

INTRODUCED: March 27, 2025

AN ORDINANCE No. 2025-059

To adopt a new pay plan for the City for Fiscal Year 2025-2026 and to repeal Ord. No. 2024-101, adopted May 13, 2024, and all amendatory ordinances thereto.

Patron – Mayor Avula

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: APR 14 2025 AT 6 P.M.

WHEREAS, section 5A.03 of the Charter of the City of Richmond (2020), as amended, and section 15.2-1131 of the Code of Virginia (1950), as amended, authorize the City Council to establish a personnel system, including a classification plan for employees and a uniform pay plan, upon receiving any recommendations submitted to the City Council by the Mayor; sections 2-1264 and 2-1292 of the Code of the City of Richmond (2020), as amended, further provide for the City Council’s adoption of a classification plan for employees and a uniform pay plan; and, having received the Mayor’s recommendations concerning a classification plan for employees and a uniform pay plan, the City Council desires to adopt such a classification plan for employees and such a uniform pay plan to be a part of the City’s personnel system;

NOW, THEREFORE,

AYES: 6 NOES: 2 ABSTAIN: _____

ADOPTED: MAY 12 2025 REJECTED: _____ STRICKEN: _____

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. **Adoption of New Pay Plan.** The classification plan for employees and the pay plan attached to this ordinance, consisting of the document entitled “Pay Plan” and dated July 1, 2025, a copy of which is attached to and incorporated into this ordinance, hereinafter collectively referred to as the “Pay Plan,” is hereby adopted.

§ 2. **Repeal of Prior Pay Plan.** Ordinance No. 2024-101, adopted May 13, 2024, and all ordinances amending Ordinance No. 2024-101, adopted May 13, 2024, or the pay plan adopted thereby, in force and effect on the date on which this ordinance is adopted are hereby repealed.

§ 3. **Effective Date.** This ordinance shall be in force and effect on July 1, 2025, and shall expire as of the last moment of June 30, 2026.

Pay Plan
July 1, 2025

- I. **Classification Plan and Pay Schedules.** The classification plan and pay schedules are as set forth on the schedule attached hereto, entitled “Classifications and Assigned Ranges,” and dated July 1, 2025.
- A. **General Purpose of the Classification Plan** - The Classification Plan shall serve as a tool for staffing, selecting, compensating, evaluating, training and budgeting within City government. The Director of Human Resources or designee shall be responsible for the administration of the Classification Plan.
- B. **Position Types** - Positions may be categorized as:
1. Permanent - positions established in accordance with the annual budget for a continuous, indefinite period.
 2. Temporary - positions established for a specific type of work or period of time. Temporary positions may be short-term, seasonal, emergency, grant-funded, or pool.
 - a. Short-term - Any temporary position established for a specific duration other than seasonal or emergency, lasting for no more than twelve months.
 - b. Seasonal - Positions are for recurring, special or seasonal work activities of no more than twelve months.
 - c. Emergency - Positions that meet emergency requirements of the City and exist for no more than thirty calendar days.
 - d. Grant-funded - positions established by federal, state, local or private grants. All positions funded by grants are temporary. The Chief Administrative Officer or designee, at the establishment of the position, may designate a grant-funded position as permanent if such funding and contract conditions warrant. Should such designation occur, such permanent grant funded position shall be in the unclassified service.
 - e. Pool - Positions established for a limited use to perform work activities on an ad hoc (as needed) basis. Positions are part-time and do not dictate a regular work schedule. Positions may last beyond a twelve month period. Individuals who serve in this class of positions are not entitled to any benefits, including vacation, sick or other leave accruals. Positions

established for this purpose must be approved by the Department of Human Resources and shall be monitored by the Department of Human Resources to ensure compliance.

II. Transitional Provisions and Increases.

The provisions of this section II apply to the fiscal year commencing July 1, 2025 and ending June 30, 2026. The General Fund Budget for the fiscal year commencing July 1, 2025, and ending June 30, 2026, includes funding in each agency's budget for the implementation of this section II during the fiscal year commencing July 1, 2025, and ending June 30, 2026.

1. All employees in classified and unclassified City positions shall have their base rate of pay adjusted to reflect a three and one quarter (3.25) percent increase. In July 2025, market adjustments will be applied in accordance with applicable collective bargaining agreements and will be similarly applied to non-collective bargaining employees where applicable. Eligibility for market adjustments shall be based on factors, including, but not limited to, the employee's length of time in their current position, the employee's pay placement within such employee's pay range, and the employee's performance evaluations. Market adjustments shall only be considered for employees whose base rate of pay is in the bottom one third of any such employee's pay range. Additionally, employees are not eligible to receive market adjustments in July 2025 if, as of June 28, 2025, any such employee (i) has been employed less than one year or (ii) has earned a base rate that is above \$100,000 (or an hourly rate above \$48.08), either or both.
 - a. Eligibility. The pay increases for which this section II provides shall apply to all employees in classified and unclassified positions as of June 27, 2025, except the following:
 - (1) Employees of constitutional officers whose whole classifications are not listed in Section I of the Pay Plan
 - (2) Employees in the classifications of Police Recruit, Police Officer, Police Sergeant, Police Lieutenant, Police Captain, Fire Recruit, Fire Fighter, Fire Driver Operator, Fire Lieutenant, Fire Captain, Fire Battalion Chief and Staff Battalion Chief
 - b. Administration. The following provisions shall govern the administration of the pay increases for which this section II provides:
 - (1) The amount of the pay increase shall be calculated on the

employee's base rate of pay as of June 27, 2025, applicable on the pay period starting June 28, 2025, and ending July 11, 2025.

(2) Each employee who is eligible under section II shall receive a pay increase equal to three and one quarter (3.25%) percent of the employee's salary as of June 27, 2025, unless the amount of such increase would exceed the maximum of the employee's pay range. In no case shall an employee's pay increase exceed the maximum of the employee's pay range.

(3) For purposes of this section II, the term "pay range" has the meaning set forth in section III(A)(8), except that for each classification assigned a broad band established pursuant to section III(B)(38) within which the Chief Administrative Officer has established pay zones pursuant to section III(B)(38)(a), the term "pay range" means the pay zone within that broad band to which the employee is assigned.

c. No employee whose position this ordinance moves to another classification, pay range, or pay band shall receive a pay increase or decrease due to any adjustment made by this ordinance. For purposes of this section, words or phrases defined in III(A) of the Pay Plan have the meaning set forth in section III(A) of the Pay Plan.

III. Administration of Pay Plan.

A. **Definitions.** The following words and phrases, when used in this Pay Plan, have the meanings ascribed to them in this section.

1. ***Administrative Regulation.*** The term "administrative regulation" means any policy, procedure, or rule issued as an Administrative Regulation by the Mayor.
2. ***Appointing Authority.*** The term "appointing authority" means any person or group of persons having the power by law or lawfully delegated authority to appoint a person as an Employee
3. ***City Administration.*** The term "City Administration" refers to the departments and other administrative units of the City under the control and supervision of the Chief Administrative Officer. This term includes the Office of the Mayor.
4. ***Classified.*** The term "classified," when modifying the word "employee" or the word "position," means an employee or position assigned to a classification and title indicated as "classified" in the "Classifications and Assigned Ranges," dated

July 1, 2025, or its successor document.

5. **Employee.** The term “employee” means a person occupying a position who is paid a salary or wage by the City.
6. **Full-Time Employment.** The term “full-time employment” means employment that averages 40 hours per week for at least nine months in any 12-month period.
7. **Pay Plan.** The term “pay plan” means this Pay Plan.
8. **Pay Range.** The term “pay range” means the combination of the “Plan” column, the “Range” column, the “Minimum” column, and the “Maximum” column assigned to a classification and title in the “Classifications and Assigned Ranges,” dated July 1, 2025, or its successor document.
9. **Position.** The term “position” means the specific duties of employment assigned to be performed by a single full-time or part-time employee.
10. **Senior Executive.** The term “senior executive” means an unclassified employee or position assigned to a classification and title indicated as “executive” in the “Classifications and Assigned Ranges,” dated July 1, 2025, or its successor document.
11. **Unclassified.** The term “unclassified” means an employee or position assigned to a classification and titled indicated as “unclassified” in the “Classifications and Assigned Ranges,” dated July 1, 2025, or its successor document.

B. Provisions.

1. **Application.** Except as otherwise specifically provided, all provisions of this pay plan shall apply to employees in the classified service and the unclassified service. If a conflict occurs between this pay plan and the Administrative Regulations for the Classified Service, this pay plan shall prevail.
2. **Biweekly Salary.** The compensation for all classes of positions which have been included in the pay ranges of the pay plan shall be determined and fixed in accordance therewith and the other provisions of this ordinance. The officers and employees of the City shall be paid their salaries biweekly as provided by and in accordance with section 2-1216(a) of the Code of the City of Richmond (2020), as amended. Notwithstanding section 2-1216(a) of the Code of the City of Richmond (2020), as amended, during any fiscal year in which there are twenty-seven alternate Fridays, one additional installment of such annual compensation shall be paid.

3. **Worker's Compensation.**

- a. Any employee incapacitated by injury or illness as defined by the Virginia Workers' Compensation Act may be entitled to the benefits provided by the Virginia Workers' Compensation Act.
- b. Injury leave with pay shall be provided in such instances as set forth in this section without charge against the employee's leave balance.
- c. During the first seven calendar days of necessary absence authorized by the authorized treating physician, injury leave with full pay will be allowed. Following this period, and for a period of one year from the date of injury, the employee shall be allowed injury leave with pay at the difference between compensation allowed under the Virginia Workers' Compensation Act and the employee's normal net pay. For purposes of this provision, "normal net pay" means gross pay (after pre-tax adjustments), less social security (FICA), federal income tax, and state income tax. Following this one-year period, the employee shall only receive the amount of compensation allowed under the Virginia Workers' Compensation Act.
- d. Upon the written request of any employee to the employee's appointing authority to extend injury leave with said pay beyond one year there shall be convened a panel consisting of the appointing authority, the Director of Human Resources, and the Director of Finance. The panel shall consider:
 - (1) Whether the injury is extraordinary;
 - (2) The extent to which the injury was related to the employee's performance of his normal official duties;
 - (3) Whether the employee was to any degree responsible for the occurrence or extent of the injury because of his own negligence, fault, or improper conduct;
 - (4) Whether the projected convalescence is objectively estimated to exceed one year;
 - (5) Whether the employee is able to return to work in either his original position or any other position;
 - (6) Whether the employee has made reasonable efforts toward rehabilitation;

(7) Whether the employee has cooperated fully in prescribed treatment and rehabilitation; and

(8) Any other factors the panel determines to be relevant.

