

INTRODUCED: December 17, 2018

AN ORDINANCE No. 2018-320

To amend City Code § 2-1290, concerning the unclassified service, to conform the description of the unclassified service to the Pay Plan.

\_\_\_\_\_  
Patron – Mayor Stoney  
\_\_\_\_\_

Approved as to form and legality  
by the City Attorney  
\_\_\_\_\_

PUBLIC HEARING: JAN 14 2019 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That section 2-1290 of the Code of the City of Richmond (2015) be and is hereby **amended** and reordained as follows:

**Sec. 2-1290. Unclassified service.**

Individuals employed in the unclassified service shall serve at the pleasure of such person’s appointing authority. The administration of the unclassified service shall be governed by applicable ordinances and resolutions adopted by the Council and by administrative regulations promulgated by the Mayor. The unclassified service shall consist of [~~the following:~~

AYES:            8            NOES:            0            ABSTAIN: \_\_\_\_\_

ADOPTED:    JAN 14 2019    REJECTED: \_\_\_\_\_    STRICKEN: \_\_\_\_\_

~~(1) — Officers elected by the people and persons appointed to fill vacancies in elective offices;~~

~~(2) — The members of boards and commissions, all officers appointed by the Council, and persons appointed by the judges of the courts of record and by officers elected by the people;~~

~~(3) — The heads of departments or agencies appointed by the Chief Administrative Officer, the Deputy or Assistant Mayor and Chief Administrative Officers, if any, and assistants to the Mayor and Chief Administrative Officer, if any;~~

~~(4) — Confidential secretaries to the Mayor and Chief Administrative Officer, Deputy Mayors and Chief Administrative Officers, assistants to the Mayor and Chief Administrative Officer, City Attorney and Mayor and to the head of each department or agency;~~

~~(5) — Senior or deputy assistant City attorneys, assistant City attorneys, special counsel, staff and technical advisors employed by the City Attorney;~~

~~(6) — Licensed physicians and dentists employed by the City in their professional capacities;~~

~~(7) — Patient or inmate help in all hospitals and institutions operated by the City;~~

~~(8) — Persons employed in any temporary capacity;~~

~~(9) — Executive staff assistant to the Mayor;~~

~~(10) — Executive Director of the Richmond Retirement System;~~

~~(11) — Executive Director, Port of Richmond;~~

~~(12) — Library Director;~~

~~(13) — Any position that receives the majority of its funding from grants or from a source other than the City, when designated unclassified at the time the position is established; and~~

(14) ~~Persons~~ persons employed in any ~~other~~ positions designated as unclassified in the City's pay ordinance.

§ 2. This ordinance shall be in force and effect as of and retroactive to January 5, 2019.



# CITY OF RICHMOND

## INTRACITY CORRESPONDENCE

Received

DEC 07 2018

4-0413

Office of the

Chief Administrative Officer

**O&R REQUEST**

**DATE:** December 5, 2018 **EDITION:** 2

**TO:** The Honorable Members of City Council

**THROUGH:** The Honorable Levar M. Stoney, Mayor

*JS 12/7/18*

**THROUGH:** Selena Cuffee-Glenn, Chief Administrative Officer

**THROUGH:** Lenora Reid, Deputy Chief Administrative Officer

**FROM:** D. Karen Garland, Interim Director of Human Resources

**RE:** To Amend Section 2-1290 of the City Code (Unclassified service)

**RECEIVED**  
DEC 07 2018  
OFFICE OF CITY ATTORNEY

**ORD. OR RES. No.** \_\_\_\_\_

**PURPOSE:** To amend City Code § 2-1290, concerning the unclassified service, to conform the description of the unclassified service to the pay plan.

**REASON:** To bring consistency to the Code section regarding unclassified service and the pay ordinance and practices of Council.

**RECOMMENDATION:** The City's Administration supports this amendment.

**BACKGROUND:** The recommendation is to update this code section with the recommendations of the Gallagher study.

The proposed amendment is as follows:

**Sec. 2-1290. Unclassified service.**

Individuals employed in the unclassified service shall serve at the pleasure of such person's appointing authority. The administration of the unclassified service shall be governed by applicable ordinances and resolutions adopted by the Council and by administrative regulations promulgated by the Mayor. The unclassified service shall consist of [the following:

- ~~(1) Officers elected by the people and persons appointed to fill vacancies in elective offices;~~

- ~~(2) — The members of boards and commissions, all officers appointed by the Council, and persons appointed by the judges of the courts of record and by officers elected by the people;~~  
~~(3) — The heads of departments or agencies appointed by the Chief Administrative Officer, the Deputy or Assistant Mayor and Chief Administrative Officers, if any, and assistants to the Mayor and Chief Administrative Officer, if any;~~  
~~(4) — Confidential secretaries to the Mayor and Chief Administrative Officer, Deputy Mayors and Chief Administrative Officers, assistants to the Mayor and Chief Administrative Officer, City Attorney and Mayor and to the head of each department or agency;~~  
~~(5) — Senior or deputy assistant City attorneys, assistant City attorneys, special counsel, staff and technical advisors employed by the City Attorney;~~  
~~(6) — Licensed physicians and dentists employed by the City in their professional capacities;~~  
~~(7) — Patient or inmate help in all hospitals and institutions operated by the City;~~  
~~(8) — Persons employed in any temporary capacity;~~  
~~(9) — Executive staff assistant to the Mayor;~~  
~~(10) — Executive Director of the Richmond Retirement System;~~  
~~(11) — Executive Director, Port of Richmond;~~  
~~(12) — Library Director;~~  
~~(13) — Any position that receives the majority of its funding from grants or from a source other than the City, when designated unclassified at the time the position is established; and~~  
~~(14) — Persons] employed in any [other] positions designated as unclassified in the City's pay ordinance.~~

**FISCAL IMPACT:** None.

**COST TO CITY:** None.

**REVENUE TO CITY:** None

**DESIRED EFFECTIVE DATE:** January 5, 2019.

**REQUESTED INTRODUCTION DATE:** December 10, 2018

**CITY COUNCIL PUBLIC HEARING DATE:** January 14, 2019

**REQUESTED AGENDA:** Consent


**RECOMMENDED COUNCIL COMMITTEE:** Organizational Development

**CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES:** None

**AFFECTED AGENCIES:** All

**RELATIONSHIP TO EXISTING ORD. OR RES.:** Amends City Code section 2-1290

**REQUIRED CHANGES TO WORK PROGRAM(S):** None



O&R Request  
November 2, 2018; Edition 2  
Page 3 of 3

**ATTACHMENTS:** None

**STAFF:** Robin Redmond and Fred Rosen, Human Resources