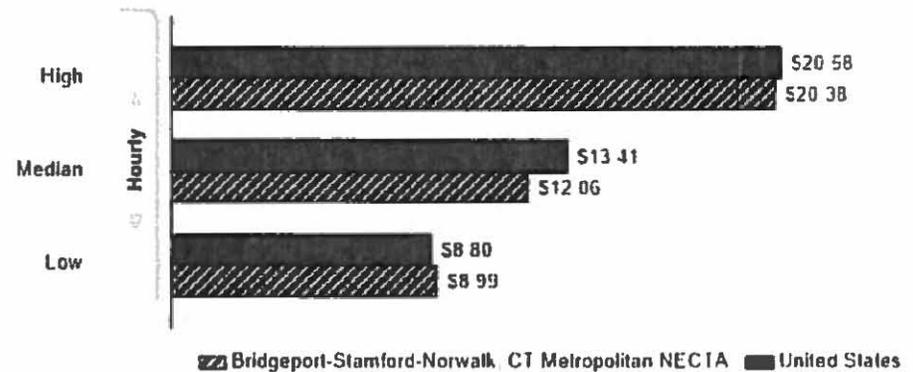
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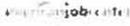


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O*NET OnLine

Updated 2015

Summary Report for:

43-9051.00 - Mail Clerks and Mail Machine Operators, Except Postal Service

Prepare incoming and outgoing mail for distribution. Use hand or mail handling machines to time stamp, open, read, sort, and route incoming mail; and address, seal, stamp, fold, stuff, and affix postage to outgoing mail or packages. Duties may also include keeping necessary records and completed forms.

Sample of reported job titles: Insert Operator, Inserter Operator, Mail Clerk, Mail Machine Operator, Mail Reader, Mail Sorter, Mailroom Supervisor

View report: **Summary** Details Custom

[Tasks](#) | [Tools & Technology](#) | [Knowledge](#) | [Skills](#) | [Abilities](#) | [Work Activities](#) | [Detailed Work Activities](#) | [Work Context](#) | [Job Zone](#) | [Education](#) | [Credentials](#) | [Interests](#) | [Work Styles](#) | [Work Values](#) | [Related Occupations](#) | [Wages & Employment](#) | [Job Openings](#)

Tasks

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- ⊕ Seal or open envelopes, by hand or by using machines.
- ⊕ Affix postage to packages or letters by hand, or stamp materials, using postage meters.
- ⊕ Verify that items are addressed correctly, marked with the proper postage, and in suitable condition for processing.
- ⊕ Place incoming or outgoing letters or packages into sacks or bins based on destination or type, and place identifying tags on sacks or bins.
- ⊕ Clear jams in sortation equipment.

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Tools & Technology

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Tools used in this occupation:

- ⊕ **Automatic postal or mailing machine** — Electronic mailing machines; Mail handling machines; Mail processing machines
- ⊕ **Franking or postage machines** — Postage marking machines; Postage meters
- ⊕ **Microfiche or microfilm viewers** — Microfilm viewing equipment
- ⊕ **Postal scales** — Mail scales
- ⊕ **Sorters** — Mail sorting equipment

Technology used in this occupation:

- ⊕ **Accounting software** — Financial accounting software
- ⊕ **Data base user interface and query software** — Microsoft Access; Recordkeeping software
- ⊕ **Electronic mail software** — Email software; Microsoft Outlook
- ⊕ **Spreadsheet software** — Microsoft Excel

🔗 **Word processing software** — Microsoft Word

* Software developed by a government agency and/or distributed as freeware or shareware.

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Knowledge

No knowledge met the minimum score.

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Skills

All 3 displayed

- 🔗 **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- 🔗 **Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- 🔗 **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

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Abilities



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- 🔗 **Near Vision** — The ability to see details at close range (within a few feet of the observer).
- 🔗 **Category Flexibility** — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- 🔗 **Selective Attention** — The ability to concentrate on a task over a period of time without being distracted.
- 🔗 **Finger Dexterity** — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- 🔗 **Information Ordering** — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

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Work Activities



5 of 13 displayed

- 🔗 **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- 🔗 **Handling and Moving Objects** — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- 🔗 **Monitor Processes, Materials, or Surroundings** — Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- 🔗 **Performing General Physical Activities** — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- 🔗 **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

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Detailed Work Activities

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- Collect deposits, payments or fees.
- Read work orders to determine material or setup requirements.
- Operate vehicles or material-moving equipment.
- Monitor equipment operation to ensure proper functioning.
- Obtain written authorization to perform activities.