The panel shall, after investigation and consideration of the matter, make its recommendation to the Chief Administrative Officer with regard to the disposition of the request for additional injury leave. The Chief Administrative Officer may then, in the Chief Administrative Officer's discretion, grant or deny the request. If the request is granted, the initial one-year period may be extended for such additional period of time as may be deemed warranted, consistent with the appropriate medical findings. The Chief Administrative Officer shall report to the Council periodically with regard to cases in which a request for additional leave is not granted.

e. The adjustments made to an employee's gross salary in accordance with the provisions of this paragraph shall not be used to reduce the amount of retirement benefits otherwise payable to said employee. Retirement benefits shall be computed as though the employee received his or her normal gross salary during the employee's period of disability.

4. **Second Language Interpreters.** Whenever an employee is designated as a second language interpreter by the Chief Administrative Officer or designee, such employee shall receive additional compensation of \$1.00 per hour for the time period the employee is designated as a Second Language Interpreter or a revised rate as approved by the Director of Human Resources and the Chief Administrative Officer.
5. **Pay Progression.** The initial employment of any person in the classified service whose position is in the pay plan shall be paid within the pay range assigned to that position. Except as otherwise specifically provided, additional movement through the pay range will be based on a performance system approved by the Chief Administrative Officer and issued in an administrative regulation. Whenever a general or performance increase is given, the salary of an employee may not exceed the maximum of the pay range to which that employee's position is assigned. Whenever a person is hired and assigned to an apprentice class in the classified service or the unclassified service the person's compensation shall be within the pay range and in accordance with approved standards of apprenticeship training.
6. **Courts.** Although persons employed by the courts are not City employees and are included in this Pay Plan only because the City administers their pay, persons

occupying unclassified positions in the courts for whom compensation is not fixed directly or indirectly by statute adopted by the General Assembly of Virginia shall be placed in the general pay ranges and general pay bands as follows:

<i>Classification</i>	<i>General Pay Range</i>
Adult Drug Court Specialist	9
Law Clerk-Courts	10
Dispute Resolution Coordinator	13
Finance Analyst/Adult Drug Court	13
Assistant Director of Adult Drug Court	16
Staff Attorney/Court Administrator	17

<i>Classification</i>	<i>General Pay Band</i>
Court Assistant	3
Secretary to Judges of the Circuit Court	4

7. **General Registrar’s Office.** Persons occupying unclassified positions in the Office of the General Registrar in accordance with Title 24.2 of the Code of Virginia providing for deputy registrars and for whom compensation is not fixed directly or indirectly by the General Assembly of Virginia by statute shall be placed in the general pay ranges as follows:

<i>Classification</i>	<i>General Pay Range</i>
Deputy Registrar	5
Elections Technician, Senior	8
Elections Specialist	8
Elections Supervisor	10
Deputy General Registrar	15

The remaining provisions of this pay plan shall apply to determine the exact compensation for persons occupying the above positions. Any and all City of Richmond contributions must be approved through the Director of the Department of Human Resources and the Director of the Department of Budget and Strategic Planning prior to authorization.

8. **Salary for Unclassified Positions.** The salary and bonuses for unclassified employees, as set forth in the “Classifications and Assigned Ranges,” dated July 1, 2025, or its successor document, will be set by the appointing authority, with approval of the Director of Human Resources. Such salary shall be within the

designated pay range for the specific position. Increases, other than annual performance increases, of more than ten percent shall require approval of the Director of Human Resources and the Chief Administrative Officer or the City Council, depending on the reporting relationship, and shall be given no more than once in a fiscal year.

9. **Senior Executive Service.**

- a. The salary and bonuses for senior executives, as set forth in the “Classifications and Assigned Ranges,” dated July 1, 2025, or its successor document, will be set by the appointing authority. Unless specified elsewhere in this pay plan, or upon the approval of the appointing authority, such salary (excluding deferred compensation) shall be within the designated pay range for the specific position.
- b. There will be established between the appointing authority and the senior executive a performance agreement that will be the basis of establishing performance targets and compensation for these employees.
- c. The salaries of the Library Director and the Executive Director of the Richmond Retirement System shall be modified only by the respective appointing authority of each employee based on that appointing authority’s performance evaluation of that employee. However, no such employee may receive a salary increase greater than the amount set by the City Council through the pay plan for employees of the City Administration who receive a corresponding performance evaluation. Any such salary increase shall take effect on the same date as for the employees of the City Administration.

10. **Acting Chief Administrative Officer.** The compensation of the employee designated to act as Chief Administrative Officer as required by section 5.07 of the Charter of the City of Richmond (2020), as amended, shall be fixed at the discretion of the Mayor.

11. **Commonwealth’s Attorney Office.** The Commonwealth’s Attorney shall receive a salary supplement of \$63,981 together with a contribution to the Virginia Retirement System on the Commonwealth’s Attorney behalf of \$12,911 in Fiscal Year 2025-2026. The Commonwealth’s Attorney Office shall receive \$1,059,958 to be used as salary supplements together with \$278,507 to be used for a contribution to the Virginia Retirement System in Fiscal Year 2025-2026 for members of the office. The proper administration of salary supplements is the

responsibility of the constitutional officer. Any and all City of Richmond contributions must be approved through the Director of the Department of Human Resources and the Director of the Department of Budget and Strategic Planning prior to authorization.

12. **Sheriff's Office.** The Sheriff's Office shall receive in Fiscal Year 2025-2026 an amount 1.82 percent greater than the amount approved by the Compensation Board for the Sheriff's deputies to be used as salary supplements for members of the office, excluding the Sheriff, for which the City is reimbursed for 100% of salary costs approved by the Compensation Board. The Sheriff's Office shall receive an amount not to exceed \$393,535.32 in Fiscal Year 2025-2026 to be used as salary supplements for members of the office, excluding the Sheriff. From such allocation, the Sheriff's Office may, in Fiscal Year 2025-2026, provide salary supplements for positions that the City is not reimbursed for 100% of approved Compensation Board salaries, excluding the Sheriff. Any and all City of Richmond contributions must be approved through the Director of the Department of Human Resources and the Director of the Department of Budget and Strategic Planning prior to authorization. Any salary supplement paid directly to the Sheriff from either of these amounts shall only be for the specific amount authorized by this section. The Sheriff shall receive a salary supplement of \$80,000 in Fiscal Year 2025-2026. The proper administration of salary supplements is the responsibility of the constitutional officer.
13. **Overtime for Police.** Whenever due to a shortage in the authorized number of personnel in the Department of Police, until such time as the shortage is eliminated by selection and completion of training of persons to bring the Department of Police to its authorized strength, the Chief of Police, or such person as the Chief of Police may designate, may designate police employees who shall be required to perform service in excess of 40 hours per week or in excess of the hours of work prescribed in rules and regulations duly adopted with respect thereto, and each such police employee (designated as non-exempt) shall receive compensation for each excess hour of such service or fraction thereof equal to one and one-half times the employee's normal hourly equivalent compensation.
14. **Police Overtime due to Federal and State Grants.** Whenever any non-exempt sworn police officer as a condition imposed in any grant of federal or state funds and in order for the City to meet conditions or requirements imposed in such grant, or to carry out the purpose of the program encompassed in such grant, is required to perform services (work hours) in excess of the normal hours as established by Administrative Regulations, such non-exempt sworn police officer shall receive

compensation for such services rendered beyond the normal hours of work equal to one and one-half times the hourly rate fixed in the pay range for the class of position to which the non-exempt sworn police officer is assigned.

15. **Overtime for Fire.** Whenever due to a shortage in the authorized number of personnel in the Department of Fire and Emergency Services until such time as the shortage is eliminated by selection and completion of training of persons to bring the Department of Fire and Emergency Services to its authorized strength, the Chief of Fire and Emergency Services, or such person as the Chief of Fire and Emergency Services may delegate, may designate Department of Fire and Emergency Services employees who shall be required to perform service in excess of the hours of work designated for a specific duty assignment as prescribed in rules and regulations duly adopted with respect thereto, and each such Department of Fire and Emergency Services employee (designated as non-exempt) shall receive compensation at the rate of one and one-half times the normal hourly equivalent for each hour or fraction thereof in excess of such employee's normal work schedule.
16. **Testifying in Court on Off Duty Days.** Whenever any employee (designated as non-exempt) is summoned to appear in court for the purpose of testifying on behalf of the Commonwealth of Virginia or the City of Richmond in prosecutions for violations of the laws of the Commonwealth or ordinances of the City during the time such employee is off duty and not required to perform that employee's duties, that employee shall be paid compensation for each hour or major part thereof spent in attendance in such court for such purpose time and one-half of the compensation then being paid to such employee. An employee in attendance in any such court for such purpose for less than one hour shall be paid compensation for the hour.
17. **Emergency Duty.** Whenever a local emergency is declared pursuant to applicable law, the Chief Administrative Officer shall ensure that all employees are properly compensated in accordance with the applicable administrative regulation.
18. **Overtime.** Except as otherwise provided under state or federal law, whenever a non-exempt employee is required to perform service beyond the hours of work prescribed as a normal work week in accordance with the Fair Labor Standards Act, the employee shall receive compensation for such service rendered beyond such hours equal to one and one-half times the hourly rate fixed in the pay range for the class of position to which the employee is assigned. Compensatory time may be granted in lieu of cash payment up to a maximum of 120 hours for general employees and 240 hours for sworn Police and sworn Fire employees. Exempt

employees shall not be entitled to overtime. However, their appointing authorities may adjust their work schedules in recognition of hours worked.

19. **Driving a Bus.** Whenever an employee is required to drive a bus for purposes of transporting citizens to or from an event, such employee shall receive additional compensation of \$1.00 per hour for the time period the employee is assigned the duty of bus driving.
20. **Night Differential.** Whenever any full-time employee is regularly required to perform service at night, he shall receive compensation for such services equal to the hourly or annual compensation fixed in the pay range for the class of position to which he is assigned plus \$1.00 per hour for a midnight or an afternoon shift. Such additional compensation shall only be paid to employees working a fixed shift where one-half or more of the employee's regular working hours are scheduled during the time period beginning at 5:00 p.m. and ending at 8:00 a.m. and shall not be paid to members of the Department of Fire and Emergency Services working 24 on - 24 off shifts, other work sites or situations designated by the Chief Administrative Officer, and employees working a rotating shift or a shift which otherwise required them to periodically work at night. A fixed shift basis of employment is one in which the regular working hours are identical each working day for a period of not less than 120 calendar days. A rotating shift is one in which the hours of work fluctuate on a regular basis or irregular basis. For the purpose of determining whether additional compensation is due to the employee for working at night, any work schedule which is not congruent with the above definition of a fixed shift will be assumed to be a rotating shift.
21. **Working Supervisor.** Whenever any employee is required to give incidental assistance in addition to performing regular duties by supervising two or more employees performing service in the same location where no regular supervisor is authorized and another supervisory position is not assigned, the employee shall receive compensation for such service equal to the hourly compensation fixed in the pay range for the class of position to which he is assigned plus \$0.50 per hour.
22. **Acting in a Higher Class.** Whenever any employee is required to work in a position in a higher pay range during a vacancy in that position or during the absence of the incumbent in that position and whenever such assignment extends beyond 15 consecutive work days, such employee shall receive compensation retroactive to the date the employee commenced acting in such position equal to the minimum of the new range or a maximum increase of five percent, whichever is greater. The amount, however, shall not exceed the maximum amount of the new

pay range. The Chief Administrative Officer, at the Chief Administrative Officer's discretion, may approve increases of more than five percent. The amount of the differential shall change only if the base salary of the employee changes. The change in the amount of differential shall be equivalent to the percentage change in the base salary.

