

WESTFIELD CLASSIFICATION PLAN**MUNICLASS
CODE****TITLE****OFFICIAL SERVICE**Class 1**Assistant Manager, Gas and Electric Light Department
Assistant Superintendent of Electric Division****Deputy Superintendent of Public Works****Deputy Tree Warden****Director of Parks****0688C****Director of Public Health****Director of Recreation****Superintendent of Electric Division****Superintendent of Gas Division****Superintendent of Public Works****Superintendent of Sewerage and Waste Water Treatment****Water Superintendent**Class 2**0306A****Executive Secretary****0986A****City Clerk**

WESTFIELD CLASSIFICATION PLAN

MUNICLASS
CODE

TITLE

OFFICIAL SERVICE

Class 3

0301A
0301B
0301C
0301D

Clerk
Senior Clerk
Principal Clerk
Head Clerk

0314A
0318A
0320A

Time and Construction Clerk
Secretary
Administrative Assistant

0322A
0322B
0322C

Clerk and Typist
Senior Clerk and Typist
Principal Clerk and Typist

0335B

Input/Output Control Clerk

0520A

Account Clerk

0520C
0520D

Principal Account Clerk
Head Account Clerk

0547A
0548A
0548B

Retirement Board Analyst
Credit Manager
Credit Investigator

1047A

Interpreter

1081A

Public Relations Representative

1130B

Assistant Electric and Steam Forecaster

05/31/96

1411A

Library Aid

1712A
2805A

Teacher Aid
Electrician

02/10/99

Class 4

0505A
0505B
0510B

Comptroller
Deputy Comptroller
Accountant

0525B

Senior Bookkeeper

0530A

Cashier

0541C

Assistant City Auditor

0505C

Assistant Comptroller

12/27/88

WESTFIELD CLASSIFICATION PLAN

<u>MUNICLASS CODE</u>	<u>TITLE</u>	<u>OFFICIAL SERVICE</u>
		<u>Class 5</u>
0548C	Collection Agent	
2005A	Storekeeper	
2005B	Assistant Storekeeper	
2005C	Senior Storekeeper	
		<u>Class 6</u>
1961A	Sealer of Weights and Measures	
		<u>Class 7</u>
0185A	Social Worker	
0185B	Senior Social Worker	
		<u>Class 8</u>
0341A	Business Manager	
0341B	Assistant Business Manager	

WESTFIELD CLASSIFICATION PLAN

MUNICLASS
CODE

TITLE

OFFICIAL SERVICE

Class 9

0312A	Clerk and Stenographer	
0312B	Senior Clerk and Stenographer	
0312C	Principal Clerk and Stenographer	
0330A	Data Processing Systems Manager	
0330B	Assistant Data Processing Systems Manager 03/15/87	
0330C	Data Processing Systems Analyst	
0332A	Computer Operator	
0334A	Senior Programmer	
0334B	Junior Programmer	
0352B	Senior Offset Duplicating Machine Operator	
0354A	Bookkeeping Machine Operator	
0356A	Statistical Machine Operator	
0356B	Senior Statistical Machine Operator	
0356F	Senior Data Entry Operator	
0358A	Billing Machine Operator	
0359A	Accounting Machine Operator	
0390A	Dispatcher	
0699A	Vision and Hearing Tester	
0856B	Assistant Electronic Technician	12/11/95
0857A	Audio-Visual Technician	

WESTFIELD CLASSIFICATION PLAN

**MUNICLASS
CODE**

TITLE

OFFICIAL SERVICE

Class 11

1602A

Meter Reader

1832A

Plumbing Inspector

1866A

Animal Inspector

1866B

Slaughtering Inspector

Class 12

0188A

Recreation Supervisor

0188D

Recreation Supervisor (Arts and Crafts)

0188E

Recreation Supervisor (Athletics)

0189A

Recreation Leader

0189B

Assistant Recreation Leader

0189I

Recreation Leader (Swimming)

0189S

Recreation Leader (Athletics)

WESTFIELD CLASSIFICATION PLAN

<u>MUNICLASS CODE</u>	<u>TITLE</u>	<u>OFFICIAL SERVICE</u>
		<u>Class 15</u>
0083F	Police Chief	
0083D	Police Captain	
0083C	Police Lieutenant	
0083B	Police Sergeant	
0083A	Police Officer	
0083K	Detention Attendant	
		<u>Class 17</u>
0085E	Traffic Supervisor	
0085H	Park Police Officer	
		<u>Class 19</u>
0182A	Supervisor of Attendance	

