

INTRODUCED: October 14, 2019

AN ORDINANCE No. 2019-292

As Amended

To amend the schedule of classifications and assigned ranges incorporated into section I of the Pay Plan adopted by Ord. No. 2018-319 on Jan. 14, 2019, for the purpose of revising the wording of certain classification titles and changing the pay ranges of two classification titles.

Patron – Mayor Stoney

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: NOV 12 2019 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 the nine-page schedule entitled “Classifications and Assigned Ranges” and dated January 5, 2019, incorporated into the Pay Plan by section I of the Pay Plan, be and is hereby amended by excluding the Classification Titles as shown on the one-page schedule entitled “Classifications and Assigned Ranges, Excluded” and dated October 14, 2019, a copy of which

AYES: 9 NOES: 0 ABSTAIN: _____

ADOPTED: NOV 12 2019 REJECTED: _____ STRICKEN: _____

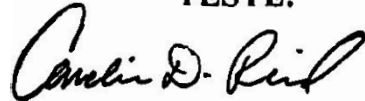
schedule is attached to and incorporated into this ordinance, and by including the Classification Titles as shown on the one-page schedule entitled “Classifications and Assigned Ranges, Included” [~~and~~] dated October 14, 2019, and last revised on November 4, 2019, a copy of which schedule is attached 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 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. This ordinance shall be in force and effect on the first day of the first full pay period that begins after the date on which this ordinance is adopted.

A TRUE COPY:

TESTE:

A handwritten signature in black ink, appearing to read "Amelia D. Reed".

City Clerk

CLASSIFICATIONS AND ASSIGNED RANGES

Excluded - October 14, 2019

Classification Title	Plan	Range	Minimum	Midpoint	Maximum	C/E/U
Utility Plant Specialist, Senior	G BB	4	36030	50350	64680	C
New Gas Construction Inspector	G BB	5	41430	57900	74380	C
New Gas Construction Inspector, Supervisor	G BB	6	47640	66590	85540	C
Procurement Manager	G BB	8	63010	88070	113130	U
Police School Guard	General	1	25105	28900	34680	C
Utilities Tech Services Technician	General	6	32160	40200	48240	C
Accounting Specialist	General	8	37440	46800	56160	C
Fire Protection Inspector	General	11	45840	57300	68760	C
Forensics Analyst	General	11	45840	57300	68760	C
Technology Specialist (Agency)	General	11	45840	57300	68760	C
Technology Specialist (Council Agency)	General	11	45840	57300	68760	U
Utilities Field Supervisor	General	11	45840	57300	68760	C
Technology Coordinator (Agency)	General	12	49120	61400	73680	C
Utilities Field Superintendent	General	12	49120	61400	73680	C
Health and Safety Coordinator	General	13	52320	65400	78480	C
Financial Regulatory Manager	General	15	57830	75100	92370	C
City Traffic Engineer	General	18	76970	99960	122950	U
Engineering Manager	General	18	76970	99960	122950	U
Director of Parks and Recreation	General	22	112700	146370	180040	E