23. **Special Assignment by Chief Administrative Officer.** The Chief Administrative Officer is authorized to transfer or appoint employees to perform special assignments and fix compensation for such assignments where appropriate.
24. **Special Assignment by Appointing Authority.** An Appointing Authority may appoint an employee to perform a special assignment that is significantly above that employee's normal job duties, as determined by the Director of Human Resources. When such assignment extends beyond 20 consecutive work days, the employee may receive an additional fixed biweekly amount of compensation. This additional compensation shall be retroactive to the date the employee commenced acting in such assignment. Unless approved by the Chief Administrative Officer, the amount of additional compensation shall not exceed ten percent of the employee's regular rate of pay and shall not be increased, except for senior executive assignments made by the Chief Administrative Officer or the City Council. All assignments exceeding 15 consecutive work days and all compensation must be approved by the Director of Human Resources. In no case may the assignment last more than 12 months without the written approval of the Director of Human Resources and the Chief Administrative Officer.
25. **Education Incentive for Police and Fire.**
 - a. Whenever a Fire Fighter, Fire Driver Operator, Fire Lieutenant, Fire Captain, Fire Battalion Chief, Staff Battalion Chief, Fire Division Chief, Chief of Fire and Emergency Services, Police Officer, Police Sergeant, Police Lieutenant, Police Captain, Police Major, Deputy Chief of Police or Chief of Police receives, while employed in such position, an Associate of Arts degree from an accredited college, university or junior college or is certified by same as a junior in a degree granting program, he shall receive annually in addition to his regular compensation a sum of \$500.00 if exempt under the Fair Labor Standards Act and \$0.25 per hour (for employees scheduled for 40 hours per week) or \$0.17 per hour (for employees scheduled for 56 hours per week) if non-exempt under the Fair Labor Standards Act. This additional compensation for exempt employees shall be paid in two equal installments, one in July and the other in February.

- b. Whenever a Fire Fighter, Fire Driver Operator, Fire Lieutenant, Fire Captain, Fire Battalion Chief, Staff Battalion Chief, Fire Division Chief, Chief of Fire and Emergency Services, Police Officer, Police Sergeant, Police Lieutenant, Police Captain, Police Major, Deputy Chief of Police or Chief of Police receives, while employed in such position, a Bachelor of Arts or Bachelor of Science degree from an accredited college or university, he shall receive annually in addition to his regular compensation a sum of \$1,000.00 if exempt under the Fair Labor Standards Act and \$0.50 per hour (for employees scheduled for 40 hours per week) or \$0.34 per hour (for employees scheduled for 56 hours per week) if non-exempt under the Fair Labor Standards Act. This additional compensation for exempt employees shall be paid in two equal installments, one in July and the other in February.
- c. Whenever a Fire Fighter, Fire Driver Operator, Fire Lieutenant, Fire Captain, Fire Battalion Chief, Staff Battalion Chief, Fire Division Chief, Chief of Fire and Emergency Services, Police Officer, Police Sergeant, Police Lieutenant, Police Captain, Police Major, Deputy Chief of Police or Chief of Police receives, while employed in such position, a Master's Degree from an accredited college or university, he shall receive annually in addition to his regular compensation a sum of \$2,000.00 if exempt under the Fair Labor Standards Act and \$1.00 per hour (for employees scheduled for 40 hours per week) or \$0.68 per hour (for employees scheduled for 56 hours per week) if non-exempt under the Fair Labor Standards Act. This additional compensation for exempt employees shall be paid in two equal installments, one in July and the other in February.
- d. Receipt of this payment beyond the first year is contingent on evidence of on-going job related education and performance at the "Successfully Meets Expectations" or "Exceptional" level, or an equivalent rating on an approved system, on their last performance evaluation.
- e. No new applications for educational incentives or increases in educational incentives in accordance with this section shall be accepted between July 1, 2010 and ending July 1, 2026.

26. Reduction-in-Force.

There are times when the City of Richmond must implement a reduction-in-force (RIF). A RIF occurs when organizational needs require abolishment of

positions as determined by the Chief Administration Officer or designee. A RIF can also occur when a position changes so significant that the employee is no longer able to perform the required duties. The Chief Administrative Officer is responsible for determining when a reduction in force is required. The Department of Human Resources will determine the process and other placement for the employee, if possible, under guidelines established by the Chief Administrative Officer.

- a. **Definitions.** Words and phrases used in this section have the meanings ascribed to those words or phrases in this section III(B)(26).
- b. **Demotion.** If a classified employee is involuntarily demoted as the result of a reduction-in-force, the employee shall continue to receive the salary the employee received immediately before the effective date of the demotion for the next six full pay periods following the demotion. Thereafter, the employee's salary shall revert to the maximum of the new classification's pay range or that amount which equates to a maximum decrease of five percent, whichever is the greater decrease.
- c. **Dismissal.** A classified employee who is dismissed as a result of a reduction-in-force may elect to continue the employee's health benefits coverage in accordance with Section 27 and is eligible for severance pay computed in accordance with Section 27. Any classified employee who declines an offer of transfer, reassignment, or demotion to another position made by the City in lieu of dismissal shall not receive severance pay. If a classified employee is reinstated within ten calendar days after the date of the employee's separation, the employee shall not receive severance pay.

27. **Severance.**

- a. **Generally.** The appointing authority of an employee to be separated may award severance pay for the employee in accordance with this section. Classified employees may be awarded severance pay under this section only if and to the extent provided under Section 26. The maximum amount of severance pay that an appointing authority may award to an employee shall be computed in accordance with this section, provided that an appointing authority, in the appointing authority's sole discretion, may award severance pay in an amount less than the amount computed in accordance with this section. Severance pay may not be

awarded unless the separated employee signs a separation agreement in accordance with Section 28. The City will pay severance pay only in prorated increments each equivalent to the separated employee's last regular rate of pay in accordance with the City's regular payroll cycle ceasing when the City has paid the full amount of the awarded severance pay. Notwithstanding any other provision of this section to the contrary, if a separated employee awarded severance pay is rehired by the City in any full-time, part-time, or temporary position, the City shall cease all severance payments to that employee as of the date on which the rehired employee starts in the new position.

b. **Computation.** Severance pay may be awarded based only on the employee's continuous years of service as of the date of separation computed as follows:

- (1) If the employee has two full years of service or less, the appointing authority may award the employee severance pay in an amount equal to up to four weeks' regular salary.
- (2) If the employee has more than two full years but less than ten years of service, the appointing authority may award the employee severance pay in an amount equal to up to four weeks' regular salary plus one additional week of salary for every full year of service over two full years of service.
- (3) If the employee has at least ten full years but less than 15 years of service, the appointing authority may award the employee severance pay in an amount equal to up to 12 weeks' regular salary plus two additional weeks of salary for every full year of service over nine full years of service.
- (4) If the employee has 15 full years of service or more, the appointing authority may award the employee severance pay in an amount equal to up to two weeks' regular salary for each full year of service, provided that no employee may be awarded severance pay in an amount equal to more than 36 weeks' regular salary.

c. **Health Benefits.** An unclassified employee who is terminated may elect to continue health benefits coverage with the City for up to one

year after the date on which the employee is terminated, provided the employee signs a separation agreement in accordance with Section 28. A classified employee who is terminated may elect to continue health benefits coverage with the City for up to one year only under the circumstances set forth in Section 26. Any employee that elects to continue health benefits coverage must continue with the same coverage as the employee had as of the time of termination, except as required by applicable law, and shall pay the employee's share of the cost of the health benefits coverage throughout the period during which coverage is continued.

28. **Separation Agreements.** The Chief Administrative Officer or the designee thereof may negotiate separation agreements with employees in the Office of the Mayor and in agencies whose heads are appointed by the Chief Administrative Officer when the Chief Administrative Officer or the designee thereof determines that doing so would be in the best interests of the City. A separation agreement shall be in writing, shall require that the employee not pursue litigation against the City concerning the employee's separation, may include such other provisions as the Chief Administrative officer or the designee thereof determines to be appropriate, and may include a negotiated amount of severance pay, provided that the amount of such severance pay shall not exceed the maximum amount that correlates with the employee's years of services computed pursuant to Section 27. All separation agreements must be approved as to form by the City Attorney, approved as to terms by the Director of Human Resources, and prior to execution, reviewed and approved by the Chief Administrative Officer. For employees other than employees of the Office of the Mayor and of agencies the heads of which are appointed by the Chief Administrative Officer, the appointing authority shall perform the functions of the Chief Administrative Officer and the Director of Human Resources under this section.
29. **Pay Range Adjustments.** Any employee holding a position in classes which have pay range adjustments resulting in a higher pay range shall be limited to the minimum of the new pay range, or that step which equates to a maximum increase of five percent, whichever is greater. Employees who have a Needs Further Development or similar rating on their last performance appraisal shall not receive an increase in pay.
30. **Two Differentials.** Any employee who, in addition to the pay for the pay rank to which the employee is assigned, is entitled to receive one or more increments in

pay pursuant to the adoption of this pay plan nevertheless shall be entitled to receive only one such increment, which shall be the larger or largest of any such increment; provided, however, that any increment in pay for an educational level attained by an employee accruing pursuant to Section 25 or for acting in a higher class pursuant to Section 22 shall be excluded from and not subject to this limitation.

