INTRODUCED: March 27, 2024

AN ORDINANCE No. 2024-101

To adopt a new pay plan for the City for Fiscal Year 2024-2025 and to repeal Ord. No. 2023-074, adopted May 8, 2023, and all amendatory ordinances thereto.

Patron – Mayor Stoney

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: APR 22 2024 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:	9	NOES:	0	ABSTAIN:	
ADOPTED:	MAY 13 2024	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, 2024, 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. 2023-074, adopted May 8, 2023, and all ordinances amending Ordinance No. 2023-074, adopted May 8, 2023, or the pay plan adopted thereby, in force and effect on the date on which this ordinance is adopted are hereby repealed.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, 2024, and shall expire as of the last moment of June 30, 2025.

A TRUE COPY:
TESTE:

Caroline D. Reid

City Clerk

Pay Plan
July 1, 2024

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, 2024.

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, 2024, and ending June 30, 2025. The General Fund Budget for the fiscal year commencing July 1, 2024, and ending June 30, 2025, includes funding in each agency's budget for the implementation of this section II during the fiscal year commencing July 1 2024, and ending June 30, 2025.

1. All employees in classified and unclassified City positions shall have (i) their base rate of pay adjusted to reflect a four (4) percent increase and (ii) move to the 15th percentile of their assigned range, as determined by Human Resources, if their placement is less than the 15th percentile, subject to the following conditions.

   a. *Eligibility.* The pay increases for which this section II provides shall apply to all employees in classified and unclassified positions as of June 28, 2024, except for the following:

      (1) Employees of constitutional officers whose 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

      (3) Employees whose classification in Section I have no assigned range.

   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 28, 2024, applicable on the pay period starting June 29, 2024, and ending July 12, 2024.

      (2) Each employee who is eligible under section II shall receive a pay increase equal to four percent of the employee's salary as of June 28, 2024, unless the amount of such increase would exceed the maximum of the employee's pay range. If the amount of such increase exceeds the maximum of the employee's pay range, the employee's salary will be equal to the greater of the maximum of the employee's pay range or the employee's salary as of June 28, 2024.

(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. That (i) section III(B)(29) of the Pay Plan shall not apply to the amendments made by 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 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, 2024, 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, 2024, 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, 2024, 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, 2024, 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:

Classification	*General Pay Range*
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

Classification	*General Pay Band*
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:

Classification	*General Pay Range*
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, 2024, 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, 2024, 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 Attorney's Office.** The Commonwealth Attorney shall receive a salary supplement of $60,308 together with a contribution to the Virginia Retirement System on the Commonwealth Attorney's behalf of $12,169 in Fiscal Year 2024-2025. The Commonwealth Attorney's Office shall receive $979,464 to be used as salary supplements together with $261,667 to be used for a contribution to the Virginia Retirement System in Fiscal Year 2024-2025 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 2024-2025 an amount 2.11 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 $418,964.75 in Fiscal Year 2024-2025 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 2024-2025, 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 $70,000 in Fiscal Year 2024-2025. 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, 2025.

26. **Reduction-in-Force.**

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 condition 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 29, 2024, the Mayor elected by the voters at-large shall receive a salary of $130,725.00 per annum. 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, 2024 (a copy of which is attached hereto and incorporated herein):

Positions	*Range*
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 29, 2024.

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, 2024, 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.

Table 1
Effective July 1, 2024

Range 1	**Fire Recruit and Police Recruit**													
	Step 1													
Annual	55,822													
Range 2	**Fire Fighter and Police Officer**													
	Step 1	**Step 2**	**Step 3**	**Step 4**	**Step 5**	**Step 6**	**Step 7**	**Step 8**	**Step 9**	**Step 10**	**Step 11**	**Step 12**	**Step 13**	
Annual	58,076	59,441	60,838	62,267	63,731	65,228	66,761	68,330	69,936	71,579	73,261	74,983	76,745	
	Step 14	**Step 15**	**Step 16**	**Step 17**	**Step 18**	**Step 19**	**Step 20**	**Step 21**	**Step 22**	**Step 23**	**Step 24**	**Step 25**	**Step 26**	**Step 27**
Annual	78,549	80,395	82,284	84,217	86,197	88,222	90,295	92,417	94,589	96,812	99,087	101,416	103,799	106,238
Range 3	**Fire Driver Operator**													
	Step 1	**Step 2**	**Step 3**	**Step 4**	**Step 5**	**Step 6**	**Step 7**	**Step 8**	**Step 9**	**Step 10**	**Step 11**	**Step 12**	**Step 13**	
Annual	60,980	62,413	63,880	65,381	66,917	68,490	70,099	71,747	73,433	75,158	76,924	78,732	80,582	
	Step 14	**Step 15**	**Step 16**	**Step 17**	**Step 18**	**Step 19**	**Step 20**	**Step 21**	**Step 22**	**Step 23**	**Step 24**	**Step 25**	**Step 26**	**Step 27**
Annual	82,476	84,414	86,398	88,428	90,506	92,633	94,810	97,038	99,319	101,653	104,041	106,486	108,989	111,550
Range 6	**Fire Lieutenant and Police Sergeant**													
	Step 1	**Step 2**	**Step 3**	**Step 4**	**Step 5**	**Step 6**	**Step 7**	**Step 8**	**Step 9**	**Step 10**	**Step 11**	**Step 12**	**Step 13**	
Annual	80,633	82,165	83,726	85,317	86,938	88,590	90,273	91,988	93,736	95,517	97,332	99,181	101,066	
	Step 14	**Step 15**	**Step 16**	**Step 17**	**Step 18**	**Step 19**	**Step 20**	**Step 21**	**Step 22**	**Step 23**	**Step 24**	**Step 25**	**Step 26**	**Step 27**
Annual	102,986	104,942	106,936	108,968	111,039	113,148	115,298	117,489	119,721	121,996	124,314	126,676	129,083	131,535
Range 8	**Fire Captain and Police Lieutenant**													
	Step 1	**Step 2**	**Step 3**	**Step 4**	**Step 5**	**Step 6**	**Step 7**	**Step 8**	**Step 9**	**Step 10**	**Step 11**	**Step 12**	**Step 13**	
Annual	88,705	90,390	92,108	93,858	95,641	97,458	99,310	101,197	103,120	105,079	107,076	109,110	111,183	
	Step 14	**Step 15**	**Step 16**	**Step 17**	**Step 18**	**Step 19**	**Step 20**	**Step 21**	**Step 22**	**Step 23**	**Step 24**	**Step 25**	**Step 26**	**Step 27**
Annual	113,296	115,448	117,642	119,877	122,154	124,475	126,840	129,250	131,706	134,209	136,759	139,357	142,005	144,703
Range 10	**Fire Battalion Chief, Staff Battalion Chief and Police Captain**													
	Step 1	**Step 2**	**Step 3**	**Step 4**	**Step 5**	**Step 6**	**Step 7**	**Step 8**	**Step 9**	**Step 10**	**Step 11**	**Step 12**	**Step 13**	
Annual	97,584	99,438	101,327	103,253	105,214	107,213	109,250	111,326	113,441	115,597	117,793	120,031	122,312	
	Step 14	**Step 15**	**Step 16**	**Step 17**	**Step 18**	**Step 19**	**Step 20**	**Step 21**	**Step 22**	**Step 23**	**Step 24**	**Step 25**	**Step 26**	**Step 27**
Annual	124,636	127,004	129,417	131,876	134,381	136,935	139,536	142,188	144,889	147,642	150,447	153,306	156,219	159,187

