

**CITY OF COLONIAL HEIGHTS, VIRGINIA
PAY PLAN EFFECTIVE April 14, 2020**

EXHIBIT A

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE	
	MINIMUM	MAXIMUM
11	\$28,000	\$44,816
	Deputy I Facilities/Groundskeeper I Meter Reader Public Works Technician Staff Assistant Van Driver	
12	\$29,828	\$51,210
	Concrete Technician Deputy II Deputy Registrar Facilities/Groundskeeper II Financial Technician I Legal Secretary Public Works Heavy Equipment Operator Senior Meter Reader Transportation Coordinator	
13	\$34,078	\$58,500
	Animal Control Officer Cross-Connection Control Technician Deputy III Deputy Sheriff* (Starting salary: \$40,600) Facilities/Groundskeeper III Financial Technician II Police Records Technician Recreation Specialist I Traffic Technician Utility Maintenance Specialist Waterworks Distribution Technician	

*Salary range spans Grade 13-14; therefore, the maximum salary for Deputy Sheriff is \$66,846.

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE	
	MINIMUM	MAXIMUM
14	\$38,937	\$66,846
		Administrative Assistant
		Administrative Services Deputy (Starting salary: \$43,600)
		Building Inspector
		Building Maintenance Technician
		Community/Economic Development Specialist
		Construction Inspector
		Chief Deputy Commissioner of Revenue
		Digital Resource Specialist
		Emergency Equipment Technician
		Engineering Technician (Starting salary: \$42,572)
		Financial Specialist I
		Heavy Truck/Bus Technician
		Horticulturist
		Museum Curator
		Procurement Specialist
		Public Works Foreman
		Recreation Specialist II
		Senior Automotive Mechanic
		Senior Traffic Technician
		Communications Officer (Starting salary: \$39,600)
		Youth Program Coordinator
15	\$44,481	\$76,365
		Combination Inspector
		Chief Deputy Circuit Court Clerk
		Communications Supervisor (Starting salary: \$45,000)
		Firefighter-EMT (Starting salary: \$45,000)
		Firefighter-Intermediate (Starting salary: \$47,250)
		Firefighter-Paramedic (Starting salary: \$49,613)
		Executive Assistant
		Financial Specialist II
		Lieutenant Deputy Sheriff (Starting salary: \$46,600)
		Paralegal/Deputy City Clerk
		Police Detective (Starting salary: \$45,000)
		Police Officer (Starting salary: \$45,000)
		Recreation Specialist III Senior Center
		Senior Digital Resources Specialist
		Senior Engineering Technician (Starting salary: \$48,500)
		Utility Billing Supervisor

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE	
	MINIMUM	MAXIMUM
16	\$50,823	\$87,248
		Accountant Animal Control Supervisor Chief Deputy Sheriff Deputy Fire Marshall Fire Lieutenant Police Sergeant Purchasing Agent Revenue Supervisor
17	\$57,760	\$99,684
		Assistant Commonwealth's Attorney Automotive Maintenance Superintendent Battalion Chief City Assessor Emergency Communications Center Manager Facilities Superintendent Information Systems Coordinator Police Lieutenant Project Coordinator Public Works Superintendent
18	\$66,342	\$113,889
		Assistant Director of Planning & Community Development Assistant Director of Public Works – Engineering Assistant Director of Recreation & Parks Building Official Deputy Chief of Fire & EMS Deputy Chief of Police - Major Deputy Director of Finance Economic Development Administrator Police Captain
*The Deputy Chief of Police is assigned the rank of Major, above the rank of Police Captain, and the Deputy Chief will be compensated accordingly as a higher rank position.		
EXEC	\$80,000	\$137,739
		Chief of Fire & EMS Chief of Police Director of Finance Director of Human Resources Director of Information Technology Director of Office on Youth & Human Services Director of Recreation & Parks Director of Planning & Community Development Director of Public Works/City Engineer Library Director

<u>GRADE</u>	<u>GENERAL PAY PLAN CLASS AND SALARY RANGE</u>	
	MINIMUM	MAXIMUM
UNCLASSIFIED	N/A	N/A
		City Attorney
		City Clerk
		City Manager
		Clerk of Circuit Court
		Commissioner of Revenue
		Commonwealth's Attorney
		Registrar
		Sheriff
		Treasurer

