

INTRODUCED: November 14, 2022

AN ORDINANCE No. 2022-347

To amend the schedule of classifications and assigned ranges incorporated into section I of the Pay Plan, to amend section III(B)(6) of the Pay Plan, concerning certain positions in the courts, and to amend section III(B)(7) of the Pay Plan, concerning certain positions in the Office of the General Registrar, for the purpose of adding the new classification of Staff Attorney/Court Administrator and changing the title of Assistant Registrar to the title of Deputy Registrar pursuant to 2022 Va. Acts ch. 140.

Patron – Mayor Stoney

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: JAN 9 2023 AT 6 P.M.

WHEREAS, the Council of the City of Richmond adopted a pay plan for the City of Richmond, hereinafter the “Pay Plan,” by Ordinance No. 2018-319, adopted January 14, 2019, and now desires to amend such pay plan;

NOW, THEREFORE,

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That, effective beginning with the pay period commencing on December 17, 2022, the ten-page schedule entitled “Classifications and Assigned Ranges” and dated July 2, 2022, as previously amended by Ordinance No. 2019-292, adopted November 12, 2019, Ordinance No.

AYES: 8 NOES: 0 ABSTAIN: _____

ADOPTED: JAN 9 2023 REJECTED: _____ STRICKEN: _____

2020-102, adopted May 11, 2020, Ordinance No. 2021-054, adopted May 24, 2021, and Ordinance No. 2022-069, adopted May 9, 2022, incorporated into the Pay Plan by section I of the Pay Plan, be and is hereby amended by excluding the classification as shown on the one-page schedule entitled “Classifications and Assigned Ranges, December 12, 2022, Exclude,” a copy of which schedule is attached to and incorporated into this ordinance, and by including the classifications as shown on the one-page schedule entitled “Classifications and Assigned Ranges, December 12, 2022, Include,” a copy of which schedule is attached to and incorporated into this ordinance.

§ 2. That (i) section III(B)(29) of the Pay Plan shall not apply to the amendments made by section 1 of this ordinance, (ii) 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, and (iii) for purposes of this section, words or phrases defined in section III(A) of the Pay Plan have the meanings set forth in section III(A) of the Pay Plan.

§ 3. That section III(B)(6) of the Pay Plan be and is hereby amended as follows:

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 |
| <u>Staff Attorney/Court Administrator</u> | <u>17</u> |

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

§ 4. That section III(B)(7) of the Pay Plan be and is hereby amended as follows:

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 ~~[assistants to]~~ 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:

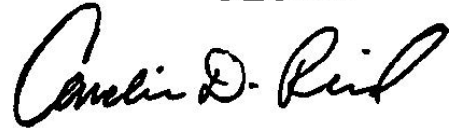
| <i>Classification</i> | <i>General Pay Range</i> |
|---|--------------------------|
| [Assistant] Deputy Registrar | 5 |
| Elections Technician, Senior | 8 |
| Elections Specialist | 8 |
| Elections Supervisor | 10 |
| Deputy General Registrar | 15 |

The remaining provisions of this pay plan shall apply to determine the exact compensation for persons occupying the above positions.

- § 5. This ordinance shall be in force and effect as of December 17, 2022.

A TRUE COPY:

TESTE:



City Clerk



CITY OF RICHMOND

INTRACITY CORRESPONDENCE

O&R REQUEST

DATE: September 23, 2022 **EDITION:** 1

TO: The Honorable Members of City Council

THROUGH: The Honorable Levar M. Stoney, Mayor

THROUGH: Lincoln Saunders, Chief Administrative Officer

THROUGH: Sabrina Joy-Hogg, Deputy Chief Administrative Office

FROM: Mona Easley, Director of Human Resources

RE: To Include and Exclude Classifications in the Pay Ordinance

ORD. OR RES. No. _____

PURPOSE: To exclude and include the attached classifications in the Pay Ordinance (Ordinance 2018-159).

- § 1. The classifications are in Attachments
 - CLASSIFICATIONS AND ASSIGNED RANGES/December 12, 2022/Include
 - CLASSIFICATIONS AND ASSIGNED RANGES/December 12, 2022/Exclude

- § 2. To revise Section 6 of Article III as follows:

Courts. 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 |

§ 3. To revise Section 7 of Article III as follows:

General Registrar's Office. Persons occupying unclassified positions in the Office of the General Registrar in accordance with provisions of Title 24.2 of the Code of Virginia providing for ~~assistants~~ deputies to 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> |
|--------------------------------|--------------------------|
| Assistant Registrar | 5 |
| <u>Deputy Registrar</u> | <u>5</u> |
| 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.

§ 4. Any officer or employee holding a position, which moves to another classification, range, or band shall not receive an increase or decrease due to the range adjustment.

REASON: To adjust classifications reflective of the structure of City government.

RECOMMENDATION: The City's Administration supports this amendment.

BACKGROUND:

The Staff Attorney/Court Administrator position is a request from the Circuit Court. The position will handle administrative tasks for the Circuit Court Judges, act as a liaison between the Circuit Court and the City of Richmond, conduct orientation and training of incoming law clerks, serve as the law clerk to one judge, and assist the Circuit Court Judges and law clerks as needed.

Effective July 1, 2022 the State of Virginia changed the job title of Assistant Registrar to Deputy Registrar. There are no changes in duties. While this is a Virginia law, changes to the Pay Plan requires submission and the approval of City Council.