CLASSIFICATIONS AND ASSIGNED RANGES

July 1, 2024

Classification Title	Plan	Range	Minimum	Midpoint	Maximum	C/E/U
Administrative Technician	G BB	1	41,600	48,749	55,898	C
Administrative Technician (Retirement)	G BB	1	41,600	48,749	55,898	U
Gas Maintenance Technician	G BB	2	43,290	53,652	64,014	C
Administrative Technician, Senior	G BB	3	44,616	59,120	73,623	C
Corrosion Technician	G BB	3	44,616	59,120	73,623	C
Court Assistant	G BB	3	44,616	59,120	73,623	U
Customer Account Investigator	G BB	3	44,616	59,120	73,623	C
Customer Care Specialist	G BB	3	44,616	59,120	73,623	C
Executive Assistant	G BB	3	44,616	59,120	73,623	U
Gas and Water Field Specialist, Senior	G BB	3	44,616	59,120	73,623	C
Planning Clerk	G BB	3	44,616	59,120	73,623	C
Utilities Field Specialist	G BB	3	44,616	59,120	73,623	C
Utility Plant Specialist	G BB	3	44,616	59,120	73,623	C
Commercial Meter Technician	G BB	4	46,332	65,502	84,671	C
Environmental Compliance Inspector	G BB	4	46,332	65,502	84,671	C
Executive Assistant, Senior	G BB	4	46,332	65,502	84,671	U
Gas and Water Field Supervisor	G BB	4	46,332	65,502	84,671	C
Gas Maintenance Supervisor	G BB	4	46,332	65,502	84,671	C
Management Analyst, Associate	G BB	4	46,332	65,502	84,671	C
Management Analyst, Associate (Council Agency)	G BB	4	46,332	65,502	84,671	U
Plant Operator	G BB	4	46,332	65,502	84,671	C
Power Line Apprentice	G BB	4	46,332	65,502	84,671	C
Secretary to Circuit Court Judges	G BB	4	46,332	65,502	84,671	U
Utilities Field Specialist Supervisor	G BB	4	46,332	65,502	84,671	C
Chemist	G BB	5	51,877	74,623	97,369	C
Customer Service Supervisor	G BB	5	51,877	74,623	97,369	C
Emergency Communications Officer	G BB	5	51,877	74,623	97,369	C
Executive Assistant, Principal	G BB	5	51,877	74,623	97,369	U
Gas Compliance Inspector	G BB	5	51,877	74,623	97,369	C
Gas Construction Inspector	G BB	5	51,877	74,623	97,369	C
Gas Field Service Inspector	G BB	5	51,877	74,623	97,369	C
Gas Maintenance Superintendent	G BB	5	51,877	74,623	97,369	C
Management Analyst	G BB	5	51,877	74,623	97,369	C
Management Analyst (Council Agency)	G BB	5	51,877	74,623	97,369	U
Planner Associate	G BB	5	51,877	74,623	97,369	C
Utility Plant Specialist, Instrument and Control	G BB	5	51,877	74,623	97,369	C
Water Quality Analyst	G BB	5	51,877	74,623	97,369	C
Emergency Communications Officer, Senior	G BB	6	59,652	85,815	111,979	C
Gas Construction Inspector, Supervisor	G BB	6	59,652	85,815	111,979	C
Management Analyst, Senior	G BB	6	59,652	85,815	111,979	C
Management Analyst, Senior (Council Agency)	G BB	6	59,652	85,815	111,979	U
Management Analyst, Senior (Grant Funded)	G BB	6	59,652	85,815	111,979	U
Planner	G BB	6	59,652	85,815	111,979	C
Plant Operations Supervisor	G BB	6	59,652	85,815	111,979	C
Power Line Specialist	G BB	6	59,652	85,815	111,979	C
Utility Plant Specialist Supervisor	G BB	6	59,652	85,815	111,979	C
Capital City Intelligence Center Supervisor	G BB	7	68,607	98,690	128,774	C
Environmental Compliance Officer	G BB	7	68,607	98,690	128,774	C
Laboratory Supervisor	G BB	7	68,607	98,690	128,774	C
Plant Operations Superintendent	G BB	7	68,607	98,690	128,774	C
Plant Operations Supervisor, Senior	G BB	7	68,607	98,690	128,774	C