C = Classified service

G BB = General Broad Band

E = Executive Service

IT BB = Information Technology Broad Band

U = Unclassified Service

PF= Police and Fire Step System

CLASSIFICATIONS AND ASSIGNED RANGES

Included - October 14, 2019

Revised November 4, 2019

Classification Title	Plan	Range	Minimum	Midpoint	Maximum	C/E/U
Utilities Services Technician	General	6	32160	40200	48240	C
Road Maintenance Technician	General	7	35040	43800	52560	C
Survey Instrument Technician	General	7	35040	43800	52560	C
Traffic Signal Specialist	General	7	35040	43800	52560	C
Accountant, Associate	General	8	37440	46800	56160	C
Survey Party Chief	General	9	40080	50100	60120	C
Traffic Signal Specialist, Senior	General	9	40080	50100	60120	C
Firearms Administrator	General	10	42880	53600	64320	C
Fire Prevention Inspector	General	11	45840	57300	68760	C
Forensic Technician	General	11	45840	57300	68760	C
Gas and Water Field Supervisor	General	11	45840	57300	68760	C
Council Public Relations Specialist	General	11	45840	57300	68760	U
Gas and Water Field Superintendent	General	12	49120	61400	73680	C
Technology Specialist (Agency)	General	12	49120	61400	73680	C
Technology Specialist (Council Agency)	General	12	49120	61400	73680	E
Health and Safety Officer	General	13	52320	65400	78480	C
Surveys Superintendent	General	13	52320	65400	78480	C
Technology Specialist (Council Agency)	General	12	49120	61400	73680	U
Technology Coordinator (Agency)	General	13	52320	65400	78480	C
Traffic Signal Specialist, Principal	General	13	52320	65400	78480	C
Revenue Manager	General	15	57830	75100	92370	C
Traffic Operations Engineer	General	15	57830	75100	92370	C
Program and Operations Supervisor, Senior	General	16	63610	82610	101610	C
Policy Advisor	General	18	76970	99960	122950	U
City Traffic Engineer	General	19	84670	109960	135250	U
Engineering Manager	General	19	84670	109960	135250	U
Director of Parks, Recreation and Community Facilities	General	22	112700	146370	180040	E
Senior Policy Advisor	General	19	84670	109960	135250	U
Assistant City Clerk (Council Agency)	G BB	3	31330	43780	56240	U
Assistant City Clerk, Senior (Council Agency)	G BB	4	36030	50350	64680	U
Assistant City Clerk, Principal (Council Agency)	G BB	5	41430	57900	74380	U
Management Analyst (Council Agency)	G BB	5	41430	57900	74380	U
Council Budget Analyst	G BB	7	54790	76580	98370	U
Council Policy Analyst	G BB	7	54790	76580	98370	U
Contracting Officer	G BB	8	63010	88070	113130	U
Gas and Water Field Specialist, Senior	G BB	3	31330	43780	56240	C
Utility Plant Specialist, Instrument and Control	G BB	4	36030	50350	64680	C
Gas Construction Inspector	G BB	5	41430	57900	74380	C
Gas Construction Inspector Supervisor	G BB	6	47640	66590	85540	C
Driver Pump Operator	PF	7	35040	43800	52560	C
			49000	66696	84392	

C = Classified service

G BB = General Broad Band

E = Executive Service

IT BB = Information Technology Broad Band

U = Unclassified Service

PF= Police and Fire Step System



CITY OF RICHMOND
INTRACITY CORRESPONDENCE

O & R REQUEST
4-9170
SEP 18 2019

Office of the
Chief Administrative Officer

O&R REQUEST

DATE: September 16, 2019 EDITION: 1

TO: The Honorable Members of City Council

THROUGH: The Honorable Levar M. Stoney, Mayor

Lenora G. Reid, Acting for 9/26/19

THROUGH: Selena Cuffee-Glenn, Chief Administrative Officer

Handwritten notes: 78 10/8/19 RECEIVED OCT 08 2019

THROUGH: Lenora G. Reid, Deputy Chief Administrative Officer

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

OFFICE OF THE CITY ATTORNEY

RE: To Include and Exclude Classifications in the Pay Ordinance

ORD. OR RES. No. _____

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

§ 1. That Ordinance No. 2018-319, adopted January 14, 2019, be and is hereby amended by including certain classes in the senior executive unclassified service in the specified general pay range or band as follows:

Table with 2 columns: Classification, General Pay Range. Row: Director of Parks, Recreation and Community Facilities, 22

§ 2. That Ordinance No. 2018-319, adopted January 14, 2019, be and is hereby amended by including certain classes in the unclassified service in the specified general pay range or band as follows:

Table with 2 columns: Classification, General Pay Range. Rows: Council Public Relations Specialist (11), Policy Advisor (18), City Traffic Engineer (19), Engineering Manager (19), Senior Policy Advisor (19)

Classification	General Broad Band
Assistant City Clerk (Council Agency)	3
Assistant City Clerk, Senior (Council Agency)	4
Assistant City Clerk, Principal (Council Agency)	5
Management Analyst (Council Agency)	5
Council Budget Analyst	7
Council Policy Analyst	7
Contracting Officer	8

§ 3. That Ordinance No. 2018-319, adopted January 14, 2019, be and is hereby amended by including certain classes in the classified service in the specified general pay range or band as follows:

Classification	General Pay Range
Utilities Services Technician	6
Road Maintenance Technician	7
Survey Instrument Technician	7
Traffic Signal Specialist	7
Accountant, Associate	8
Survey Party Chief	9
Traffic Signal Specialist, Senior	9
Firearms Administrator	10
Fire Prevention Inspector	11
Forensic Technician	11
Gas and Water Field Supervisor	11
Gas and Water Field Superintendent	12
Technology Specialist (Agency)	12
Technology Specialist (Council Agency)	12
Health and Safety Officer	13
Surveys Superintendent	13
Technology Coordinator (Agency)	13
Traffic Signal Specialist, Principal	13
Revenue Manager	15
Traffic Operations Engineer	15
Program and Operations Supervisor, Senior	16

Classification	General Broad Band
Gas and Water Field Specialist, Senior	3
Utility Plant Specialist, Instrument and Control	4
Gas Construction Inspector	5
Gas Construction Inspector Supervisor	6

Classification	Police and Fire Range
----------------	-----------------------

Driver Pump Operator 7

§ 4. That Ordinance No. 2018-319, adopted January 14, 2019, be and is hereby amended by excluding certain classes in the senior executive unclassified service in the specified general pay range or band as follows:

Classification	General Pay Range
Director of Parks and Recreation	22

§ 5. That Ordinance No. 2018-319, adopted January 14, 2019, be and is hereby amended by excluding certain classes in the unclassified service in the specified general pay range or band as follows:

Classification	General Pay Range
City Traffic Engineer	18
Engineering Manager	18

Classification	General Broad Band
Procurement Manager	8

§ 6. That Ordinance No. 2018-319, adopted January 14, 2019, be and is hereby amended by excluding certain classes in the classified service in the specified general pay range or band as follows:

Classification	General Pay Range
Police School Guard	1
Utilities Tech Services Technician	6
Accounting Specialist	8
Fire Protection Inspector	11
Forensics Analyst	11
Technology Specialist (Agency)	11
Technology Specialist (Council Agency)	11
Utilities Field Supervisor	11
Technology Coordinator (Agency)	12
Utilities Field Superintendent	12
Health and Safety Coordinator	13
Financial Regulatory Manager	15

Classification	General Broad Band
Utility Plant Specialist, Senior	4
New Gas Construction Inspector	5
New Gas Construction Inspector Supervisor	6

§ 7. 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:

In January 2019, City Council accepted the recommendations of the Gallagher classification and compensation study of all City classifications. Given the scope of the study, it is not unusual that the Administration recommends a number of changes. These recommendations arose from requests of departments reporting to both the City Administration and City Council.

Most requests revolve around preference in the wording of job titles, uncoupling generic titles, consistency with titles used in other sections of the City Code, and organizations structure and efficiencies. In addition, there were two corrections in pay ranges.

Since most of the recommendations involve just title changes, there are no costs associated with these recommendations except for possible promotions (Firearms Administration and Fire Apparatus Operator), movement to range minimum or extend the maximum of the range (Technology Specialist and Coordinator), and broad band movement (Assistant City Clerk series).

FISCAL IMPACT: Since the basis of the associated cost are salary and benefits, this is an ongoing cost and will increase with each salary increase given by the City.

COST TO CITY: The estimated fiscal year costs (salary and benefits) for these recommendations are less than \$50,000 for salary and benefits. The costs fall within the FY20 budget.

REVENUE TO CITY: None

DESIRED EFFECTIVE DATE: Pay period following adoption.

REQUESTED INTRODUCTION DATE: October 14, 2019

CITY COUNCIL PUBLIC HEARING DATE: November 12, 2019

REQUESTED AGENDA: Consent

RECOMMENDED COUNCIL COMMITTEE: Governmental Operations

CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES: None

AFFECTED AGENCIES: All.

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

O&R Request
September 16, 2019; Edition 1
Page 5 of 5

REQUIRED CHANGES TO WORK PROGRAM(S): None

ATTACHMENTS: None

STAFF: Robin Redmond and Fred Rosen, Human Resources

MOTION

To amend Ordinance No. 2019-292 as follows:

Page 2, Line 3

At the beginning of the line, strike the word “and”

After the comma following the year “2019”, insert the text “and last revised on
November 4, 2019” followed by a comma