PART-TIME/SEASONAL/TEMPORARY POSITIONS

Position Title	Hourly Rate
Administrative Assistant	\$10.00 - \$15.00
Animal Control Aide	\$10.00 - \$15.00
Code Enforcement Inspector	\$15.00 - \$20.00
Deputy Sheriff	\$16.00 - \$19.00
Digital Resources Assistant	\$7.25 - \$9.50
Digital Resources Specialist	\$15.00 - \$20.00
Emergency Management Assistant	\$15.00 - \$20.00
EMS Firefighter*	\$15.00 - \$20.00
Fire Logistics Officer	\$15.00 - \$20.00
FOIA Specialist	\$20.00
Groundskeeper Assistant	\$10.00 - \$12.00
Landscaping Technician	\$10.00 - \$12.00
Meter Reader	\$10.00 - \$12.00
Recreation Assistant I	\$7.25 - \$8.25
Recreation Assistant II	\$8.25 - \$9.00
Recreation Assistant III	\$9.00 - \$10.00
Recreation Assistant IV	\$10.00 - \$15.00
Recycling Center Attendant	\$9.00 - \$11.00
Senior Automotive Mechanic	\$20.00 - \$23.00
Site Supervisor	\$10.00 - \$12.00
Support Worker	\$7.50 - \$9.50
Communications Officer	\$14.00 - \$17.00
Van Driver	\$10.00 - \$12.00
Temporary/Seasonal	\$7.25 - \$15.00
Youth Specialist	\$12.00 - \$20.00
Youth Workforce Specialist	\$15.00 - \$18.00

*Part-time EMS Firefighter position includes Firefighter-EMT, Firefighter-Intermediate, Firefighter-Paramedic, EMT, Intermediate, and Paramedic designations.

All Full-Time positions on the City's Pay Plan may be filled on a part-time basis, temporarily or permanently with the approval of the City Manager. Hourly rates for part-time employees filling positions classified as full-time on the City's Pay Plan but not listed above will be calculated within the range of the applicable full-time position based on the employee's experience.

ANIMAL CONTROL SUPERVISOR
JOB DESCRIPTION

Department: Police Department

Reports To: Police Captain

Overview: Plans, directs and coordinates the activities of the animal shelter including animal control field services, shelter services, staff and volunteers.

ESSENTIAL DUTIES

- Plans and directs the daily operations of the animal shelter.
- Schedules, directs, and inspects the work of staff and volunteers.
- Ensures that procedures are carried out to maintain public safety and health, and that the animals in the shelter receive proper care and treatment.
- Receives, investigates, and answers complaints regarding stray, wild, or owned animals that were reported at large, injured, or abused.
- Patrols streets or other locations to check for animals running at large, licenses, and vaccinations; rescues trapped, lost, or injured animals and investigates animal abuse complaints in the field; returns animals to owners.
- Prepares, completes, checks and maintains appropriate reports and records; prepares monthly and annual reports to comply with State requirements.
- Monitors compliance with local and State codes, laws and regulations pertaining to the humane treatment of shelter animals.
- Ensures compliance and maintains all regulations required to pass routine and follow up inspections under the Commonwealth of Virginia's Department of Agriculture and Consumer Services Division of Animal and Food Industry Services Office of Animal Care and Emergency Response.

- Completes and maintains compliance with the annual State Veterinarian Animal Control Officer Training report.
- Authorizes vet treatment for injured/sick animals in custody.
- Plans and conducts City rabies clinics with local Health department and works with local Humane Society groups; assists in the development and administration of public education programs, attends community meetings and makes presentations.
- Maintains animal control equipment and surveillance over animals confined to the animal shelter.
- Updates and maintains all forms used at the animal shelter.
- Addresses public and professional inquiries.
- Other duties as required.

NEW PAY GRADE: General – 16
FLSA DESIGNATION: Non-exempt

CLASS SPECIFICATION

Education & Directly Applicable Experience

High School diploma and five to less than seven years directly related experience or

Two years of college or Associate's Degree and three to five years directly related experience or

A Bachelor's Degree with at least two years directly related experience or

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Must possess or be able to obtain all required certifications deemed necessary within a specified period of time; Animal Control Officer certification is desirable.

Supervisory Controls

The work is performed very independently; the supervisor makes assignments by defining objectives, priorities and deadlines, and assists the employee with unusual situations, which do not have a precedent.

The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the job.