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

Classification Title	Plan	Range	Minimum	Midpoint	Maximum	C/E/U
Power Line Specialist Supervisor	G BB	7	68,607	98,690	128,774	C
Power Line Superintendent	G BB	7	68,607	98,690	128,774	C
Custodian	General	2	41,600	47,800	54,000	C
Food Service Technician	General	2	41,600	47,800	54,000	C
Library Technician	General	2	41,600	47,800	54,000	C
Lifeguard	General	2	41,600	47,800	54,000	C
Maintenance Worker	General	2	41,600	47,800	54,000	C
Office Assistant	General	2	41,600	47,800	54,000	C
Parks and Recreation Bus Operator	General	2	41,600	47,800	54,000	C
Recreation Services Assistant	General	2	41,600	47,800	54,000	C
Refuse Collector	General	2	41,600	47,800	54,000	C
Utilities Field Worker	General	2	41,600	47,800	54,000	C
Visitor Services Assistant, Shockoe Heritage Center (Grant Funded)	General	2	41,600	47,800	54,000	U
Animal Control Kennel Assistant	General	3	42,900	49,800	56,700	C
Equipment Operator	General	3	42,900	49,800	56,700	C
Fleet Maintenance Worker	General	3	42,900	49,800	56,700	C
Maintenance Technician	General	3	42,900	49,800	56,700	C
Pretrial/Probation Services Technician	General	3	42,900	49,800	56,700	C
Social Casework Technician	General	3	42,900	49,800	56,700	C
Utilities Field Pipeline Technician	General	3	42,900	49,800	56,700	C
Warehouse and Materials Technician	General	3	42,900	49,800	56,700	C
Custodian Crew Chief	General	4	44,616	52,076	59,535	C
Farrier	General	4	44,616	52,076	59,535	C
Head Lifeguard	General	4	44,616	52,076	59,535	C
Library Technician, Senior	General	4	44,616	52,076	59,535	C
Recreation Program Instructor	General	4	44,616	52,076	59,535	C
Accounting Technician	General	5	46,332	54,422	62,512	C
Ambassador Connector	General	5	46,332	54,422	62,512	C
Customer Service Technician	General	5	46,332	54,422	62,512	C
Customer Service Technician (Council Agency)	General	5	46,332	54,422	62,512	U
Deputy Registrar	General	5	46,332	54,422	62,512	U
Human Services Assistant	General	5	46,332	54,422	62,512	C
Human Services Technician	General	5	46,332	54,422	62,512	C
Violence Interrupter	General	5	46,332	54,422	62,512	C
Accounting Technician, Senior	General	6	48,048	56,843	65,637	C
Equipment Operator, Senior	General	6	48,048	56,843	65,637	C
Fleet Maintenance Technician	General	6	48,048	56,843	65,637	C
Gardener	General	6	48,048	56,843	65,637	C
General Inspector	General	6	48,048	56,843	65,637	C
Legal Secretary	General	6	48,048	56,843	65,637	U
Maintenance Technician, Senior	General	6	48,048	56,843	65,637	C
Mason	General	6	48,048	56,843	65,637	C
Procurement Technician	General	6	48,048	56,843	65,637	C
Swimming Pool Manager	General	6	48,048	56,843	65,637	C
Utilities Field Pipeline Technician, Senior	General	6	48,048	56,843	65,637	C
Utilities Services Technician	General	6	48,048	56,843	65,637	C
Warehouse and Materials Technician, Senior	General	6	48,048	56,843	65,637	C
Welder	General	6	48,048	56,843	65,637	C
Animal Control Officer	General	7	49,850	59,385	68,919	C
Benefit Programs Specialist I	General	7	49,850	59,385	68,919	C
Bilingual Interpreter	General	7	49,850	59,385	68,919	C