31. **Full-Time Employment Qualifier.** The compensation of officers and employees fixed by this pay plan is for full-time employment and for services rendered on the days and during the hours prescribed in the Administrative Regulations for the Classified Service, except only when otherwise provided in this pay plan or by law.
32. **Retention of Key Employees.** An appointing authority may grant an increase to retain a key employee. Before an increase is given the employee must (1) have achieved exceeds performance on the employee's last performance evaluation unless there is an extreme business need to keep the position filled and (2) have the approval of the Director of Human Resources. Unless approved by the Chief Administrative Officer, the amount of increase may not be higher than 15 percent of the employee's current salary or higher than the maximum of the pay range, whichever is less. An employee shall be eligible for only one retention increase every 24 months.
33. **Extraordinary Performance Bonus.** The appointing authority, with the approval of the Human Resources Director, may grant a classified employee a one-time bonus for extraordinary performance, based on criteria established by the Director of Human Resources. Unless approved by the Chief Administrative Officer, the bonus may be no more than \$5,000 and may not be given to an employee more than once in a fiscal year.
34. **Market-Driven Increases.** When the Chief Administrative Officer determines that market conditions are such that recruitment and retention is severely hampered in a job classification or series of classifications, the Chief Administrative Officer may authorize salary increases to employees in those classifications. These payments may be either lump sum payments or increases to base salary. However, an employee's base salary shall not exceed the employee's pay range. The Human Resources Director may approve up to five percent as a market adjustment increase where conditions indicate that a classified employee is below competitive wages. Increases of more than five percent also must be approved by the Chief Administrative Officer.

35. **Job Classifications.** The Chief Administrative Officer may include or exclude classifications with their assigned ranges. Such new classifications may contain either temporary or permanent positions.
36. **Minimum Rate.** Any employee in a position (other than Summer Youth Program, Event Production Worker, Intern, or other special employment program participants as determined by the Director of Human Resources) working either full-time or part-time shall have an hourly rate of pay at least \$20.00.
37. **Active-Duty Military Supplemental Pay.** Employees who are members of the military and are ordered to full-time, active duty status shall receive supplemental pay after 15 consecutive work days if the employee's gross military pay is less than the employee's gross City salary. Such supplement shall be treated as salary for compensation and tax purposes. The amount of the supplement shall be the difference between the employee's current gross City salary, minus any special pays, overtime or allowances, and the employee's gross military pay, which shall include the employee's base pay and any qualification pays or allowances but without subsistence. The employee's salary shall be recomputed from a 26 annual pay period rate to a 24 annual pay period rate. The employee shall provide a copy of the employee's military Leave and Earnings Statement to the City on a monthly basis before the supplement shall be granted. There may be a delay of up to four weeks for processing supplemental pay. Payments shall be made directly to the employee and shall end on the date of deactivation. Employees who volunteer for active duty service through their military units shall not be eligible for supplemental pay. Employees who are ordered to full-time, active duty status but are ineligible for military-provided health care coverage shall have the option to continue coverage under the City's health care plan in accordance with contribution terms and conditions.
38. **Broad Band Programs.**
- a. The Chief Administrative Officer may establish broad band programs either on a Citywide basis or specifically designed for an agency or unit of an agency. Citywide programs shall be modeled on positions with duties and responsibilities found throughout the City service. These programs may be established to encourage employees to assume additional duties and responsibilities. Agency programs may be based on specific criteria designed to enhance agency performance. Such programs may be, but are not limited to, competency-, skill-, performance-, or career development-based. In all such programs, the Chief Administrative Officer may establish

pay zones within the broad band for specific classifications. A copy of the approved agency program and all amendments thereto shall be the official plans and shall be filed with the Director of Human Resources.

- b. Employees placed in a new band as a result of the implementation of a broad band program or moved from one broad band program to another broad band program shall receive the greater of the employee's current salary or the minimum amount of the assigned band. In addition, in agency programs, the Chief Administrative Officer or the designee thereof is authorized to place employees in the aforesaid pay bands consistent with their current qualifications, skills, and assignments.
- c. For purposes of this Section, the following terms shall have the following definitions:
 - (1) "Band adjustment" means the determination by the department director, with the approval of the Director of Human Resources, that (i) an employee has assumed new duties and responsibilities at a substantially higher level and on a permanent basis or (ii) an employee has met the criteria of an approved competency or career development program. Band adjustments of more than five percent shall require the approval of the Chief Administrative Officer or a designee thereof or of the City Council, depending on the reporting relationship, and shall be made no more than once in a fiscal year.
 - (2) "Promotion" shall mean the movement of an employee from a position in one band to a position in another band with a higher maximum salary range.
 - (3) "Reallocation" shall mean the determination by the department director that an employee should be allocated to a different classification or zone level with the same band.

39. Mayor's Salary.

- a. Effective June 28, 2025, the Mayor shall receive a salary of \$175,000.00 per annum. The Mayor's base rate of pay shall be adjusted, from time to time, at the same time and at the same rate that the base rate of pay of employees is adjusted as described in Section II, beginning with the fiscal year commencing July 1, 2025, and ending June 30, 2026. The City shall

also pay its proportional share of the cost of health and dental insurance for the Mayor and shall provide technology and communication equipment for the Mayor ancillary to the position.

- b. The salary of the Mayor shall be supplemented in the maximum amount per annum allowed by the applicable Internal Revenue Code provisions and regulations by a payment or payments made to a deferred compensation plan of the City of Richmond pursuant to the execution by the Mayor of a participation agreement that conforms to the applicable Internal Revenue Code provisions and regulations and to Chapter 2, Article VI, Division 3 (“Deferred Compensation Plan”) of the Code of the City of Richmond (2015), as amended. In addition, the Mayor may receive a City vehicle for official City use.
- c. Notwithstanding any other provision of the Code of the City of Richmond to the contrary, the City shall contribute on behalf of the Mayor an amount determined by the Retirement System’s Actuary and approved by the Retirement Board sufficient to receive the additional creditable service provided by section 22-317 of the Code of the City of Richmond (2015), as amended.

40. **Step-Based Pay System for Sworn Fire Fighters and Police Officers.**

- a. The following sworn fire and police classifications shall be part of a step-based pay system as shown in Table 1, dated July 1, 2025 (a copy of which is attached hereto and incorporated herein):

<i>Positions</i>	<i>Range</i>
Fire Recruit	1
Police Recruit	1
Fire Fighter	2
Police Officer	2
Fire Driver Operator	3
Fire Lieutenant	6
Police Sergeant	6
Fire Captain	8
Police Lieutenant	8
Fire Battalion Chief	10
Staff Battalion Chief	10
Police Captain	10

- b. Sworn fire and police personnel shall be eligible to move in accordance with this ordinance at the beginning of the pay period starting June 28, 2025.

For purposes of this plan, sworn service time will begin upon graduation from the Fire Academy or the Police Academy less any break in service (except military or other leave as required by law), and step movement shall be based upon years of service as of June 30 of each year (e.g., an officer with 9 months of service as of June 30 will be considered to have 0 years of service). Future movement shall be one step per fiscal year based on the funding availability until the maximum step is obtained.

In order to relieve salary compression and with the approval of the Director of Human Resources, the Chief of Fire and Emergency Services or the Chief of Police may place sworn personnel at a higher step.

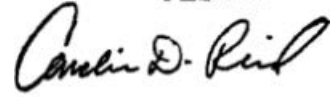
- c. Sworn fire and police personnel promoted to higher classifications within the Step Based Pay System shall move to the same numerical step within the new classification. Sworn fire and police personnel demoted to lower classifications within the Step Based Pay System shall move to the same numerical step within the new classification.
- d. Sworn fire and police personnel currently in the retirement program DROP plan may ***not*** withdraw from the plan to return to regular service, and retirement benefits are based on the employee's salary at the time of enrollment eligibility in the DROP plan.
- e. Sworn police personnel hired into the Department of Police as lateral transfers shall be placed in the step plan based upon pro-rating their external sworn service to sworn service in the Department of Police. The prorating ratio shall be determined by the Department of Police and the Director of Human Resources.
- f. Sworn fire personnel hired into the Department of Fire and Emergency Services as lateral transfers shall be placed in the step plan based upon prorating their external sworn service to sworn service in the Department of Fire and Emergency Services. The prorating ratio shall be determined by the Department of Fire and Emergency Services and the Director of Human Resources.

- g. Sworn police personnel shall be eligible for special assignment pay up to \$1.00 per hour. Assignments qualifying for this special assignment pay shall be determined by the Chief of Police with the approval of the Chief Administrative Officer. Police personnel assigned as Police Training Officers shall be eligible for five percent special assignment pay. Police personnel assigned as Community Policing Leads shall be eligible for ten percent special assignment pay.
 - h. Sworn fire personnel shall be eligible for special assignment pay up to \$1.00 per hour. Assignments qualifying for this special assignment pay shall be determined by the Chief of Fire and Emergency Services with the approval of the Chief Administrative Officer.
 - i. Sworn fire and police personnel in the classified service shall no longer be a part of the Performance Based Pay System. However, to be eligible for a step increase, the employee must have obtained at least a “Meets Standards” or an equivalent rating on the employee’s last annual performance evaluation.
 - j. All salary increases and step advancements for which this section provides are subject to annual appropriations of sufficient funds therefore by the City Council.
41. **Performance Adjustment for Classified Employees.** The appointing authority, upon the review and approval of the Director of Human Resources, may grant certain classified employees an increase up to five percent. The increase is available to employees in a classified position that is not part of a step system. The employee must have a performance evaluation higher than “Meets Standards” on the employee’s evaluation for the prior fiscal year and shall not be eligible for more than one increase per fiscal year. Increases of more than five percent also must be approved by the Chief Administrative Officer.
42. **Working Titles.** An appointing authority may authorize or require any employee whom that appointing authority has the right to hire to use a working title in lieu of that employee’s classification title as assigned in the “Classifications and Assigned Ranges,” dated July 1, 2025, or its successor document, provided such working title is, in the appointing authority’s discretion, reasonably related to the employee’s position. No such working title shall be deemed to have any legal effect on the

application of this pay plan or any other law to such employee or any other person.

A TRUE COPY:

TESTE:

A handwritten signature in cursive script, reading "Carolin D. Reed".

