

INTRODUCED: April 27, 2020

AN ORDINANCE No. 2020-102

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 certain classification titles, and to amend section III(B)(6) of the Pay Plan to revise the classification and assigned ranges for 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.

Patron – Mayor Stoney

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: MAY 11 2020 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, as that schedule

AYES: 9 NOES: 0 ABSTAIN: _____

ADOPTED: MAY 11 2020 REJECTED: _____ STRICKEN: _____

was previously amended by Ordinance No. 2019-292, adopted November 12, 2019, be and is hereby amended by excluding the classifications as shown on the one-page schedule entitled “Classifications and Assigned Ranges, Exclude” and dated April 27, 2020, a copy of which schedule is attached to and incorporated into this ordinance, and by including the classifications as shown on the one-page schedule entitled “Classifications and Assigned Ranges, Include,” and dated April 27, 2020, a copy of which schedule is attached to and incorporated into this ordinance.

§ 2. That (i) section III(B)(29) of the Pay Plan shall not apply to the amendments made by section 1 of this ordinance, (ii) no employee whose position this ordinance moves to another classification, pay range, or pay band shall receive a pay increase or decrease due to any adjustment made by this ordinance, and (iii) for purposes of this section, words or phrases defined in section III(A) of the Pay Plan have the meanings set forth in section III(A) of the Pay Plan.

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

6. **Courts.** ~~Persons~~ Although persons employed by the courts are not City employees and are included in this Pay Plan only because the City administers their pay, persons occupying unclassified positions in the courts for whom compensation is not fixed directly or indirectly by statute adopted by the General Assembly of Virginia shall be placed in the general pay ranges and general pay bands as follows:

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

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

§ 4. This ordinance shall be in force and effect upon adoption.



CITY OF RICHMOND

INTRACITY CORRESPONDENCE

O&R REQUEST

DATE: April 2, 2020 **EDITION:** 1

TO: The Honorable Members of City Council

THROUGH: The Honorable Levar M. Stoney, Mayor *LMStoney* 4/8/2020

THROUGH: Lenora G. Reid, Interim Chief Administrative Officer *lgr* 4/2/2020

FROM: Mona Adkins-Easley, Interim Director of Human Resources *MAE*

RE: To Include and Exclude Classifications in the Pay Ordinance

ORD. OR RES. No. _____

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

§ 1. The classifications are in Attachment A.

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

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

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

<i>Classification</i>	<i>General Pay Band</i>
Court Assistant	3
Secretary to Judges of the Circuit Court	<u>34</u>

§ 3. 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, and instances of supervisors and subordinates in the same pay range.

Since most of the recommendations involve just title changes and corrections to pay ranges, there are no costs associated with these recommendations except for possible promotions and reallocations.

FISCAL IMPACT: Since the basis of the associated cost are salary and benefits, this is an on-going 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 \$20,000 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: April 27, 2020

CITY COUNCIL PUBLIC HEARING DATE: May 11, 2020

REQUESTED AGENDA: Consent

RECOMMENDED COUNCIL COMMITTEE: Organizational Development

CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES: None

AFFECTED AGENCIES: All.

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

REQUIRED CHANGES TO WORK PROGRAM(S): None

ATTACHMENTS: None

STAFF: Robin Redmond and Fred Rosen, Human Resources

CLASSIFICATIONS AND ASSIGNED RANGES

April 27, 2020

Exclude

Classification Title	Plan	Range	Minimum	Midpoint	Maximum	C/E/U
Secretary to Circuit Court Judges	G BB	3	31330	43780	56240	U
Community and Economics Development Specialist	General	10	42880	53600	64320	C
Maintenance and Operations Crew Supervisor, Senior	General	10	42880	53600	64320	C
Community and Economics Development Analyst	General	15	57830	75100	92370	C
Community and Economics Development Administrator	General	16	63610	82610	101610	C
Chief of Construction and Inspections	General	17	69970	90870	111770	U
Program and Operations Manager	General	17	69970	90870	111770	U
Energy Services Manager	General	18	76970	99960	122950	U

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

April 27, 2020

Include

Classification Title	Plan	Range	Minimum	Midpoint	Maximum	C/E/U
Secretary to Circuit Court Judges	G BB	4	36030	50350	64680	U
Staff Assistant to Mayor/CAO, Senior	G BB	7	54790	76580	98370	U
Fleet and Body Repair Specialist	General	8	37440	46800	56160	C
Economic Development Specialist	General	10	42880	53600	64320	C
Maintenance and Operations Crew Supervisor, Senior	General	11	45840	57300	68760	C
SCADA Specialist	General	12	49120	61400	73680	C
Project Development Manager	General	13	52320	65400	78480	C
SCADA Supervisor	General	13	52320	65400	78480	C
Maintenance and Operations Superintendent, Senior	General	14	56000	70000	84000	C
Economic Development Business Services Manager	General	15	57830	75100	92370	C
Project Development Manager, Senior	General	15	57830	75100	92370	C
Economic Development Programs Administrator	General	16	63610	82610	101610	C
Housing and Community Development Administrator	General	16	63610	82610	101610	C
Chief of Construction and Inspections	General	18	76970	99960	122950	U
Program and Operations Manager	General	18	76970	99960	122950	U
Energy Services Manager	General	19	84670	109960	135250	U

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