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

Classification Title	Plan	Range	Minimum	Midpoint	Maximum	C/E/U
Engineering Technician	General	7	49,850	59,385	68,919	C
Equipment Operator, Principal	General	7	49,850	59,385	68,919	C
Family Manager I	General	7	49,850	59,385	68,919	C
Family Manager I (Grant Funded)	General	7	49,850	59,385	68,919	U
Field Operations Coordinator	General	7	49,850	59,385	68,919	C
Gas Utility Controller	General	7	49,850	59,385	68,919	C
Legal Secretary, Senior	General	7	49,850	59,385	68,919	U
Maintenance Specialist	General	7	49,850	59,385	68,919	C
Park Ranger	General	7	49,850	59,385	68,919	C
Property Evidence Technician	General	7	49,850	59,385	68,919	C
Refuse Truck Operator	General	7	49,850	59,385	68,919	C
Road Maintenance Technician	General	7	49,850	59,385	68,919	C
Secure Maintenance Specialist	General	7	49,850	59,385	68,919	C
Survey Instrument Technician	General	7	49,850	59,385	68,919	C
Utilities Field Pressure Control Technician	General	7	49,850	59,385	68,919	C
Accountant, Associate	General	8	51,652	62,584	73,517	C
Ambassador Connector Supervisor	General	8	51,652	62,584	73,517	C
Animal Control Officer, Senior	General	8	51,652	62,584	73,517	C
Assistant City Clerk (Council Agency)	General	8	51,652	62,584	73,517	U
Benefit Programs Specialist II	General	8	51,652	62,584	73,517	C
Bridge Maintenance Specialist	General	8	51,652	62,584	73,517	C
Customer Service Specialist	General	8	51,652	62,584	73,517	C
Elections Specialist	General	8	51,652	62,584	73,517	U
Elections Technician, Senior	General	8	51,652	62,584	73,517	U
Electrician	General	8	51,652	62,584	73,517	C
Facility and Program Supervisor	General	8	51,652	62,584	73,517	C
Family Manager II	General	8	51,652	62,584	73,517	C
Family Manager II (Grant Funded)	General	8	51,652	62,584	73,517	U
Financial Regulatory Technician	General	8	51,652	62,584	73,517	C
Fleet Body and Repair Specialist	General	8	51,652	62,584	73,517	C
Fleet Maintenance Specialist	General	8	51,652	62,584	73,517	C
Fraud Investigator I	General	8	51,652	62,584	73,517	C
Human Resources Assistant	General	8	51,652	62,584	73,517	C
Human Resources Trainee/Intern	General	8	51,652	62,584	73,517	C
Human Services Technician, Senior	General	8	51,652	62,584	73,517	C
Library Associate	General	8	51,652	62,584	73,517	C
Maintenance and Operations Crew Chief	General	8	51,652	62,584	73,517	C
Mason, Senior	General	8	51,652	62,584	73,517	C
Permit Technician	General	8	51,652	62,584	73,517	C
Planning Specialist	General	8	51,652	62,584	73,517	C
Protective Services Specialist	General	8	51,652	62,584	73,517	C
Secure Detention Specialist	General	8	51,652	62,584	73,517	C
Social Casework Specialist	General	8	51,652	62,584	73,517	C
Social Casework Specialist (Grant Funded)	General	8	51,652	62,584	73,517	U
Traffic Signal Specialist	General	8	51,652	62,584	73,517	C
Utilities Field Pressure Control Technician, Senior	General	8	51,652	62,584	73,517	C
Adult Drug Court Specialist	General	9	53,453	66,078	78,703	U
Benefit Programs Specialist III	General	9	53,453	66,078	78,703	C
Community Program Coordinator	General	9	53,453	66,078	78,703	C
Customer Service Specialist, Senior	General	9	53,453	66,078	78,703	C
Electronics Specialist	General	9	53,453	66,078	78,703	C

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

Classification Title	Plan	Range	Minimum	Midpoint	Maximum	C/E/U
Engineering Technician, Senior	General	9	53,453	66,078	78,703	C
Facility and Program Supervisor, Senior	General	9	53,453	66,078	78,703	C
Financial Regulatory Specialist	General	9	53,453	66,078	78,703	C
Food Service Supervisor	General	9	53,453	66,078	78,703	C
Fraud Investigator II	General	9	53,453	66,078	78,703	C
GIS Specialist	General	9	53,453	66,078	78,703	C
GIS Specialist (Council Agency)	General	9	53,453	66,078	78,703	U
Human Resources Assistant, Senior	General	9	53,453	66,078	78,703	C
Human Services Specialist	General	9	53,453	66,078	78,703	C
Library Support Supervisor	General	9	53,453	66,078	78,703	C
Maintenance and Operations Crew Supervisor	General	9	53,453	66,078	78,703	C
Maintenance Specialist, Senior	General	9	53,453	66,078	78,703	C
Master Plumber	General	9	53,453	66,078	78,703	C
Permit Technician, Senior	General	9	53,453	66,078	78,703	C
Photographic Laboratory Tech	General	9	53,453	66,078	78,703	C
Pretrial Probation Officer	General	9	53,453	66,078	78,703	C
Real Estate Title Examiner	General	9	53,453	66,078	78,703	U
Recreation Program Instructor, Senior	General	9	53,453	66,078	78,703	C
Retirement Services Specialist	General	9	53,453	66,078	78,703	U
Social Casework Coordinator	General	9	53,453	66,078	78,703	C
Assistant City Clerk, Senior (Council Agency)	General	10	55,000	69,600	84,201	U
Benefit Programs Specialist IV	General	10	55,000	69,600	84,201	C
Benefits Associate	General	10	55,000	69,600	84,201	C
Bridge Maintenance Specialist, Senior	General	10	55,000	69,600	84,201	C
Budget and Policy Analyst, Associate	General	10	55,000	69,600	84,201	C
Business Systems Specialist	General	10	55,000	69,600	84,201	C
Compensation Associate	General	10	55,000	69,600	84,201	C
Contract Compliance Specialist	General	10	55,000	69,600	84,201	C
Economic Development Specialist	General	10	55,000	69,600	84,201	C
Elections Supervisor	General	10	55,000	69,600	84,201	U
Electrician, Senior	General	10	55,000	69,600	84,201	C
Employee Relations Associate	General	10	55,000	69,600	84,201	C
Family Services Specialist I	General	10	55,000	69,600	84,201	C
Field Operations Coordinator, Supervisor	General	10	55,000	69,600	84,201	C
Firearms Administrator	General	10	55,000	69,600	84,201	C
Fleet Maintenance Specialist, Senior	General	10	55,000	69,600	84,201	C
HVAC Mechanic	General	10	55,000	69,600	84,201	C
Law Clerk-Courts	General	10	55,000	69,600	84,201	U
Library Associate, Senior	General	10	55,000	69,600	84,201	C
Licensed Practical Nurse	General	10	55,000	69,600	84,201	C
Paralegal	General	10	55,000	69,600	84,201	U
Payroll Specialist	General	10	55,000	69,600	84,201	C
Program Assistant, Shockoe Heritage Center (Grant Funded)	General	10	55,000	69,600	84,201	U
Recreation Program Specialist	General	10	55,000	69,600	84,201	C
Retirement Services Analyst	General	10	55,000	69,600	84,201	U
Survey Party Chief	General	10	55,000	69,600	84,201	C
Talent Acquisition Coordinator	General	10	55,000	69,600	84,201	C
Traffic Signal Specialist, Senior	General	10	55,000	69,600	84,201	C
Utilities Tech Cross-Connection Specialist	General	10	55,000	69,600	84,201	C
Accountant	General	11	57,400	73,707	90,013	C
Code Enforcement Inspector	General	11	57,400	73,707	90,013	C