City Clerk

Table 1
Effective July 1, 2025

Range 1	Fire Recruit and Police Recruit													
	<u>Step 1</u>													
Annual	60,539													
Range 2	Fire Fighter and Police Officer													
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>	<u>Step 12</u>	<u>Step 13</u>	
Annual	62,983	64,464	65,979	67,529	69,116	70,740	72,402	74,104	75,846	77,627	79,452	81,319	83,230	
	<u>Step 14</u>	<u>Step 15</u>	<u>Step 16</u>	<u>Step 17</u>	<u>Step 18</u>	<u>Step 19</u>	<u>Step 20</u>	<u>Step 21</u>	<u>Step 22</u>	<u>Step 23</u>	<u>Step 24</u>	<u>Step 25</u>	<u>Step 26</u>	<u>Step 27</u>
Annual	85,186	87,188	89,237	91,333	93,481	95,677	97,925	100,226	102,582	104,993	107,460	109,986	112,570	115,215
Range 3	Fire Driver Operator													
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>	<u>Step 12</u>	<u>Step 13</u>	
Annual	66,133	67,687	69,278	70,906	72,571	74,277	76,022	77,810	79,638	81,509	83,424	85,385	87,391	
	<u>Step 14</u>	<u>Step 15</u>	<u>Step 16</u>	<u>Step 17</u>	<u>Step 18</u>	<u>Step 19</u>	<u>Step 20</u>	<u>Step 21</u>	<u>Step 22</u>	<u>Step 23</u>	<u>Step 24</u>	<u>Step 25</u>	<u>Step 26</u>	<u>Step 27</u>
Annual	89,445	91,547	93,699	95,900	98,154	100,460	102,821	105,238	107,711	110,243	112,832	115,484	118,199	120,976
Range 6	Fire Lieutenant and Police Sergeant													
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>	<u>Step 12</u>	<u>Step 13</u>	
Annual	87,446	89,108	90,801	92,526	94,284	96,076	97,901	99,761	101,657	103,588	105,557	107,562	109,606	
	<u>Step 14</u>	<u>Step 15</u>	<u>Step 16</u>	<u>Step 17</u>	<u>Step 18</u>	<u>Step 19</u>	<u>Step 20</u>	<u>Step 21</u>	<u>Step 22</u>	<u>Step 23</u>	<u>Step 24</u>	<u>Step 25</u>	<u>Step 26</u>	<u>Step 27</u>
Annual	111,688	113,810	115,972	118,176	120,422	122,709	125,041	127,417	129,837	132,305	134,819	137,380	139,991	142,650
Range 8	Fire Captain and Police Lieutenant													
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>	<u>Step 12</u>	<u>Step 13</u>	
Annual	96,201	98,028	99,891	101,789	103,723	105,693	107,702	109,748	111,834	113,958	116,124	118,330	120,578	
	<u>Step 14</u>	<u>Step 15</u>	<u>Step 16</u>	<u>Step 17</u>	<u>Step 18</u>	<u>Step 19</u>	<u>Step 20</u>	<u>Step 21</u>	<u>Step 22</u>	<u>Step 23</u>	<u>Step 24</u>	<u>Step 25</u>	<u>Step 26</u>	<u>Step 27</u>
Annual	122,870	125,203	127,583	130,007	132,476	134,993	137,558	140,172	142,835	145,550	148,315	151,133	154,004	156,930
Range 10	Fire Battalion Chief, Staff Battalion Chief and Police Captain													
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>	<u>Step 12</u>	<u>Step 13</u>	
Annual	105,830	107,841	109,889	111,978	114,105	116,272	118,482	120,733	123,027	125,365	127,747	130,174	132,647	
	<u>Step 14</u>	<u>Step 15</u>	<u>Step 16</u>	<u>Step 17</u>	<u>Step 18</u>	<u>Step 19</u>	<u>Step 20</u>	<u>Step 21</u>	<u>Step 22</u>	<u>Step 23</u>	<u>Step 24</u>	<u>Step 25</u>	<u>Step 26</u>	<u>Step 27</u>
Annual	135,168	137,736	140,353	143,020	145,736	148,506	151,327	154,203	157,132	160,118	163,160	166,260	169,420	172,638

CLASSIFICATIONS AND ASSIGNED RANGES

July 1, 2025

Classification Title	Plan	Range	Minimum	Midpoint	Maximum	C/E/U
Administrative Technician	G BB	1	41,600	49,448	57,295	C
Administrative Technician (Retirement)	G BB	1	41,600	49,448	57,295	U
Gas Maintenance Technician	G BB	2	43,290	54,452	65,614	C
Administrative Technician, Senior	G BB	3	45,285	60,375	75,464	C
Corrosion Technician	G BB	3	45,285	60,375	75,464	C
Court Assistant	G BB	3	45,285	60,375	75,464	U
Customer Account Investigator	G BB	3	45,285	60,375	75,464	C
Customer Care Specialist	G BB	3	45,285	60,375	75,464	C
Executive Assistant	G BB	3	45,285	60,375	75,464	U
Gas and Water Field Specialist, Senior	G BB	3	45,285	60,375	75,464	C
Planning Clerk	G BB	3	45,285	60,375	75,464	C
Utilities Field Specialist	G BB	3	45,285	60,375	75,464	C
Utility Plant Specialist	G BB	3	45,285	60,375	75,464	C
Commercial Meter Technician	G BB	4	47,490	67,139	86,788	C
Environmental Compliance Inspector	G BB	4	47,490	67,139	86,788	C
Executive Assistant, Senior	G BB	4	47,490	67,139	86,788	U
Gas and Water Field Supervisor	G BB	4	47,490	67,139	86,788	C
Gas Maintenance Supervisor	G BB	4	47,490	67,139	86,788	C
Management Analyst, Associate	G BB	4	47,490	67,139	86,788	C
Management Analyst, Associate (Council Agency)	G BB	4	47,490	67,139	86,788	U
Plant Operator	G BB	4	47,490	67,139	86,788	C
Power Line Apprentice	G BB	4	47,490	67,139	86,788	C
Secretary to Circuit Court Judges	G BB	4	47,490	67,139	86,788	U
Utilities Field Specialist Supervisor	G BB	4	47,490	67,139	86,788	C
Chemist	G BB	5	53,174	76,488	99,803	C
Customer Service Supervisor	G BB	5	53,174	76,488	99,803	C
Emergency Communications Officer	G BB	5	53,174	76,488	99,803	C
Executive Assistant, Principal	G BB	5	53,174	76,488	99,803	U
Gas Compliance Inspector	G BB	5	53,174	76,488	99,803	C
Gas Construction Inspector	G BB	5	53,174	76,488	99,803	C
Gas Field Service Inspector	G BB	5	53,174	76,488	99,803	C
Gas Maintenance Superintendent	G BB	5	53,174	76,488	99,803	C
Management Analyst	G BB	5	53,174	76,488	99,803	C
Management Analyst (Council Agency)	G BB	5	53,174	76,488	99,803	U
Planner Associate	G BB	5	53,174	76,488	99,803	C
Utility Plant Specialist, Instrument and Control	G BB	5	53,174	76,488	99,803	C
Water Quality Analyst	G BB	5	53,174	76,488	99,803	C
Emergency Communications Officer, Senior	G BB	6	61,143	87,961	114,778	C
Gas Construction Inspector, Supervisor	G BB	6	61,143	87,961	114,778	C
Management Analyst, Senior	G BB	6	61,143	87,961	114,778	C
Management Analyst, Senior (Council Agency)	G BB	6	61,143	87,961	114,778	U
Management Analyst, Senior (Grant Funded)	G BB	6	61,143	87,961	114,778	U
Planner	G BB	6	61,143	87,961	114,778	C
Plant Operations Supervisor	G BB	6	61,143	87,961	114,778	C
Power Line Specialist	G BB	6	61,143	87,961	114,778	C
Utility Plant Specialist Supervisor	G BB	6	61,143	87,961	114,778	C
Capital City Intelligence Center Supervisor	G BB	7	70,322	101,158	131,993	C
Environmental Compliance Officer	G BB	7	70,322	101,158	131,993	C
Laboratory Supervisor	G BB	7	70,322	101,158	131,993	C
Plant Operations Superintendent	G BB	7	70,322	101,158	131,993	C
Plant Operations Supervisor, Senior	G BB	7	70,322	101,158	131,993	C
Power Line Specialist Supervisor	G BB	7	70,322	101,158	131,993	C

C = Classified service G BB = General Broad Band
 E = Executive Service IT BB = Information Technology Broad Band
 U = Unclassified Service PF= Police and Fire Step System

CLASSIFICATIONS AND ASSIGNED RANGES

July 1, 2025

Classification Title	Plan	Range	Minimum	Midpoint	Maximum	C/E/U
Power Line Superintendent	G BB	7	70,322	101,158	131,993	C
Custodian	General	2	41,600	48,475	55,350	C
Food Service Technician	General	2	41,600	48,475	55,350	C
Library Technician	General	2	41,600	48,475	55,350	C
Lifeguard	General	2	41,600	48,475	55,350	C
Maintenance Worker	General	2	41,600	48,475	55,350	C
Office Assistant	General	2	41,600	48,475	55,350	C
Parks and Recreation Bus Operator	General	2	41,600	48,475	55,350	C
Recreation Services Assistant	General	2	41,600	48,475	55,350	C
Refuse Collector	General	2	41,600	48,475	55,350	C
Utilities Field Worker	General	2	41,600	48,475	55,350	C
Visitor Services Assistant, Shockoe Heritage Center (Grant Funded)	General	2	41,600	48,475	55,350	U
Animal Control Kennel Assistant	General	3	42,900	50,509	58,118	C
Equipment Operator	General	3	42,900	50,509	58,118	C
Fleet Maintenance Worker	General	3	42,900	50,509	58,118	C
Maintenance Technician	General	3	42,900	50,509	58,118	C
Pretrial/Probation Services Technician	General	3	42,900	50,509	58,118	C
Social Casework Technician	General	3	42,900	50,509	58,118	C
Utilities Field Pipeline Technician	General	3	42,900	50,509	58,118	C
Warehouse and Materials Technician	General	3	42,900	50,509	58,118	C
Custodian Crew Chief	General	4	44,616	52,820	61,023	C
Farrier	General	4	44,616	52,820	61,023	C
Head Lifeguard	General	4	44,616	52,820	61,023	C
Library Technician, Senior	General	4	44,616	52,820	61,023	C
Recreation Program Instructor	General	4	44,616	52,820	61,023	C
Accounting Technician	General	5	46,332	55,204	64,075	C
Ambassador Connector	General	5	46,332	55,204	64,075	C
Customer Service Technician	General	5	46,332	55,204	64,075	C
Customer Service Technician (Council Agency)	General	5	46,332	55,204	64,075	U
Deputy Registrar	General	5	46,332	55,204	64,075	U
Human Services Assistant	General	5	46,332	55,204	64,075	C
Human Services Technician	General	5	46,332	55,204	64,075	C
Violence Interrupter	General	5	46,332	55,204	64,075	C
Accounting Technician, Senior	General	6	48,048	57,663	67,278	C
Equipment Operator, Senior	General	6	48,048	57,663	67,278	C
Fleet Maintenance Technician	General	6	48,048	57,663	67,278	C
Gardener	General	6	48,048	57,663	67,278	C
General Inspector	General	6	48,048	57,663	67,278	C
Legal Secretary	General	6	48,048	57,663	67,278	U
Maintenance Technician, Senior	General	6	48,048	57,663	67,278	C
Mason	General	6	48,048	57,663	67,278	C
Procurement Technician	General	6	48,048	57,663	67,278	C
Swimming Pool Manager	General	6	48,048	57,663	67,278	C
Utilities Field Pipeline Technician, Senior	General	6	48,048	57,663	67,278	C
Utilities Services Technician	General	6	48,048	57,663	67,278	C
Warehouse and Materials Technician, Senior	General	6	48,048	57,663	67,278	C
Welder	General	6	48,048	57,663	67,278	C
Animal Control Officer	General	7	49,850	60,246	70,642	C
Benefit Programs Specialist I	General	7	49,850	60,246	70,642	C
Bilingual Interpreter	General	7	49,850	60,246	70,642	C
Engineering Technician	General	7	49,850	60,246	70,642	C
Equipment Operator, Principal	General	7	49,850	60,246	70,642	C

