



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Meeting

MEETING DATE: May 12, 2020

ITEM: First Reading of Ordinance No. 20-19

DEPARTMENT: City Manager/Human Resources

PROPOSED ACTION: This item is for first reading of Ordinance No. 20-19 to adopt a revised General Pay Plan Class and Salary Range that adds a new Geographic Information Systems Coordinator position, a new Human Resources Specialist position, and a new Office on Youth & Human Services Administrator position, along with corresponding job descriptions.

BACKGROUND: Ordinance NO. 20-19 provides for several position changes that are related to the FY 21 Budget. The ordinance provides for the addition of two positions to the City's pay plan and the re-grading of another position; and provides for approval of the corresponding job descriptions. The two new positions, a Geographic Information Systems Coordinator and a Human Resources Specialist, need to be incorporated into the City's pay plan, at grades 16 and 15, respectively. The proposed pay plan also changes and regrades the Director of Office on Youth & Human Services position to Office on Youth & Human Services Administrator at grade 17.

BUDGET/FINANCIAL IMPACT:

Funding for this item was: included not included in the current-year budget N/A

RECOMMENDATION: Staff recommends adoption of Ordinance No. 20-19 on First Reading to revise the General Pay Plan Class and Salary Range along with corresponding job descriptions.

ATTACHMENTS: Ordinance No. 20-19, Exhibit A – General Pay Plan Class and Salary Range, Geographic Information System Coordinator Job Description, Human Resources Specialist Job Description, and Office on Youth & Human Services Administrator Job Description.

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.