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

Classification Title	Plan	Range	Minimum	Midpoint	Maximum	C/E/U
Commercial Meter Superintendent	General	11	57,400	73,707	90,013	C
Communications and Marketing Analyst	General	11	57,400	73,707	90,013	C
Communications and Marketing Analyst (Council Agency)	General	11	57,400	73,707	90,013	U
Communications and Marketing Analyst (Retirement)	General	11	57,400	73,707	90,013	U
Community Programs Caseworker	General	11	57,400	73,707	90,013	C
Construction Field Inspector	General	11	57,400	73,707	90,013	C
Construction Inspector, Senior	General	11	57,400	73,707	90,013	C
Corrosion Supervisor	General	11	57,400	73,707	90,013	C
Council Public Relations Specialist	General	11	57,400	73,707	90,013	U
Crime Analyst	General	11	57,400	73,707	90,013	C
Engineering Specialist	General	11	57,400	73,707	90,013	C
Family Services Specialist II	General	11	57,400	73,707	90,013	C
Fire Prevention Inspector	General	11	57,400	73,707	90,013	C
Maintenance and Operations Crew Supervisor, Senior	General	11	57,400	73,707	90,013	C
Maintenance Field Inspector	General	11	57,400	73,707	90,013	C
Park Ranger Supervisor	General	11	57,400	73,707	90,013	C
Plumbing Inspector	General	11	57,400	73,707	90,013	C
Property Maintenance Enforcement Inspector	General	11	57,400	73,707	90,013	C
Protective Services Counselor	General	11	57,400	73,707	90,013	C
Real Estate Analyst	General	11	57,400	73,707	90,013	C
Self Sufficiency Specialist	General	11	57,400	73,707	90,013	C
Site Inspector	General	11	57,400	73,707	90,013	C
Social Casework Coordinator, Supervisor	General	11	57,400	73,707	90,013	C
Social Caseworker	General	11	57,400	73,707	90,013	C
Warehouse and Materials Supervisor	General	11	57,400	73,707	90,013	C
Animal Shelter Supervisor	General	12	61,507	78,980	96,454	C
Arborist	General	12	61,507	78,980	96,454	C
Bridge Inspector	General	12	61,507	78,980	96,454	C
Cemeteries Administrator	General	12	61,507	78,980	96,454	C
Code Enforcement Inspector, Senior	General	12	61,507	78,980	96,454	C
Construction Inspector, Principal	General	12	61,507	78,980	96,454	C
Demolition Coordinator	General	12	61,507	78,980	96,454	C
Electrician Supervisor	General	12	61,507	78,980	96,454	C
Engineering Support Supervisor	General	12	61,507	78,980	96,454	C
Environmental Abatement Coordinator	General	12	61,507	78,980	96,454	C
Family Services Specialist III	General	12	61,507	78,980	96,454	C
Financial Regulatory Specialist, Senior	General	12	61,507	78,980	96,454	C
Fleet Maintenance Shop Supervisor	General	12	61,507	78,980	96,454	C
Gas and Water Field Superintendent	General	12	61,507	78,980	96,454	C
GIS Analyst	General	12	61,507	78,980	96,454	C
GIS Analyst (Council Agency)	General	12	61,507	78,980	96,454	U
Grant Writer	General	12	61,507	78,980	96,454	C
Health and Safety Specialist	General	12	61,507	78,980	96,454	C
Librarian	General	12	61,507	78,980	96,454	C
Maintenance and Operations Facilities Manager	General	12	61,507	78,980	96,454	C
Maintenance Field Inspector, Senior	General	12	61,507	78,980	96,454	C
Paralegal, Senior	General	12	61,507	78,980	96,454	U
Pretrial Probation Supervisor	General	12	61,507	78,980	96,454	C
Property Maintenance Enforcement Inspector, Senior	General	12	61,507	78,980	96,454	C
Protective Services Support Supervisor	General	12	61,507	78,980	96,454	C
Real Estate Appraiser, Associate	General	12	61,507	78,980	96,454	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