C = Classified service

G BB = General Broad Band

E = Executive Service

IT BB = Information Technology Broad Band

U = Unclassified Service

PF= Police and Fire Step System

CLASSIFICATIONS AND ASSIGNED RANGES

July 1, 2025

Classification Title	Plan	Range	Minimum	Midpoint	Maximum	C/E/U
Family Manager I	General	7	49,850	60,246	70,642	C
Family Manager I (Grant Funded)	General	7	49,850	60,246	70,642	U
Field Operations Coordinator	General	7	49,850	60,246	70,642	C
Gas Utility Controller	General	7	49,850	60,246	70,642	C
Legal Secretary, Senior	General	7	49,850	60,246	70,642	U
Maintenance Specialist	General	7	49,850	60,246	70,642	C
Park Ranger	General	7	49,850	60,246	70,642	C
Property Evidence Technician	General	7	49,850	60,246	70,642	C
Refuse Truck Operator	General	7	49,850	60,246	70,642	C
Road Maintenance Technician	General	7	49,850	60,246	70,642	C
Secure Maintenance Specialist	General	7	49,850	60,246	70,642	C
Survey Instrument Technician	General	7	49,850	60,246	70,642	C
Utilities Field Pressure Control Technician	General	7	49,850	60,246	70,642	C
Accountant, Associate	General	8	51,652	63,576	75,500	C
Ambassador Connector Supervisor	General	8	51,652	63,576	75,500	C
Animal Control Officer, Senior	General	8	51,652	63,576	75,500	C
Assistant City Clerk (Council Agency)	General	8	51,652	63,576	75,500	U
Benefit Programs Specialist II	General	8	51,652	63,576	75,500	C
Bridge Maintenance Specialist	General	8	51,652	63,576	75,500	C
Customer Service Specialist	General	8	51,652	63,576	75,500	C
Elections Specialist	General	8	51,652	63,576	75,500	U
Elections Technician, Senior	General	8	51,652	63,576	75,500	U
Electrician	General	8	51,652	63,576	75,500	C
Facility and Program Supervisor	General	8	51,652	63,576	75,500	C
Family Manager II	General	8	51,652	63,576	75,500	C
Family Manager II (Grant Funded)	General	8	51,652	63,576	75,500	U
Financial Regulatory Technician	General	8	51,652	63,576	75,500	C
Fleet Body and Repair Specialist	General	8	51,652	63,576	75,500	C
Fleet Maintenance Specialist	General	8	51,652	63,576	75,500	C
Fraud Investigator I	General	8	51,652	63,576	75,500	C
Human Resources Assistant	General	8	51,652	63,576	75,500	C
Human Resources Trainee/Intern	General	8	51,652	63,576	75,500	C
Human Services Technician, Senior	General	8	51,652	63,576	75,500	C
Library Associate	General	8	51,652	63,576	75,500	C
Maintenance and Operations Crew Chief	General	8	51,652	63,576	75,500	C
Mason, Senior	General	8	51,652	63,576	75,500	C
Permit Technician	General	8	51,652	63,576	75,500	C
Planning Specialist	General	8	51,652	63,576	75,500	C
Protective Services Specialist	General	8	51,652	63,576	75,500	C
Secure Detention Specialist	General	8	51,652	63,576	75,500	C
Social Casework Specialist	General	8	51,652	63,576	75,500	C
Social Casework Specialist (Grant Funded)	General	8	51,652	63,576	75,500	U
Traffic Signal Specialist	General	8	51,652	63,576	75,500	C
Utilities Field Pressure Control Technician, Senior	General	8	51,652	63,576	75,500	C
Adult Drug Court Specialist	General	9	53,453	67,077	80,700	U
Benefit Programs Specialist III	General	9	53,453	67,077	80,700	C
Community Program Coordinator	General	9	53,453	67,077	80,700	C
Customer Service Specialist, Senior	General	9	53,453	67,077	80,700	C
Electronics Specialist	General	9	53,453	67,077	80,700	C
Engineering Technician, Senior	General	9	53,453	67,077	80,700	C
Facility and Program Supervisor, Senior	General	9	53,453	67,077	80,700	C
Financial Regulatory Specialist	General	9	53,453	67,077	80,700	C

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Classification Title	Plan	Range	Minimum	Midpoint	Maximum	C/E/U
Food Service Supervisor	General	9	53,453	67,077	80,700	C
Fraud Investigator II	General	9	53,453	67,077	80,700	C
GIS Specialist	General	9	53,453	67,077	80,700	C
GIS Specialist (Council Agency)	General	9	53,453	67,077	80,700	U
Human Resources Assistant, Senior	General	9	53,453	67,077	80,700	C
Human Services Specialist	General	9	53,453	67,077	80,700	C
Library Support Supervisor	General	9	53,453	67,077	80,700	C
Maintenance and Operations Crew Supervisor	General	9	53,453	67,077	80,700	C
Maintenance Specialist, Senior	General	9	53,453	67,077	80,700	C
Master Plumber	General	9	53,453	67,077	80,700	C
Permit Technician, Senior	General	9	53,453	67,077	80,700	C
Photographic Laboratory Tech	General	9	53,453	67,077	80,700	C
Pretrial Probation Officer	General	9	53,453	67,077	80,700	C
Real Estate Title Examiner	General	9	53,453	67,077	80,700	U
Recreation Program Instructor, Senior	General	9	53,453	67,077	80,700	C
Retirement Services Specialist	General	9	53,453	67,077	80,700	U
Social Casework Coordinator	General	9	53,453	67,077	80,700	C
Assistant City Clerk, Senior (Council Agency)	General	10	55,825	71,066	86,306	U
Benefit Programs Specialist IV	General	10	55,825	71,066	86,306	C
Benefits Associate	General	10	55,825	71,066	86,306	C
Bridge Maintenance Specialist, Senior	General	10	55,825	71,066	86,306	C
Budget and Policy Analyst, Associate	General	10	55,825	71,066	86,306	C
Business Systems Specialist	General	10	55,825	71,066	86,306	C
Compensation Associate	General	10	55,825	71,066	86,306	C
Contract Compliance Specialist	General	10	55,825	71,066	86,306	C
Economic Development Specialist	General	10	55,825	71,066	86,306	C
Elections Supervisor	General	10	55,825	71,066	86,306	U
Electrician, Senior	General	10	55,825	71,066	86,306	C
Employee Relations Associate	General	10	55,825	71,066	86,306	C
Family Services Specialist I	General	10	55,825	71,066	86,306	C
Field Operations Coordinator, Supervisor	General	10	55,825	71,066	86,306	C
Firearms Administrator	General	10	55,825	71,066	86,306	C
Fleet Maintenance Specialist, Senior	General	10	55,825	71,066	86,306	C
Gas Utility Controller, Supervisor	General	10	55,825	71,066	86,306	C
HVAC Mechanic	General	10	55,825	71,066	86,306	C
Law Clerk-Courts	General	10	55,825	71,066	86,306	U
Library Associate, Senior	General	10	55,825	71,066	86,306	C
Licensed Practical Nurse	General	10	55,825	71,066	86,306	C
Paralegal	General	10	55,825	71,066	86,306	U
Payroll Specialist	General	10	55,825	71,066	86,306	C
Program Assistant, Shockoe Heritage Center (Grant Funded)	General	10	55,825	71,066	86,306	U
Recreation Program Specialist	General	10	55,825	71,066	86,306	C
Retirement Services Analyst	General	10	55,825	71,066	86,306	U
Survey Party Chief	General	10	55,825	71,066	86,306	C
Talent Acquisition Coordinator	General	10	55,825	71,066	86,306	C
Traffic Signal Specialist, Senior	General	10	55,825	71,066	86,306	C
Utilities Tech Cross-Connection Specialist	General	10	55,825	71,066	86,306	C
Accountant	General	11	58,835	75,568	92,300	C
Code Enforcement Inspector	General	11	58,835	75,568	92,300	C
Commercial Meter Superintendent	General	11	58,835	75,568	92,300	C
Communications and Marketing Analyst	General	11	58,835	75,568	92,300	C
Communications and Marketing Analyst (Council Agency)	General	11	58,835	75,568	92,300	U

