

**CITY OF COLONIAL HEIGHTS, VIRGINIA
PAY PLAN EFFECTIVE JULY 1, 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 Human Resources Specialist 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 Geographic Information System (GIS) Coordinator 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 Office on Youth & Human Services Administrator 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 Director of Finance Economic Development Administrator Police Captain
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.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)
COORDINATOR
JOB DESCRIPTION

Department: Information Technology
Reports to: Director of Information Technology

Overview: Plans for and implements all aspects of the City's Geographic Information System (GIS) and related projects, including identifying resources and establishing project objectives and timelines and developing standards for GIS deployment and use.

ESSENTIAL DUTIES

- Ensures the accuracy, maintenance and timely updates of the City's GIS data for both internal use and in fulfillment of state requirements.
- Develops standards and creates organizational structure for GIS deployment and use within the City.
- Reviews and assists City departments with GIS data acquisition and conversion and interfaces with City departments regarding future GIS projects.
- Provides GIS-related technical guidance and assistance to departments and ensures that City staff using GIS have training and technical support as needed.
- Provides the City's Public Safety systems with the most recent and accurate GIS data available and supports the City's Emergency Operations Center with mapping and other GIS resources.
- Coordinates GIS requests (including FOIA) and projects for business contacts and all public entities of the surrounding area.
- Coordinates development and release of approved types of GIS information for the general public.

- 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.
- Manages various types and formats of data and associated work flows.
- Coordinates the compilation, maintenance and distribution of data between databases, systems, software and resources.
- Addresses public and professional inquiries.
- Other duties as assigned.

NEW PAY GRADE: 16
FLSA DESIGNATION: Exempt

CLASS SPECIFICATION

Education & Directly Applicable Experience

High School diploma and over ten years directly related experience or

Two years of college or Associate's Degree and five to less than ten years directly related experience or

A Bachelor's Degree and two to five years directly related experience or

A Master's Degree and less than two years directly related experience or

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

Supervisory Controls

The work is performed under general supervision; the supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult or unusual assignments including suggested work methods or advice on source material available.

The employee uses initiative in carrying out recurring assignments independently but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for clarification and direction.

Supervision Given

This position does not supervise any other positions.

Guidelines

Guidelines are available, but are not completely applicable to the work or have major or structural gaps in their specificity. The employee uses judgment in interpreting and adapting guidelines such as organizational policies, regulations, precedents, and directions for application to specific cases or problems. The employee analyzes results and recommends changes.

Complexity

The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Decisions deal with major areas of uncertainty in approach, methodology or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological developments or conflicting requirements. The work requires originating new techniques, establishing criteria or developing new information.

Scope and Effect

The work product or service affects the work of other experts, the development of major aspects of programs or missions, or the well-being of substantial numbers of people.

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 involves moderate risks or discomforts which require special safety precautions. The employee may be required to use protective clothing or equipment such as masks, coats, boots, goggles, gloves, or shield.

HUMAN RESOURCES SPECIALIST
JOB DESCRIPTION

Department: Human Resources

Reports To: Director of Human Resources

Overview: Provides professional, technical and administrative assistance with routine and complex human resources programs and services.

ESSENTIAL DUTIES

- Assists with the administration of human resources management programs, to include benefits, recruitment and selection, staff development and training, classification and compensation, and workers' compensation.
- Assists with the implementation, monitoring, reporting and maintenance of employee benefits including new employee orientation, employment verifications, benefit changes, open enrollment, disability claims, retirement, separation, unemployment claims, and related matters.
- Provides customer service support to employees/retirees for benefit programs and serves as a liaison between benefit providers and employees/retirees; develops communication tools to enhance the understanding and delivery of benefits; and coordinates transfer of data to benefit program providers.
- Provides employee benefit information, updates and reports to Finance/Payroll on a regular basis as required.
- Assists with recruitment, selection, employment and onboarding processes and related tasks.
- Assists with the maintenance of an automated Applicant Tracking System (ATS); provides training and technical assistance for departments and applicants.