Classification Title	Plan	Range	Minimum	Midpoint	Maximum	C/E/U
Recreation Program Supervisor	General	12	61,507	78,980	96,454	C
Secure Detention Supervisor	General	12	61,507	78,980	96,454	C
Staff Assistant to Mayor/CAO	General	12	61,507	78,980	96,454	U
Technology Specialist (Agency)	General	12	61,507	78,980	96,454	C
Technology Specialist (Council Agency)	General	12	61,507	78,980	96,454	U
Training Analyst	General	12	61,507	78,980	96,454	C
Utilities Natural Gas Sales Specialist	General	12	61,507	78,980	96,454	C
Utilities Tech Cross-Connection Supervisor	General	12	61,507	78,980	96,454	C
Youth Liaison Coordinator	General	12	61,507	78,980	96,454	C
Accountant, Senior	General	13	65,513	84,125	102,738	C
Accountant, Senior (Retirement)	General	13	65,513	84,125	102,738	U
Art Exhibition Coordinator, Shockoe Heritage Center (Grant Funded)	General	13	65,513	84,125	102,738	U
Benefit Programs Supervisor	General	13	65,513	84,125	102,738	C
Cemeteries Manager	General	13	65,513	84,125	102,738	C
Dispute Resolution Coordinator	General	13	65,513	84,125	102,738	U
Engineer	General	13	65,513	84,125	102,738	C
Family Services Specialist IV	General	13	65,513	84,125	102,738	C
Finance Analyst/Adult Drug Court	General	13	65,513	84,125	102,738	U
Forensic Technician	General	13	65,513	84,125	102,738	C
Health and Wellness Coordinator	General	13	65,513	84,125	102,738	C
Human Resources Business Partner	General	13	65,513	84,125	102,738	C
Human Services Analyst	General	13	65,513	84,125	102,738	C
Human Services Supervisor	General	13	65,513	84,125	102,738	C
Librarian, Senior	General	13	65,513	84,125	102,738	C
Plans Examiner	General	13	65,513	84,125	102,738	C
Program Coordinator, Shockoe Heritage Center (Grant Funded)	General	13	65,513	84,125	102,738	U
Project Development Manager	General	13	65,513	84,125	102,738	C
Real Estate Appraiser	General	13	65,513	84,125	102,738	U
SCADA Specialist	General	13	65,513	84,125	102,738	C
Self Sufficiency Supervisor	General	13	65,513	84,125	102,738	C
Social Caseworker Supervisor	General	13	65,513	84,125	102,738	C
Talent Acquisition Partner	General	13	65,513	84,125	102,738	C
Technology Coordinator (Agency)	General	13	65,513	84,125	102,738	C
Accountant, Principal	General	14	70,122	90,042	109,963	C
Benefits and Wellness Specialist	General	14	70,122	90,042	109,963	C
Bridge Inspector, Senior	General	14	70,122	90,042	109,963	C
Bridge Maintenance and Operations Superintendent	General	14	70,122	90,042	109,963	C
Budget and Policy Analyst	General	14	70,122	90,042	109,963	C
Business Systems Analyst	General	14	70,122	90,042	109,963	C
Business Systems Analyst (Council Agency)	General	14	70,122	90,042	109,963	U
Clinical Supervisor	General	14	70,122	90,042	109,963	C
Clinician	General	14	70,122	90,042	109,963	C
Compensation Specialist	General	14	70,122	90,042	109,963	C
Construction Inspector Supervisor	General	14	70,122	90,042	109,963	C
Council Liaison	General	14	70,122	90,042	109,963	U
Customer Service Manager	General	14	70,122	90,042	109,963	C
EEO Investigator	General	14	70,122	90,042	109,963	C
EEO Specialist	General	14	70,122	90,042	109,963	C
Electronics Specialist Supervisor	General	14	70,122	90,042	109,963	C
Employee Relations Specialist	General	14	70,122	90,042	109,963	C
Family Services Supervisor	General	14	70,122	90,042	109,963	C

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

Classification Title	Plan	Range	Minimum	Midpoint	Maximum	C/E/U
Field Operations Coordinator, Superintendent	General	14	70,122	90,042	109,963	C
Human Resources Business Partner, Senior	General	14	70,122	90,042	109,963	C
Human Services Analyst, Senior	General	14	70,122	90,042	109,963	C
Human Services Supervisor, Senior	General	14	70,122	90,042	109,963	C
Inspection Field Supervisor	General	14	70,122	90,042	109,963	C
Labor Relations Specialist	General	14	70,122	90,042	109,963	C
Leadership and Development Specialist	General	14	70,122	90,042	109,963	C
Maintenance and Operations Superintendent	General	14	70,122	90,042	109,963	C
Procurement Analyst	General	14	70,122	90,042	109,963	C
Public Information Manager	General	14	70,122	90,042	109,963	C
Real Estate Appraiser, Senior	General	14	70,122	90,042	109,963	U
Registered Nurse	General	14	70,122	90,042	109,963	C
Research and Policy Analyst	General	14	70,122	90,042	109,963	C
SCADA Supervisor	General	14	70,122	90,042	109,963	C
Talent Acquisition Partner, Senior	General	14	70,122	90,042	109,963	C
Traffic Signal Specialist, Principal	General	14	70,122	90,042	109,963	C
Accounting Supervisor	General	15	75,030	97,975	120,920	C
Assistant Secure Detention Superintendent	General	15	75,030	97,975	120,920	C
Capital Projects Manager	General	15	75,030	97,975	120,920	C
Contract Compliance Analyst	General	15	75,030	97,975	120,920	C
Crime Analyst and Forensic Supervisor	General	15	75,030	97,975	120,920	C
Deputy General Registrar	General	15	75,030	97,975	120,920	U
Economic Development Business Services Manager	General	15	75,030	97,975	120,920	C
Emergency Communications Assistant Supervisor	General	15	75,030	97,975	120,920	C
Engineer, Senior	General	15	75,030	97,975	120,920	C
Health and Safety Officer	General	15	75,030	97,975	120,920	C
Human Resources Supervisor	General	15	75,030	97,975	120,920	C
Internal Auditor	General	15	75,030	97,975	120,920	U
Internal Auditor/Investigator	General	15	75,030	97,975	120,920	U
Leadership and Development Trainer	General	15	75,030	97,975	120,920	C
Library/Community Services Manager	General	15	75,030	97,975	120,920	C
Maintenance and Operations Superintendent, Senior	General	15	75,030	97,975	120,920	C
Permits Architect	General	15	75,030	97,975	120,920	C
Planning Supervisor	General	15	75,030	97,975	120,920	C
Plans Examiner, Senior	General	15	75,030	97,975	120,920	C
Procurement Analyst, Senior	General	15	75,030	97,975	120,920	C
Program and Operations Supervisor	General	15	75,030	97,975	120,920	C
Project Development Manager, Senior	General	15	75,030	97,975	120,920	C
Real Estate Assessment Supervisor	General	15	75,030	97,975	120,920	U
Recreation Program Manager	General	15	75,030	97,975	120,920	C
Revenue Manager	General	15	75,030	97,975	120,920	C
Security Manager	General	15	75,030	97,975	120,920	C
Special Inspections Coordinator	General	15	75,030	97,975	120,920	C
Surveys Superintendent	General	15	75,030	97,975	120,920	C
Utilities Natural Gas Marketing Manager	General	15	75,030	97,975	120,920	C
Accounting Manager	General	16	80,282	106,649	133,016	C
Assistant Director of Adult Drug Court	General	16	80,282	106,649	133,016	U
Budget and Policy Analyst, Senior	General	16	80,282	106,649	133,016	C
Community Engagement Manager, Shockoe Heritage Center (Grant Funded)	General	16	80,282	106,649	133,016	U
Council Budget Analyst	General	16	80,282	106,649	133,016	U
Council Policy Analyst	General	16	80,282	106,649	133,016	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