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Classification Title	Plan	Range	Minimum	Midpoint	Maximum	C/E/U
Communications and Marketing Analyst (Retirement)	General	11	58,835	75,568	92,300	U
Community Programs Caseworker	General	11	58,835	75,568	92,300	C
Construction Field Inspector	General	11	58,835	75,568	92,300	C
Construction Inspector, Senior	General	11	58,835	75,568	92,300	C
Corrosion Supervisor	General	11	58,835	75,568	92,300	C
Council Public Relations Specialist	General	11	58,835	75,568	92,300	U
Crime Analyst	General	11	58,835	75,568	92,300	C
Engineering Specialist	General	11	58,835	75,568	92,300	C
Family Services Specialist II	General	11	58,835	75,568	92,300	C
Fire Prevention Inspector	General	11	58,835	75,568	92,300	C
Maintenance and Operations Crew Supervisor, Senior	General	11	58,835	75,568	92,300	C
Maintenance Field Inspector	General	11	58,835	75,568	92,300	C
Park Ranger Supervisor	General	11	58,835	75,568	92,300	C
Plumbing Inspector	General	11	58,835	75,568	92,300	C
Property Maintenance Enforcement Inspector	General	11	58,835	75,568	92,300	C
Protective Services Counselor	General	11	58,835	75,568	92,300	C
Real Estate Analyst	General	11	58,835	75,568	92,300	C
Self Sufficiency Specialist	General	11	58,835	75,568	92,300	C
Site Inspector	General	11	58,835	75,568	92,300	C
Social Casework Coordinator, Supervisor	General	11	58,835	75,568	92,300	C
Warehouse and Materials Supervisor	General	11	58,835	75,568	92,300	C
Animal Shelter Supervisor	General	12	63,045	80,955	98,865	C
Arborist	General	12	63,045	80,955	98,865	C
Bridge Inspector	General	12	63,045	80,955	98,865	C
Cemeteries Administrator	General	12	63,045	80,955	98,865	C
Code Enforcement Inspector, Senior	General	12	63,045	80,955	98,865	C
Construction Inspector, Principal	General	12	63,045	80,955	98,865	C
Demolition Coordinator	General	12	63,045	80,955	98,865	C
Electrician Supervisor	General	12	63,045	80,955	98,865	C
Engineering Support Supervisor	General	12	63,045	80,955	98,865	C
Environmental Abatement Coordinator	General	12	63,045	80,955	98,865	C
Family Services Specialist III	General	12	63,045	80,955	98,865	C
Financial Regulatory Specialist, Senior	General	12	63,045	80,955	98,865	C
Fleet Maintenance Shop Supervisor	General	12	63,045	80,955	98,865	C
Gas and Water Field Superintendent	General	12	63,045	80,955	98,865	C
GIS Analyst	General	12	63,045	80,955	98,865	C
GIS Analyst (Council Agency)	General	12	63,045	80,955	98,865	U
Grant Writer	General	12	63,045	80,955	98,865	C
Health and Safety Specialist	General	12	63,045	80,955	98,865	C
Librarian	General	12	63,045	80,955	98,865	C
Maintenance and Operations Facilities Manager	General	12	63,045	80,955	98,865	C
Maintenance Field Inspector, Senior	General	12	63,045	80,955	98,865	C
Paralegal, Senior	General	12	63,045	80,955	98,865	U
Pretrial Probation Supervisor	General	12	63,045	80,955	98,865	C
Property Maintenance Enforcement Inspector, Senior	General	12	63,045	80,955	98,865	C
Protective Services Support Supervisor	General	12	63,045	80,955	98,865	C
Real Estate Appraiser, Associate	General	12	63,045	80,955	98,865	U
Recreation Program Supervisor	General	12	63,045	80,955	98,865	C
Secure Detention Supervisor	General	12	63,045	80,955	98,865	C
Staff Assistant to Mayor/CAO	General	12	63,045	80,955	98,865	U
Technology Specialist (Agency)	General	12	63,045	80,955	98,865	C
Technology Specialist (Council Agency)	General	12	63,045	80,955	98,865	U

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Classification Title	Plan	Range	Minimum	Midpoint	Maximum	C/E/U
Training Analyst	General	12	63,045	80,955	98,865	C
Utilities Natural Gas Sales Specialist	General	12	63,045	80,955	98,865	C
Utilities Tech Cross-Connection Supervisor	General	12	63,045	80,955	98,865	C
VCIN/NCIN Certification Supervisor	General	12	63,045	80,955	98,865	C
Youth Liaison Coordinator	General	12	63,045	80,955	98,865	C
Accountant, Senior	General	13	67,151	86,400	105,650	C
Accountant, Senior (Retirement)	General	13	67,151	86,400	105,650	U
Administrative Services Supervisor	General	13	67,151	86,400	105,650	C
Art Exhibition Coordinator, Shockoe Heritage Center (Grant Funded)	General	13	67,151	86,400	105,650	U
Benefit Programs Supervisor	General	13	67,151	86,400	105,650	C
Capital City Intelligence Analyst	General	13	67,151	86,400	105,650	C
Cemeteries Manager	General	13	67,151	86,400	105,650	C
Dispute Resolution Coordinator	General	13	67,151	86,400	105,650	U
Engineer	General	13	67,151	86,400	105,650	C
Family Services Specialist IV	General	13	67,151	86,400	105,650	C
Finance Analyst/Adult Drug Court	General	13	67,151	86,400	105,650	U
Forensic Technician	General	13	67,151	86,400	105,650	C
Health and Wellness Coordinator	General	13	67,151	86,400	105,650	C
Human Resources Business Partner	General	13	67,151	86,400	105,650	C
Human Services Analyst	General	13	67,151	86,400	105,650	C
Human Services Supervisor	General	13	67,151	86,400	105,650	C
Librarian, Senior	General	13	67,151	86,400	105,650	C
Plans Examiner	General	13	67,151	86,400	105,650	C
Program Coordinator, Shockoe Heritage Center (Grant Funded)	General	13	67,151	86,400	105,650	U
Project Development Manager	General	13	67,151	86,400	105,650	C
Real Estate Appraiser	General	13	67,151	86,400	105,650	U
SCADA Specialist	General	13	67,151	86,400	105,650	C
Self Sufficiency Supervisor	General	13	67,151	86,400	105,650	C
Talent Acquisition Partner	General	13	67,151	86,400	105,650	C
Technology Coordinator (Agency)	General	13	67,151	86,400	105,650	C
Accountant, Principal	General	14	71,875	92,438	113,000	C
Benefits and Wellness Specialist	General	14	71,875	92,438	113,000	C
Bridge Inspector, Senior	General	14	71,875	92,438	113,000	C
Bridge Maintenance and Operations Superintendent	General	14	71,875	92,438	113,000	C
Budget and Policy Analyst	General	14	71,875	92,438	113,000	C
Business Systems Analyst	General	14	71,875	92,438	113,000	C
Business Systems Analyst (Council Agency)	General	14	71,875	92,438	113,000	U
Clinical Supervisor	General	14	71,875	92,438	113,000	C
Clinician	General	14	71,875	92,438	113,000	C
Compensation Specialist	General	14	71,875	92,438	113,000	C
Construction Inspector Supervisor	General	14	71,875	92,438	113,000	C
Customer Service Manager	General	14	71,875	92,438	113,000	C
EEO Investigator	General	14	71,875	92,438	113,000	C
EEO Specialist	General	14	71,875	92,438	113,000	C
Electronics Specialist Supervisor	General	14	71,875	92,438	113,000	C
Employee Relations Specialist	General	14	71,875	92,438	113,000	C
Family Services Supervisor	General	14	71,875	92,438	113,000	C
Field Operations Coordinator, Superintendent	General	14	71,875	92,438	113,000	C
Human Resources Business Partner, Senior	General	14	71,875	92,438	113,000	C
Human Services Analyst, Senior	General	14	71,875	92,438	113,000	C
Human Services Supervisor, Senior	General	14	71,875	92,438	113,000	C
Inspection Field Supervisor	General	14	71,875	92,438	113,000	C

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Classification Title	Plan	Range	Minimum	Midpoint	Maximum	C/E/U
Investment and Debt Analyst	General	14	71,875	92,438	113,000	C
Labor Relations Specialist	General	14	71,875	92,438	113,000	C
Leadership and Development Specialist	General	14	71,875	92,438	113,000	C
Maintenance and Operations Superintendent	General	14	71,875	92,438	113,000	C
Planner, Senior	General	14	71,875	92,438	113,000	C
Procurement Analyst	General	14	71,875	92,438	113,000	C
Public Information Manager	General	14	71,875	92,438	113,000	C
Real Estate Appraiser, Senior	General	14	71,875	92,438	113,000	U
Registered Nurse	General	14	71,875	92,438	113,000	C
Research and Policy Analyst	General	14	71,875	92,438	113,000	C
SCADA Supervisor	General	14	71,875	92,438	113,000	C
Talent Acquisition Partner, Senior	General	14	71,875	92,438	113,000	C
Traffic Signal Specialist, Principal	General	14	71,875	92,438	113,000	C
Warrant Desk Manager	General	14	71,875	92,438	113,000	C
Accounting Supervisor	General	15	76,906	100,424	123,943	C
Assistant Secure Detention Superintendent	General	15	76,906	100,424	123,943	C
Capital Projects Manager	General	15	76,906	100,424	123,943	C
Contract Compliance Analyst	General	15	76,906	100,424	123,943	C
Crime Analyst and Forensic Supervisor	General	15	76,906	100,424	123,943	C
Deputy General Registrar	General	15	76,906	100,424	123,943	U
Economic Development Business Services Manager	General	15	76,906	100,424	123,943	C
Emergency Communications Assistant Supervisor	General	15	76,906	100,424	123,943	C
Engineer, Senior	General	15	76,906	100,424	123,943	C
Health and Safety Officer	General	15	76,906	100,424	123,943	C
Human Resources Supervisor	General	15	76,906	100,424	123,943	C
Internal Auditor	General	15	76,906	100,424	123,943	U
Internal Auditor/Investigator	General	15	76,906	100,424	123,943	U
Leadership and Development Trainer	General	15	76,906	100,424	123,943	C
Library/Community Services Manager	General	15	76,906	100,424	123,943	C
Maintenance and Operations Superintendent, Senior	General	15	76,906	100,424	123,943	C
Permits Architect	General	15	76,906	100,424	123,943	C
Planning Supervisor	General	15	76,906	100,424	123,943	C
Plans Examiner, Senior	General	15	76,906	100,424	123,943	C
Procurement Analyst, Senior	General	15	76,906	100,424	123,943	C
Program and Operations Supervisor	General	15	76,906	100,424	123,943	C
Project Development Manager, Senior	General	15	76,906	100,424	123,943	C
Real Estate Assessment Supervisor	General	15	76,906	100,424	123,943	U
Recreation Program Manager	General	15	76,906	100,424	123,943	C
Revenue Manager	General	15	76,906	100,424	123,943	C
Security Manager	General	15	76,906	100,424	123,943	C
Special Inspections Coordinator	General	15	76,906	100,424	123,943	C
Surveys Superintendent	General	15	76,906	100,424	123,943	C
Utilities Natural Gas Marketing Manager	General	15	76,906	100,424	123,943	C
Accounting Manager	General	16	82,289	109,315	136,341	C
Assistant Director of Adult Drug Court	General	16	82,289	109,315	136,341	U
Budget and Policy Analyst, Senior	General	16	82,289	109,315	136,341	C
City Property Programs Administrator	General	16	82,289	109,315	136,341	C
Community Engagement Manager, Shockoe Heritage Center (Grant Funded)	General	16	82,289	109,315	136,341	U
Council Budget Analyst	General	16	82,289	109,315	136,341	U
Council Liaison	General	16	82,289	109,315	136,341	U
Council Policy Analyst	General	16	82,289	109,315	136,341	U
Economic Development Programs Administrator	General	16	82,289	109,315	136,341	C