WESTFIELD CLASSIFICATION PLAN

MUNICLASS
CODE

TITLE

OFFICIAL SERVICE

Class 21

0081F	Fire Chief
0081E	Deputy Fire Chief
0081C	Fire Captain
0081A	Fire Fighter
0081H	Call Fire Fighter

Class 22

%	Gas Production Operations Supervisor	05/22/95
%	Gas and Electric Service Manager	
%	Gas Distribution Foreman	
%	Line Foreman	
%	Motor Equipment Repair Foreman	
%	Public Works Foreman	
%	Water System Foreman	
2806T	General Foreman of Electric Distribution	01/25/93

WESTFIELD CLASSIFICATION PLAN

<u>MUNICLASS CODE</u>	<u>TITLE</u>	<u>OFFICIAL SERVICE</u>
		<u>Class 24</u>
1640A	Supervisor of Custodians and Maintenance	
1642A	Airport Building Custodian	
1642B	Building Custodian	
1642C	Senior Building Custodian	
1642D	School Custodial Attendant	
1642F	Supervisor of Custodians	
1642G	Assistant Supervisor of Custodians	
##	Athletic Equipment Manager	
		<u>Class 26</u>
5402C	Third Class Stationary Engineer	
5409A	Treatment Plant Operator	
5409F	Head Treatment Plant Operator	
		<u>Class 27</u>
0802A	Junior Engineering Aid	
0802B	Senior Engineering Aid	
0802C	Junior Electrical Engineering Aid	
0810A	Junior Civil Engineer	
0810B	Assistant Civil Engineer	

WESTFIELD CLASSIFICATION PLAN

**MUNICLASS
CODE**

TITLE

OFFICIAL SERVICE

Class 27 (Continued)

0810G	City Engineer
0818B	Junior Draftsman
0818C	Senior Draftsman
0850A	Junior Electrical Engineer
0852A	Junior Gas Engineer
0850C	Senior Electrical Engineer
0850D	Principal Electrical Engineer
0852E	Associate Gas Engineer

Class 29

0075A	Superintendent of Fire Alarm Systems
0075D	Assistant Superintendent of Fire Alarm Systems
5407A	Electric Station Operator

Class 31

1667A	Supervisor of Cafeterias
1667C	Cafeteria Manager

WESTFIELD CLASSIFICATION PLAN

<u>MUNICLASS CODE</u>	<u>TITLE</u>	<u>OFFICIAL SERVICE</u>
		<u>Class 32</u>
0602A	Physician	
0680A	Dentist	
0680C	Dental Hygienist	
		<u>Class 34</u>
645B	Laboratory Technician	
		<u>Class 35</u>
0615A	Nurse	
0615B	Supervising Nurse	

8.7.81 - Labor Service delegated

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WESTFIELD CLASSIFICATION PLAN

<u>MUNICLASS CODE</u>	<u>TITLE</u>	<u>LABOR SERVICE</u>
		<u>Class I</u>

2806B	Apprentice Lineman	
3502A	Laborer	
3502B	Working Foreman Laborer	
6907A	Yardman	
6959A	Storeroom Helper	
7304A	Laundry Worker	
7408A	Cafeteria Helper	

CLASS II

2806C	Groundman	
2810C	Cable Splicer Helper	
4206A	Plumber	
4208A	Gas Fitter	
4208C	Gas Distribution Maintenance Man	
4742B	Public Works Maintenance Man	
4749A	Construction Handyman	
4749B	Mechanical Handyman	
4759A	Airport Maintenance Man	

12/17/97

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WESTFIELD CLASSIFICATION PLAN

<u>MUNICLASS CODE</u>	<u>TITLE</u>	<u>LABOR SERVICE</u>
<u>Class II (Continued)</u>		
4759B	Working Foreman Airport Maintenance Man	
5003A	Gardener	
5003B	Working Foreman Gardener	
5005B	Park Maintenance Man	
5005C	Working Foreman Park Maintenance Man	
5042B	Tree Climber	
5703A	Motor Equipment Operator	
5703B	Heavy Motor Equipment Operator	
5703C	Special Motor Equipment Operator	
5806A	Motor Equipment Maintenance Man	
##	Tree Trimmer	
<u>Class III</u>		
2549C	Traffic Signal Repairman	
2654A	Radio Repairman	