Classification Title	Plan	Range	Minimum	Midpoint	Maximum	C/E/U
Economic Development Programs Administrator	General	16	80,282	106,649	133,016	C
Emergency Communications Supervisor	General	16	80,282	106,649	133,016	C
Fleet Maintenance Superintendent	General	16	80,282	106,649	133,016	C
GIS and Project Manager	General	16	80,282	106,649	133,016	C
GIS and Project Manager (Council Agency)	General	16	80,282	106,649	133,016	U
GIS Coordinator	General	16	80,282	106,649	133,016	C
Grant Coordinator	General	16	80,282	106,649	133,016	C
Grants Manager, Shockoe Heritage Center (Grant Funded)	General	16	80,282	106,649	133,016	U
Housing and Community Development Administrator	General	16	80,282	106,649	133,016	C
Human Resources Manager	General	16	80,282	106,649	133,016	C
Internal Auditor, Senior	General	16	80,282	106,649	133,016	U
Management Analyst, Principal	General	16	80,282	106,649	133,016	C
Management Analyst, Principal (Council Agency)	General	16	80,282	106,649	133,016	U
Payroll Manager	General	16	80,282	106,649	133,016	C
Planning Manager	General	16	80,282	106,649	133,016	C
Procurement Analyst, Principal	General	16	80,282	106,649	133,016	C
Program and Operations Supervisor, Senior	General	16	80,282	106,649	133,016	C
Protective Services Supervisor	General	16	80,282	106,649	133,016	C
Public Information Manager, Senior	General	16	80,282	106,649	133,016	C
Public Information Manager, Senior (Council Agency)	General	16	80,282	106,649	133,016	U
Real Estate Assessment Manager	General	16	80,282	106,649	133,016	U
Research and Policy Analyst, Senior	General	16	80,282	106,649	133,016	C
Retirement Services Administrator	General	16	80,282	106,649	133,016	U
Safety and Security Chief	General	16	80,282	106,649	133,016	C
Staff Assistant to Mayor/CAO, Senior	General	16	80,282	106,649	133,016	U
Sustainability Deputy Manager	General	16	80,282	106,649	133,016	C
Traffic Operations Engineer	General	16	80,282	106,649	133,016	C
Utilities Tech Services Administrator/Supervisor	General	16	80,282	106,649	133,016	C
Veterinarian	General	16	80,282	106,649	133,016	C
Asset Manager	General	17	87,614	116,965	146,317	U
Assistant City Attorney	General	17	87,614	116,965	146,317	U
Assistant Controller	General	17	87,614	116,965	146,317	U
Capital Projects Manager, Senior	General	17	87,614	116,965	146,317	U
Contracting Officer	General	17	87,614	116,965	146,317	U
Engineer, Principal	General	17	87,614	116,965	146,317	U
Financial Manager	General	17	87,614	116,965	146,317	U
Human Resources Division Chief	General	17	87,614	116,965	146,317	U
Human Resources Ombuds Officer	General	17	87,614	116,965	146,317	U
Human Services Manager	General	17	87,614	116,965	146,317	U
Investment and Debt Portfolio Manager	General	17	87,614	116,965	146,317	U
Senior Assistant to the Mayor	General	17	87,614	116,965	146,317	U
Staff Attorney/Court Administrator	General	17	87,614	116,965	146,317	U
Sustainability Manager	General	17	87,614	116,965	146,317	U
Technology Manager (Agency)	General	17	87,614	116,965	146,317	U
Utilities Fuel Procurement Administrator	General	17	87,614	116,965	146,317	U
Utilities Industrial Accounts Administrator	General	17	87,614	116,965	146,317	U
Assistant Director, Shockoe Heritage Center (Grant Funded)	General	18	96,380	128,666	160,952	U
Chief of Construction and Inspections	General	18	96,380	128,666	160,952	U
Chief of Risk Management	General	18	96,380	128,666	160,952	U
Controller	General	18	96,380	128,666	160,952	U
Customer Service Manager, Senior	General	18	96,380	128,666	160,952	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

