



## Legislation Text

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**File #:** ORD. 2022-347, **Version:** 1

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

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

NOW, THEREFORE,

THE CITY OF RICHMOND HEREBY ORDAINS:

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

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

incorporated into this ordinance.

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

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

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

	<i>Classification</i>	<i>General Pay Range</i>
	Adult Drug Court Specialist	9
	Law Clerk-Courts	10
	Dispute Resolution Coordinator	13
	Finance Analyst/Adult Drug Court	13
Assistant Director of Adult Drug Court	16	
	<u>Staff Attorney/Court Administrator</u>	<u>17</u>
	<i>Classification</i>	<i>General Pay Band</i>
	Court Assistant	3
	Secretary to Judges of the Circuit Court	4

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

7. **General Registrar’s Office.** Persons occupying unclassified positions in the Office of the General Registrar in accordance with Title 24.2 of the Code of Virginia providing for [~~assistants to~~] deputy registrars and for whom compensation is

not fixed directly or indirectly by the General Assembly of Virginia by statute[,] shall be placed in the general pay ranges as follows:

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

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

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

2022-269

# CITY OF RICHMOND

## INTRACITY CORRESPONDENCE

O&RREQUEST

DATE: September 23, 2022

EDITION:



**TO:** The Honorable Members of City Council

**THROUGH:** The Honorable Levar M. Stoney,

Mayor **THROUGH:** Lincoln Saunders, Chief

Administrative Officer

**THROUGH:** Sabrina Joy-Hogg, Deputy Chief Administrative Office

**FROM:** Mona Easley, Director of Human Resources

**RE:** To Include and Exclude Classifications in the Pay Ordinance

**ORD. OR RES. No.**

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

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

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

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

*Classification*

Adult Drug Court Specialist Law Clerk-Courts

Dispute Resolution Coordinator Finance Analyst/Adult Drug Court

Assistant Director of Adult Drug Court

*General Pay Range*

9

10  
13  
13  
16

Staff Attorney/Court Administrator

17

*Classification*

Court Assistant

Secretary to Judges of the Circuit Court

*General Pay Band*

3  
4

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

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

*Classification*

*General Pay Range*

Assistant Registrar

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Deputy Registrar

5

Elections Technician, Senior

Elections Specialist

Elections Supervisor

Deputy General Registrar

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

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

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

**RECOMMENDATION:** The City's Administration supports this amendment.

**BACKGROUND:**

The Staff Attorney/Court Administrator position is a request from the Circuit Court. The

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

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

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

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

**REVENUE TO CITY:** None

**DESIRED EFFECTIVE DATE:** Pay period following

adoption. **REQUESTED INTRODUCTION DATE:**

November 14, 2022 **CITY COUNCIL PUBLIC HEARING**

**DATE:** December 12, 2022 **REQUESTED AGENDA:**

Consent

**RECOMMENDED COUNCIL COMMITTEE:** Government Operations

**CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES:** None A

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

**REQUIRED CHANGES TO WORK PROGRAM(S):** None

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

**STAFF:** Robin Redmond and Fred Rosen, Human Resources

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