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WESTFIELD CLASSIFICATION PLANMUNICLASS
CODETITLELABOR SERVICEClass III (Continued)

2806A	Lineman	
2806E	Working Foreman Lineman	
2808A	Electric Station Equipment Repairman	
2810A	Cable Splicer	
2843A	Electric Meter Repairman	
2843B	Electric Meter Installer	
2843C	Electric Meter Tester	
3302A	Gas Meter Repairman	
3302C	Working Foreman Gas Meter Repairman	
3302D	Gas Meter Installer	
4102A	Painter	
4102C	Working Foreman Painter	
4104A	Sign Painter	
4208B	Gas Service Repairman	

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WESTFIELD CLASSIFICATION PLAN

**MUNICLASS
CODE****TITLE****LABOR SERVICE****Class III (Continued)**

4208D	Gas Distribution Working Foreman
4243A	Water System Maintenance Craftsman
4243B	Sewer System Maintenance Craftsman
4752A	Building Maintenance Craftsman
5042A	Tree Surgeon
5350A	Reservoir Caretaker
5841A	Motor Equipment Repairman
7404A	Cook
##	Gas Service Maintenance Craftsman

LEGEND

Class 1 - Positions in this class not included in Municlass study.

%

Class 22 - Positions in this class not included in Municlass study.

##

This title not included in Municlass Manual because further study required.

WESTFIELD CLASSIFICATION PLAN

MUNICLASS
CODE

TITLE

OFFICIAL SERVICE

Class 27 (Continued)

0810G

City Engineer

0818B

Junior Draftsman

0818C

Senior Draftsman

0830D

Principal Mechanical Engineer

11/03/99

0830F

Supervising Mechanical Engineer

11/03/99

0850A

Junior Electrical Engineer

0852A

Junior Gas Engineer

0850C

Senior Electrical Engineer

0850D

Principal Electrical Engineer

0852E

Associate Gas Engineer

Class 29

0075A

Superintendent of Fire Alarm Systems

0075D

Assistant Superintendent of Fire Alarm Systems

5407A

Electric Station Operator

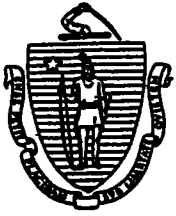
Class 31

1667A

Supervisor of Cafeterias

1667C

Cafeteria Manager



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE
HUMAN RESOURCES DIVISION
ONE ASHBURTON PLACE, BOSTON, MA 02108

ARGEO PAUL CELLUCCI
Governor

JANE SWIFT
Lieutenant Governor

ANDREW S. NATSIOS
Secretary

JAMES J. HARTNETT, JR.
Personnel Administrator

October 28, 1999

Mr. Daniel Golubek, General Manager
Westfield Gas and Electric
Post Office Box 990
Westfield, MA 01086-0990

Dear Mr. Golubek:

In accordance with your request, please be advised that the following title has been added to the City of Westfield's Official Service Classification Plan:

Principal Mechanical Engineer
Municlass Position Title Code: 0830D

The position of Supervising Mechanical Engineer (Municlass Position Title Code: 0830F) is currently listed in the classification plan for Westfield. As such, your request of October 25, 1999 to add this title was not necessary.

Questions on this matter may be directed to David E. Olsen, Personnel Analyst, at (617) 727-3777 extension 531.

Sincerely,

Paul Jacques, Deputy Director
Workforce Management Group

(over)

Rec'd.
11/3/99

11/3/99 - called DHR & spoke with
David E. Olsen regarding the
Position of

Supervising Mechanical Engineer
Municlass title code 0830F

I asked when it was added to the Westfield
Classification Plan. He has no record of
any date but said it is on there. We
will add it to our plan using the
current date, (For our purposes)

Jack Welch

From: Joyce Bodak
Sent: Thursday, November 04, 1999 8:27 AM
To: Jack Welch
Subject: Westfield Classification Plan

For your information:

The following two positions have been added to the Westfield Classification Plan:

Principal Mechanical Engineer (0830D)
Management Guild Title - Operations Supervisor

Supervising Mechanical Engineer (0830F)
Management Guild Title - Operations Engineer

I have sent you a copy of the letter from Human Resources and a replacement sheet for your copy of the Westfield Classification Plan (page 9). The job descriptions associated with both of these positions **will be on the V-drive, jmb, VTM 2000, Ex-Admin, jobs, Guild**. They are not there as yet cuz I am waiting for APB to confirm the salaries with DG before the process begins. If you have any questions, just give me a call.