Classification Title	Plan	Range	Minimum	Midpoint	Maximum	C/E/U
Economist, Principal	General	18	96,380	128,666	160,952	U
Emergency Communications Manager	General	18	96,380	128,666	160,952	U
Internal Audit Manager	General	18	96,380	128,666	160,952	U
Policy Advisor	General	18	96,380	128,666	160,952	U
Program and Operations Manager	General	18	96,380	128,666	160,952	U
Retirement Controller	General	18	96,380	128,666	160,952	U
Senior Manager	General	18	96,380	128,666	160,952	U
Technology Manager, Senior (Agency)	General	18	96,380	128,666	160,952	U
Urban Forester	General	18	96,380	128,666	160,952	U
Chief Capital Projects Manager	General	19	106,021	141,537	177,053	E
City Traffic Engineer	General	19	106,021	141,537	177,053	U
Deputy Department Director	General	19	106,021	141,537	177,053	U
Energy Services Manager	General	19	106,021	141,537	177,053	U
Engineering Manager	General	19	106,021	141,537	177,053	U
Real Estate Development Manager, Senior	General	19	106,021	141,537	177,053	U
Research and Policy Analyst, Principal	General	19	106,021	141,537	177,053	U
Secure Detention Superintendent	General	19	106,021	141,537	177,053	U
Senior Policy Advisor	General	19	106,021	141,537	177,053	U
Assistant Chief of Fire and Emergency Services	General	20	116,626	155,696	194,765	U
Chief Equity Officer	General	20	116,626	155,696	194,765	U
City Economist	General	20	116,626	155,696	194,765	U
Commissioner of Buildings	General	20	116,626	155,696	194,765	E
Deputy Department Director, Senior	General	20	116,626	155,696	194,765	U
Organizational Strategist	General	20	116,626	155,696	194,765	U
Police Major	General	20	116,626	155,696	194,765	U
Press Secretary	General	20	116,626	155,696	194,765	U
Senior Assistant City Attorney	General	20	116,626	155,696	194,765	U
City Clerk	General	21	128,297	171,271	214,244	E
Deputy Chief of Fire and Emergency Services	General	21	128,297	171,271	214,244	U
Deputy Chief of Police/Administration	General	21	128,297	171,271	214,244	U
Deputy Chief of Police/Operations	General	21	128,297	171,271	214,244	U
Director of Intergovernmental Affairs	General	21	128,297	171,271	214,244	E
Director of Shockoe Heritage Center (Grant Funded)	General	21	128,297	171,271	214,244	U
Director of the Office of Strategic Communications and Civic Engagement	General	21	128,297	171,271	214,244	E
Director of the Office of Sustainability	General	21	128,297	171,271	214,244	E
Director, Office of Animal Care and Control	General	21	128,297	171,271	214,244	E
Director, Office of Minority Business Development	General	21	128,297	171,271	214,244	E
General Registrar	General	21	128,297	171,271	214,244	U
City Assessor	General	22	141,119	188,403	235,687	E
Deputy City Attorney	General	22	141,119	188,403	235,687	E
Director of Budget and Strategic Planning	General	22	141,119	188,403	235,687	E
Director of Citizen Service and Response	General	22	141,119	188,403	235,687	E
Director of Housing and Community Development	General	22	141,119	188,403	235,687	E
Director of Human Resources	General	22	141,119	188,403	235,687	E
Director of Justice Services	General	22	141,119	188,403	235,687	E
Director of Parks, Recreation and Community Facilities	General	22	141,119	188,403	235,687	E
Director of Planning and Development Review	General	22	141,119	188,403	235,687	E
Director of Procurement Services	General	22	141,119	188,403	235,687	E
Director, Office of Community Wealth Building	General	22	141,119	188,403	235,687	E
Inspector General	General	22	141,119	188,403	235,687	E
Library Director	General	22	141,119	188,403	235,687	E

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
July 1, 2024

Classification Title	Plan	Range	Minimum	Midpoint	Maximum	C/E/U
Chief of Staff	General	23	155,242	207,246	259,250	E
City Auditor	General	23	155,242	207,246	259,250	E
Council Chief of Staff	General	23	155,242	207,246	259,250	E
Director of Economic Development	General	23	155,242	207,246	259,250	E
Director of Emergency Communications, Preparedness, and Response	General	23	155,242	207,246	259,250	E
Director of Finance	General	23	155,242	207,246	259,250	E
Director of Information Technology	General	23	155,242	207,246	259,250	E
Director of Public Works	General	23	155,242	207,246	259,250	E
Director of Richmond Gas Works	General	23	155,242	207,246	259,250	U
Director of Social Services	General	23	155,242	207,246	259,250	E
Executive Director, Richmond Retirement System	General	23	155,242	207,246	259,250	E
Chief of Fire and Emergency Services	General	24	170,757	227,971	285,184	E
Chief of Police	General	24	170,757	227,971	285,184	E
Director of Public Utilities	General	24	170,757	227,971	285,184	E
Senior Department Director	General	24	170,757	227,971	285,184	E
Deputy Chief Administrative Officer	General	25	187,836	250,765	313,695	E
City Attorney	General	26	206,621	275,841	345,061	E
Chief Administrative Officer	General	27	227,280	303,424	379,568	E
Technology Specialist	IT BB	1	43,826	65,713	87,600	C
Technology Support Supervisor	IT BB	3	57,960	86,906	115,851	C
Technology Engineer/Administrator	IT BB	4	69,552	104,287	139,021	C
Technology Systems Developer	IT BB	4	69,552	104,287	139,021	C
Technology Team Lead	IT BB	5	79,985	119,930	159,874	C
Technology Manager	IT BB	6	91,983	137,919	183,856	U
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	55,822			C
Police Recruit	PF	1	55,822			C
Fire Fighter	PF	2	58,076		106,238	C
Police Officer	PF	2	58,076		106,238	C
Fire Driver Operator	PF	3	60,980		111,550	C
Fire Lieutenant	PF	6	80,633		131,535	C
Police Sergeant	PF	6	80,633		131,535	C
Fire Captain	PF	8	88,705		144,703	C
Police Lieutenant	PF	8	88,705		144,703	C
Fire Battalion Chief	PF	10	97,584		159,187	C
Police Captain	PF	10	97,584		159,187	C
Staff Battalion Chief	PF	10	97,584		159,187	C

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