FISCAL IMPACT: The Circuit Court position is funded by converting two vacant funded positions and the Registrar's positions are merely a title change. Therefore, there is no fiscal impact.

COST TO CITY: The costs fall within the FY23 budget.

REVENUE TO CITY: None

DESIRED EFFECTIVE DATE: Pay period following adoption.

REQUESTED INTRODUCTION DATE: November 14, 2022

CITY COUNCIL PUBLIC HEARING DATE: December 12, 2022

REQUESTED AGENDA: Consent

RECOMMENDED COUNCIL COMMITTEE: Government Operations

CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES: None

AFFECTED AGENCIES: All.

RELATIONSHIP TO EXISTING ORD. OR RES.: Amends Ordinance 2018-319

REQUIRED CHANGES TO WORK PROGRAM(S): None

ATTACHMENTS: CLASSIFICATIONS AND ASSIGNED RANGES/December 12, 2022/Include
CLASSIFICATIONS AND ASSIGNED RANGES/December 12, 2022/Exclude

STAFF: Robin Redmond and Fred Rosen, Human Resources

CLASSIFICATIONS AND ASSIGNED RANGES

December 12, 2022

Exclude

| Classification Title | Plan | Range | Minimum | Midpoint | Maximum | C/E/U |
|----------------------|---------|-------|---------|----------|---------|-------|
| Assistant Registrar | General | 5 | 37,000 | 43,164 | 49,328 | U |

C = Classified service

E = Executive Service

U = Unclassified Service

G BB = General Broad Band

IT BB = Information Technology Broad Band

PF= Police and Fire Step System

CLASSIFICATIONS AND ASSIGNED RANGES

December 12, 2022

Include

| Classification Title | Plan | Range | Minimum | Midpoint | Maximum | C/E/U |
|------------------------------------|---------|-------|---------|----------|---------|-------|
| Deputy Registrar | General | 5 | 37,000 | 43,164 | 49,328 | U |
| Staff Attorney/Court Administrator | General | 17 | 75,856 | 98,515 | 121,173 | U |

C = Classified service
E = Executive Service
U = Unclassified Service

G BB = General Broad Band
IT BB = Information Technology Broad Band
PF= Police and Fire Step System



CITY OF RICHMOND

DEPARTMENT OF HUMAN RESOURCES

DATE: July 15, 2022

TO: Lincoln Saunders
Chief Administrative Officer

THROUGH: Sabrina Joy-Hogg *Sabrina Joy-Hogg*
Deputy Chief Administrative Officer

THROUGH: Mona Adkins-Easley *MAE 7/15/2022*
Human Resources Director

FROM: Robin Redmond *RR 7/15/2022*
Human Resources Division Chief, Compensation and Benefits

The following is a change to the Pay Ordinance that requires your approval. The General Registrar has recently informed HR that, effective July 1, the State of Virginia has changed the job title of Assistant Registrar to Deputy Registrar. There are no changes in duties. While this is a Virginia law, changes to the Pay Plan requires submission and the approval of City Council.

- Exclude the position of Assistant Registrar and include Deputy Registrar to the classification listing in Section 1 of the Pay Plan.
- Update item 7 of the Pay Plan to exclude Assistant Registrar and include Deputy Registrar in the listing of General Registrar's Office positions placed in the general pay grades and ranges.

The Pay Plan provides that the CAO may establish new job classifications on a temporary basis with the requirement that the new classification be approved by City Council within six months of the date established. The effective/established date for this request is July 1, 2022. In accordance with the Pay Plan, an O&R will be prepared by Fall of 2022 in order to be approved by Council before January 1, 2023.

Approve Denied

Mona Adkins-Easley Date *7/15/2022*
Mona Adkins-Easley, Human Resources Director

Approve Denied

Sabrina Joy-Hogg Date 07/19/2022
Sabrina Joy-Hogg, Deputy Chief Administrative Officer

Approve Denied

Lincoln Saunders Date 7/21/22
Lincoln Saunders, Chief Administrative Officer



CITY OF RICHMOND
DEPARTMENT OF HUMAN RESOURCES

DATE: July 14, 2022

TO: Lincoln Saunders
Chief Administrative Officer

THROUGH: Sabrina Joy-Hogg *Sabrina Joy-Hogg*
Deputy Chief Administrative Officer

THROUGH: Mona Adkins-Easley *MAE*
Human Resources Director

FROM: Robin Redmond *RR*
Human Resources Division Chief, Compensation and Benefits

The following is a change to the Pay Ordinance that requires your approval.

- Add the position of Staff Attorney/Court Administrator to the classification listing to Section 1 of the Pay Plan. This position would place in Grade 17 which ranges from \$75,856 to \$121,173.
- Update page 6 of the Pay Plan to show this position classification in the listing of court positions placed in the general pay grades and ranges.

The Pay Plan provides that the CAO may establish new job classifications on a temporary basis with the requirement that the new classification be approved by City Council within six months of the date established. The effective/established date for this request is August 1, 2022. In accordance with the Pay Plan, an O&R will be prepared by Fall of 2022 in order to be voted upon by Council before February 1, 2023.

Approve Denied

Mona Adkins-Easley

Mona Adkins-Easley, Human Resources Director

Date 7/14/2022

Approve Denied

Sabrina Joy-Hogg

Sabrina Joy-Hogg, Deputy Chief Administrative Officer

Date 07/19/2022

Approve Denied

Lincoln Saunders

Lincoln Saunders, Chief Administrative Officer

Date 7/21/22