- Schedules and monitors citywide staff development and training programs, and maintains required databases and records.
- Maintains workers' compensation databases and records for claims processing and OSHA recordkeeping.
- Performs research, assists with requests for information, and compiles records to comply with subpoena and Freedom of Information Act (FOIA) requests.
- Prepares and processes federal and state reports.
- Establishes and maintains records and databases of activities and programs, and prepares regular and special reports.
- Assists with special projects, surveys, events and programs.
- Maintains and updates website and social media content.
- Prepares and maintains employee personnel records; handles and processes confidential and sensitive information; maintains confidential personnel files and records.
- Performs general administrative tasks; creates, updates and maintains paper and electronic filing systems, databases and other files; and prepares, distributes, and files correspondence, reports, and other documents.
- Coordinates, schedules, and maintains calendars of meetings and events.
- Addresses public and professional inquiries.
- Other duties as required.

NEW PAY GRADE: General – 15
FLSA DESIGNATION: Non-Exempt

CLASS SPECIFICATION

Education & Directly Applicable Experience

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

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

A Bachelor's Degree and less than two years related experience or

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

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 does not supervise any other positions.

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 both inside and 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 is generally performed in an office environment. Typically, the employee may sit to do the work. However, there may be some walking, standing, stooping, carrying of light items such as papers, books, or small parts, or driving an automobile. No special physical demands are required to perform the work.

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.

OFFICE ON YOUTH & HUMAN SERVICES ADMINISTRATOR
JOB DESCRIPTION

Department: Recreation & Parks

Reports To: Director of Recreation & Parks

Overview: Plans, coordinates, oversees and evaluates a variety of youth and human services functions, activities, programs and services.

ESSENTIAL DUTIES

- Provides leadership, planning, and financial oversight for Virginia Community Crime Control Act (VJCCCA), the Kids' Achieving Progress Afterschool Program (K.A.P.), and the Office on Youth.
- Develops, solicits, monitors, and executes grants.
- Participates in the development of the division's general budget and monitors expenditures.
- Directs community education activities and resources to increase awareness and understanding of available resources, issues and needs relating to youth and families in Colonial Heights.
- Assists the director in the development and implementation of division policies, priorities, goals, procedures, personnel, projects and responsibilities.
- Serves as the City's representative on the Children's Services Act (CSA) Policy and Management Team.
- Assesses and creates youth development and prevention programs based on identified needs.
- Supervises Family Assessment and Planning Team (FAPT) representative.
- Serves as the City's representative on various committees, boards and task forces.

- Serves as the liaison to the Youth Services Commission.
- Directs staff support for engagement of youth with the Youth Advisory Council.
- Oversees, supervises, trains, and evaluates the work of staff, including seasonal, interns and volunteers.
- Ensures that all activities are in accordance with applicable law, rules, and regulations.
- Supervises, trains, and evaluates the work of employees, part-time/seasonal staff, interns, and volunteers.
- Addresses public and professional inquiries.
- Other duties as assigned.

NEW PAY GRADE: General – 17
FLSA DESIGNATION: Exempt

CLASS SPECIFICATION

Education & Directly Applicable Experience

High School diploma and over ten years directly related supervisory experience or
A Bachelor's Degree and over five years directly related supervisory experience or
A Master's Degree and up to five years directly related professional experience or
Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

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:

Youth Program Coordinator, Youth Specialist, Part-time/Seasonal, Interns 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 includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Decisions deal with major areas of uncertainty in approach, methodology or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological developments or conflicting requirements. The work requires originating new techniques, establishing criteria or developing new information.

Scope and Effect

The work product or service affects the work of other experts, the development of major aspects of programs or missions, or the well-being of substantial numbers of people.

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 is generally performed in an office environment. Typically, the employee may sit to do the work. However, there may be some walking, standing, stooping, carrying of light items such as papers, books, or small parts, or driving an automobile. No special physical demands are required to perform the work.

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.