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Classification Title	Plan	Range	Minimum	Midpoint	Maximum	C/E/U
Emergency Communications Supervisor	General	16	82,289	109,315	136,341	C
Fleet Maintenance Superintendent	General	16	82,289	109,315	136,341	C
GIS and Project Manager	General	16	82,289	109,315	136,341	C
GIS and Project Manager (Council Agency)	General	16	82,289	109,315	136,341	U
GIS Coordinator	General	16	82,289	109,315	136,341	C
Grant Coordinator	General	16	82,289	109,315	136,341	C
Grants Manager, Shockoe Heritage Center (Grant Funded)	General	16	82,289	109,315	136,341	U
Housing and Community Development Administrator	General	16	82,289	109,315	136,341	C
Human Resources Manager	General	16	82,289	109,315	136,341	C
Internal Auditor, Senior	General	16	82,289	109,315	136,341	U
Management Analyst, Principal	General	16	82,289	109,315	136,341	C
Management Analyst, Principal (Council Agency)	General	16	82,289	109,315	136,341	U
Payroll Manager	General	16	82,289	109,315	136,341	C
Planning Manager	General	16	82,289	109,315	136,341	C
Procurement Analyst, Principal	General	16	82,289	109,315	136,341	C
Program and Operations Supervisor, Senior	General	16	82,289	109,315	136,341	C
Project Manager	General	16	82,289	109,315	136,341	U
Project Manager (Council Agency)	General	16	82,289	109,315	136,341	U
Protective Services Supervisor	General	16	82,289	109,315	136,341	C
Public Information Manager, Senior	General	16	82,289	109,315	136,341	C
Public Information Manager, Senior (Council Agency)	General	16	82,289	109,315	136,341	U
Real Estate Assessment Manager	General	16	82,289	109,315	136,341	U
Research and Policy Analyst, Senior	General	16	82,289	109,315	136,341	C
Retirement Services Administrator	General	16	82,289	109,315	136,341	U
Revenue Billing Manager	General	16	82,289	109,315	136,341	C
Safety and Security Chief	General	16	82,289	109,315	136,341	C
Staff Assistant to Mayor/CAO, Senior	General	16	82,289	109,315	136,341	U
Sustainability Deputy Manager	General	16	82,289	109,315	136,341	C
Traffic Operations Engineer	General	16	82,289	109,315	136,341	C
Treasury Billing Manager	General	16	82,289	109,315	136,341	C
Utilities Tech Services Administrator/Supervisor	General	16	82,289	109,315	136,341	C
Veterinarian	General	16	82,289	109,315	136,341	C
Asset Manager	General	17	89,804	119,890	149,975	U
Assistant City Attorney	General	17	89,804	119,890	149,975	U
Assistant Controller	General	17	89,804	119,890	149,975	U
Capital Projects Manager, Senior	General	17	89,804	119,890	149,975	U
Contracting Officer	General	17	89,804	119,890	149,975	U
Engineer, Principal	General	17	89,804	119,890	149,975	U
Financial Manager	General	17	89,804	119,890	149,975	U
Human Resources Division Chief	General	17	89,804	119,890	149,975	U
Human Services Manager	General	17	89,804	119,890	149,975	U
Investment and Debt Portfolio Manager	General	17	89,804	119,890	149,975	U
Labor Relations Administrator	General	17	89,804	119,890	149,975	U
Senior Assistant to the Mayor	General	17	89,804	119,890	149,975	U
Staff Attorney/Court Administrator	General	17	89,804	119,890	149,975	U
Sustainability Manager	General	17	89,804	119,890	149,975	U
Technology Manager (Agency)	General	17	89,804	119,890	149,975	U
Utilities Fuel Procurement Administrator	General	17	89,804	119,890	149,975	U
Utilities Industrial Accounts Administrator	General	17	89,804	119,890	149,975	U
Assistant Director, Shockoe Heritage Center (Grant Funded)	General	18	98,790	131,883	164,976	U
Chief of Construction and Inspections	General	18	98,790	131,883	164,976	U
Chief of Risk Management	General	18	98,790	131,883	164,976	U

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CLASSIFICATIONS AND ASSIGNED RANGES

July 1, 2025

Classification Title	Plan	Range	Minimum	Midpoint	Maximum	C/E/U
Controller	General	18	98,790	131,883	164,976	U
Customer Service Manager, Senior	General	18	98,790	131,883	164,976	U
Economist, Principal	General	18	98,790	131,883	164,976	U
Emergency Communications Manager	General	18	98,790	131,883	164,976	U
Internal Audit Manager	General	18	98,790	131,883	164,976	U
Policy Advisor	General	18	98,790	131,883	164,976	U
Program and Operations Manager	General	18	98,790	131,883	164,976	U
Retirement Controller	General	18	98,790	131,883	164,976	U
Senior Manager	General	18	98,790	131,883	164,976	U
Technology Manager, Senior (Agency)	General	18	98,790	131,883	164,976	U
Urban Forester	General	18	98,790	131,883	164,976	U
Chief Capital Projects Manager	General	19	108,672	145,075	181,479	E
City Traffic Engineer	General	19	108,672	145,075	181,479	U
Deputy Department Director	General	19	108,672	145,075	181,479	U
Energy Services Manager	General	19	108,672	145,075	181,479	U
Engineering Manager	General	19	108,672	145,075	181,479	U
Real Estate Development Manager, Senior	General	19	108,672	145,075	181,479	U
Research and Policy Analyst, Principal	General	19	108,672	145,075	181,479	U
Secure Detention Superintendent	General	19	108,672	145,075	181,479	U
Senior Policy Advisor	General	19	108,672	145,075	181,479	U
Assistant Chief of Fire and Emergency Services	General	20	119,542	159,588	199,634	U
Chief Equity Officer	General	20	119,542	159,588	199,634	U
City Economist	General	20	119,542	159,588	199,634	U
Commissioner of Buildings	General	20	119,542	159,588	199,634	E
Deputy Department Director, Senior	General	20	119,542	159,588	199,634	U
Organizational Strategist	General	20	119,542	159,588	199,634	U
Police Major	General	20	119,542	159,588	199,634	U
Press Secretary	General	20	119,542	159,588	199,634	U
Senior Assistant City Attorney	General	20	119,542	159,588	199,634	U
City Clerk	General	21	131,504	175,552	219,600	E
Deputy Chief of Fire and Emergency Services	General	21	131,504	175,552	219,600	U
Deputy Chief of Police/Administration	General	21	131,504	175,552	219,600	U
Deputy Chief of Police/Operations	General	21	131,504	175,552	219,600	U
Director of Intergovernmental Affairs	General	21	131,504	175,552	219,600	E
Director of Revenue Administration	General	21	131,504	175,552	219,600	U
Director of Shockoe Heritage Center (Grant Funded)	General	21	131,504	175,552	219,600	U
Director of Transportation	General	21	131,504	175,552	219,600	U
Director of the Office of Strategic Communications and Civic Engagement	General	21	131,504	175,552	219,600	E
Director of the Office of Sustainability	General	21	131,504	175,552	219,600	E
Director, Office of Animal Care and Control	General	21	131,504	175,552	219,600	E
Director, Office of Minority Business Development	General	21	131,504	175,552	219,600	E
General Registrar	General	21	131,504	175,552	219,600	U
City Assessor	General	22	144,647	193,113	241,579	E
Deputy City Attorney	General	22	144,647	193,113	241,579	E
Director of Budget and Strategic Planning	General	22	144,647	193,113	241,579	E
Director of Citizen Service and Response	General	22	144,647	193,113	241,579	E
Director of General Services	General	22	144,647	193,113	241,579	E
Director of Housing and Community Development	General	22	144,647	193,113	241,579	E
Director of Human Resources	General	22	144,647	193,113	241,579	E
Director of Justice Services	General	22	144,647	193,113	241,579	E
Director of Neighborhood & Community Services	General	22	144,647	193,113	241,579	E
Director of Parks, Recreation and Community Facilities	General	22	144,647	193,113	241,579	E

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CLASSIFICATIONS AND ASSIGNED RANGES

July 1, 2025

Classification Title	Plan	Range	Minimum	Midpoint	Maximum	C/E/U
Director of Planning and Development Review	General	22	144,647	193,113	241,579	E
Director of Procurement Services	General	22	144,647	193,113	241,579	E
Director, Office of Community Wealth Building	General	22	144,647	193,113	241,579	E
Inspector General	General	22	144,647	193,113	241,579	E
Library Director	General	22	144,647	193,113	241,579	E
Chief of Staff	General	23	159,123	212,427	265,731	E
City Auditor	General	23	159,123	212,427	265,731	E
Council Chief of Staff	General	23	159,123	212,427	265,731	E
Director of Economic Development	General	23	159,123	212,427	265,731	E
Director of Emergency Communications, Preparedness, and Response	General	23	159,123	212,427	265,731	E
Director of Finance	General	23	159,123	212,427	265,731	E
Director of Information Technology	General	23	159,123	212,427	265,731	E
Director of Public Works	General	23	159,123	212,427	265,731	E
Director of Richmond Gas Works	General	23	159,123	212,427	265,731	U
Director of Social Services	General	23	159,123	212,427	265,731	E
Executive Director, Richmond Retirement System	General	23	159,123	212,427	265,731	E
Chief of Fire and Emergency Services	General	24	175,026	233,670	292,314	E
Chief of Police	General	24	175,026	233,670	292,314	E
Director of Public Utilities	General	24	175,026	233,670	292,314	E
Senior Department Director	General	24	175,026	233,670	292,314	E
Deputy Chief Administrative Officer	General	25	192,532	257,034	321,537	E
City Attorney	General	26	211,787	282,737	353,688	E
Senior Deputy Chief Administrative Officer	General	26	211,787	282,737	353,688	E
Chief Administrative Officer	General	27	232,962	311,010	389,057	E
Technology Specialist	IT BB	1	44,922	67,356	89,790	C
Technology Support Supervisor	IT BB	3	59,409	89,079	118,747	C
Technology Engineer/Administrator	IT BB	4	71,291	106,894	142,497	C
Technology Systems Developer	IT BB	4	71,291	106,894	142,497	C
Technology Team Lead	IT BB	5	81,985	122,928	163,871	C
Technology Manager	IT BB	6	94,283	141,367	188,452	U
Americorp	No Assigned Range					
Event Production Worker	No Assigned Range					
Intern	No Assigned Range					
Summer Youth Counselor	No Assigned Range					
Summer Youth Supervisor	No Assigned Range					
Summer Youth Worker	No Assigned Range					
Fire Recruit	PF	1	60,539			C
Police Recruit	PF	1	60,539			C
Fire Fighter	PF	2	62,983		115,215	C
Police Officer	PF	2	62,983		115,215	C
Fire Driver Operator	PF	3	66,133		120,976	C
Fire Lieutenant	PF	6	87,446		142,650	C
Police Sergeant	PF	6	87,446		142,650	C
Fire Captain	PF	8	96,201		156,930	C
Police Lieutenant	PF	8	96,201		156,930	C
Fire Battalion Chief	PF	10	105,830		172,638	C
Police Captain	PF	10	105,830		172,638	C
Staff Battalion Chief	PF	10	105,830		172,638	C

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