Supervision Given

This position supervises the following positions:

Animal Control Officer; Animal Control Aide; and Volunteers

Guidelines

Procedures for doing the work have been established and a number of specific guidelines are available. These guidelines may be in the form of laws, regulations, statutes, commonly accepted operational principles, user's manuals, or any other sources from which direction or assistance may be inferred. The employee uses judgment in locating and selecting the most appropriate guidelines, references, and procedures for application and may make minor deviations to adapt the guidelines in specific cases or determine which of several established alternatives to use.

Complexity

The work typically includes varied duties requiring many different and unrelated processes and methods. Decisions involve the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data.

The work requires many decisions concerning such things as the interpretation of large amounts of data, planning of the work, or refining the methods and techniques to be used.

Scope and Effect

The work product or service affects a wide range of organizational activities and/or the physical well being of a number of persons.

Personal Contacts

The majority of personal contacts are with individuals or groups from outside the organization in a moderately unstructured setting or involve attempts to enforce ordinances, regulations, or rules where conflict or diverse interpretations may result.

Purpose of Contacts

The purpose is to plan, coordinate, or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough or difficult surfaces; recurring stooping, climbing or walking; recurring lifting of moderately heavy items weighing less than 25 pounds and may require occasional lifting of objects weighing in excess of 25 pounds. The work may require specific, but common physical characteristics and abilities such as mobility and dexterity.

Work Environment

The work environment involves everyday risks or discomforts, which require normal safety precautions. Use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations, and traffic signals are minimally required.

EMERGENCY COMMUNICATIONS CENTER MANAGER
JOB DESCRIPTION

Department: Fire Department

Reports To: Chief of Fire & EMS

Overview: Plans, organizes, and directs the programs and activities of the Emergency Communications Center.

ESSENTIAL DUTIES

- Plans and directs the daily operation of the Emergency Communications Center.
- Performs administrative duties associated with supervising staff, to include participating in recruitment and selection, ensuring staffing, training and recertification, conducting performance evaluations, and recommending disciplinary actions.
- Prepares and disseminates reports as needed on communications center operations and effectiveness.
- Manages the development and implementation for hardware and software maintenance, repairs, replacements, and upgrades.
- Monitors the performance of all communications center systems.
- Provides fiscal oversight, prepares budgets and controls expenditures of all division funds.
- Serves as a liaison with City public safety personnel concerning communications center operational performance.
- Serves as a liaison or Terminal Agency Coordinator (TAC) to the Virginia State Police.
- Serves as the Freedom of Information Act (FOIA) officer for the Emergency Communications Center.

- Represents the City and participates in local, regional, state, and national organizations regarding a wide range of public safety communications matters.
- Coordinates with other departments to ensure that proper addressing is consistent among various City databases.
- Coordinates with other City staff to update and maintain GIS data and provides data for input into the City's GIS system.
- Prepares, implements, reviews, and revises Emergency Communications Center standard operating procedures and policies.
- Participates in emergency response operations as required in a declared emergency by City leadership.
- Manages grant projects from initiation to implementation.
- Performs the duties of a Communications Officer and Communications Supervisor when required.
- Addresses public and professional inquiries.
- Other duties as required.

NEW PAY GRADE: General – 17

FLSA DESIGNATION: Exempt

CLASS SPECIFICATION

Education & Directly Applicable Experience

High School diploma and five to less than seven years directly related experience or

Two years of college or Associate's Degree and three to five years directly related experience or

A Bachelor's Degree with at least two years directly related experience or

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Must possess training and experience as a Communications Supervisor and Communications Officer.

Must possess or be able to obtain all required certifications deemed necessary within a specified period of time.

Supervisory Controls

The work is performed very independently; the supervisor makes assignments by defining objectives, priorities and deadlines, and assists the employee with unusual situations, which do not have a precedent.

The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the job.

Supervision Given

This position supervises the following positions:

Communications Supervisor; Communications Officer; and Administrative Assistant

Guidelines

Procedures for doing the work have been established and a number of specific guidelines are available. These guidelines may be in the form of laws, regulations, statutes, commonly accepted operational principles, user's manuals, or any other sources from which direction or assistance may be inferred. The employee uses judgment in locating and selecting the most appropriate guidelines, references, and procedures for application and may make minor deviations to adapt the guidelines in specific cases or determine which of several established alternatives to use.

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The work product or service affects a wide range of organizational activities and/or the physical well being of a number of persons.

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The majority of personal contacts are with individuals or groups from outside the organization in a moderately unstructured setting or involve attempts to enforce ordinances, regulations, or rules where conflict or diverse interpretations may result.

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