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Work Context

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- **Indoors, Environmentally Controlled** — 79% responded "Every day."
- **Face-to-Face Discussions** — 70% responded "Every day."
- **Time Pressure** — 47% responded "Every day."
- **Contact With Others** — 43% responded "Constant contact with others."
- **Spend Time Making Repetitive Motions** — 46% responded "Continually or almost continually."

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Job Zone

Title Job Zone Two: Some Preparation Needed

Education These occupations usually require a high school diploma.

Related Experience Some previous work-related skill, knowledge, or experience is usually needed. For example, a teller would benefit from experience working directly with the public.

Job Training Employees in these occupations need anywhere from a few months to one year of working with experienced employees. A recognized apprenticeship program may be associated with these occupations.

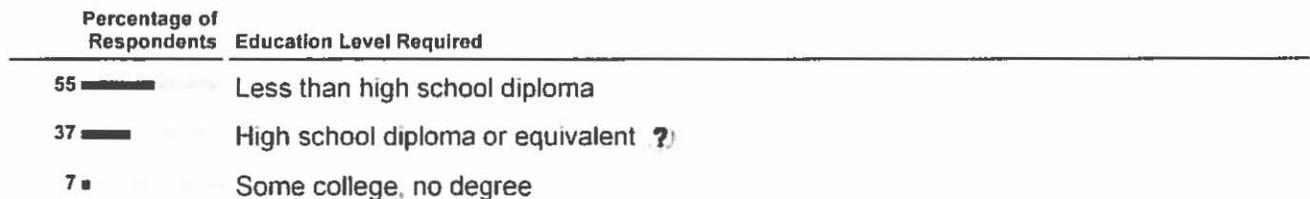
Job Zone Examples These occupations often involve using your knowledge and skills to help others.

Examples include sheet metal workers, forest fire fighters, customer service representatives, physical therapist aides, salespersons (retail), and tellers.

SVP Range (4.0 to < 6.0)

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Education



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Credentials



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Interests

All 2 displayed

Interest code: **CR**

- ⊕ **Conventional** — Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.
- ⊕ **Realistic** — Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.

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Work Styles

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- ⊕ **Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.
- ⊕ **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- ⊕ **Cooperation** — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- ⊕ **Adaptability/Flexibility** — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- ⊕ **Independence** — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

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Work Values

All 3 displayed

- ⊕ **Support** — Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding needs are Company Policies, Supervision: Human Relations and Supervision: Technical.
- ⊕ **Relationships** — Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment. Corresponding needs are Co-workers, Moral Values and Social Service.
- ⊕ **Working Conditions** — Occupations that satisfy this work value offer job security and good working conditions. Corresponding needs are Activity, Compensation, Independence, Security, Variety and Working Conditions.

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Related Occupations

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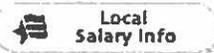
- 43-5053.00 [Postal Service Mail Sorters, Processors, and Processing Machine Operators](#)
- 43-5071.00 [Shipping, Receiving, and Traffic Clerks](#) Bright Outlook Green
- 51-2021.00 [Coil Winders, Tapers, and Finishers](#)
- 51-6031.00 [Sewing Machine Operators](#)
- 51-9061.00 [Inspectors, Testers, Sorters, Samplers, and Weighers](#)

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Wages & Employment Trends

Median wages (2014) \$13.41 hourly, \$27,890 annual

State wages



Employment (2012) 109,000 employees

Projected growth (2012-2022) Decline (-3% or lower)

Projected job openings (2012-2022) 24,900

State trends



Top industries (2012) [Administrative and Support Services](#)
[Professional, Scientific, and Technical Services](#)

Source: Bureau of Labor Statistics [2014 wage data](#) and [2012-2022 employment projections](#). "Projected growth" represents the estimated change in total employment over the projections period (2012-2022). "Projected job openings" represent openings due to growth and replacement

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Job Openings on the Web



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