

CITY OF COLONIAL HEIGHTS, VIRGINIA
PAY PLAN EFFECTIVE JULY 1, 2021

EXHIBIT A

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE	
	MINIMUM	MAXIMUM
11	\$28,700	\$45,936
	\$29,274	\$46,855
		Deputy I
		Facilities/Groundskeeper I
		Meter Reader
		Public Works Technician
	Staff Assistant	
	Van Driver	
12	\$30,573	\$52,490
	\$31,185	\$53,540
		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	\$34,929	\$59,962
	\$35,628	\$61,162
		Animal Control Officer
		Cross-Connection Control Technician
		Deputy III
		Deputy Sheriff* (Starting salary: \$41,615 \$42,448)
		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 ~~\$68,517~~ **\$69,888**.

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE	
	MINIMUM	MAXIMUM
14	\$39,910	\$68,517
	\$40,709	\$69,888
	Administrative Assistant Administrative Services Deputy (Starting salary: \$44,690 \$45,584) 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: \$43,636 \$45,509) Financial Specialist I Heavy Truck/Bus Technician Horticulturist Museum Curator Permit Technician Procurement Specialist Public Works Foreman Recreation Specialist II Senior Automotive Mechanic Senior Traffic Technician Communications Officer (Starting salary: \$40,590 \$41,402) Youth Program Coordinator	
15	\$45,593	\$78,274
	\$46,505	\$79,840
	Combination Inspector Chief Deputy Circuit Court Clerk Communications Supervisor (Starting salary: \$46,125 \$49,400) Firefighter-EMT (Starting salary: \$46,125 \$47,048) Firefighter-Intermediate (Starting salary: \$48,431 \$49,400) Firefighter-Paramedic (Starting salary: \$50,853 \$51,871) Executive Assistant Financial Specialist II Human Resources Specialist Lieutenant Deputy Sheriff (Starting salary: \$47,765 \$48,721) Paralegal/Deputy City Clerk Police Detective (Starting salary: \$46,125 \$47,048) Police Officer (Starting salary: \$46,125 \$47,048) Recreation Specialist III Senior Center Senior Digital Resources Specialist Senior Engineering Technician (Starting salary: \$49,712 \$50,707) Utility Billing Supervisor	

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE	
	MINIMUM	MAXIMUM
16	\$52,093	\$89,429
	\$53,135	\$91,218
		Accountant
		Animal Control Supervisor
		Chief Deputy Sheriff
		Deputy Fire Marshall
		Financial Systems Analyst
		Fire Lieutenant (Starting salary: \$63,000)
		Geographic Information System (GIS) Coordinator
		Police Sergeant (Starting salary: \$63,000)
		Purchasing Agent
		Revenue Supervisor
	17	\$59,204
\$60,389		\$104,220
		Assistant Commonwealth's Attorney
		Automotive Maintenance Superintendent
		Battalion Chief (Starting salary: \$70,000)
		City Assessor
		Emergency Communications Center Manager
		Facilities Superintendent
		Information Systems Coordinator
		Office on Youth & Human Services Administrator
		Police Lieutenant (Starting salary: \$70,000)
		Project Coordinator
		Public Works Superintendent
18	\$68,000	\$116,736
	\$69,360	\$119,071
		Assistant Director of Planning & Community Development
		Assistant Director of Public Works – Engineering
		Assistant Director of Recreation & Parks
		Building Official
		Deputy Chief of Fire & EMS (Starting salary: \$82,500)*
		Deputy Chief of Police - Major (Starting salary: \$82,500)*
		Deputy Director of Finance
		Economic Development Administrator
		Police Captain (Starting salary: \$78,000)

*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 **at a rate not less than the starting rate above. The Deputy Chief of Fire & EMS will also be compensated at a rate not less than the starting rate above.**

GRADE	GENERAL PAY PLAN CLASS AND SALARY RANGE	
	MINIMUM	MAXIMUM
EXEC	\$82,000	\$141,182
	\$83,640	\$144,006
		Chief of Fire & EMS Chief of Police Director of Finance Director of Human Resources Director of Information Technology Director of Recreation & Parks Director of Planning & Community Development Director of Public Works/City Engineer Library Director
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 \$9.50 - \$11.00
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 \$9.50 - \$11.00
Recreation Assistant II	\$8.25 - \$9.00 \$10.00 - \$11.50
Recreation Assistant III	\$9.00 - \$10.00 \$10.50 - \$12.00
Recreation Assistant IV	\$10.00 - \$15.00 \$11.00 - \$15.00
Recycling Center Attendant	\$9.00 - \$11.00 \$9.50 - \$11.00
Senior Automotive Mechanic	\$20.00 - \$23.00
Site Supervisor	\$10.00 - \$12.00
Support Worker	\$7.50 - \$9.50 \$9.50 - \$11.00
Communications Officer	\$14.00 - \$17.00
Van Driver	\$10.00 - \$12.00
Temporary/Seasonal	\$7.25 - \$15.00 \$9.50 - \$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.

PERMIT TECHNICIAN
JOB DESCRIPTION

Department: Planning & Community Development

Reports To: Director of Planning & Community Development

Overview: Provides technical, administrative, operational, and clerical support to all divisions within the Planning & Community Development Department.

ESSENTIAL DUTIES

- Accepts, processes, and issues building and zoning permits; and assists builders, contractors, and property owners in making applications for various types of permits and advises applicants on requirements.
- Provides customer service for the public by email, online portal, telephone, and at the front counter to include conducting intake of code enforcement complaints, scheduling building inspections, and answering public inquiries.
- Maintains code enforcement, zoning enforcement, and building permit records in online database.
- Prepares and maintains legal documentation for code enforcement, zoning, and building inspection cases.
- Serves administrative role including drafting meeting minutes for the Planning Commission, Board of Zoning Appeals, Wetlands Board, and Board of Architectural Review.
- Conducts research and assists with responses to Freedom of Information Act (FOIA) requests.
- Performs office administration duties including requisitions, payroll, ordering office supplies, and monitoring department expenses and accounts.

- Addresses public and professional inquiries.
- Other duties as required.

PAY GRADE: General – 14
FLSA DESIGNATION: Non-Exempt

CLASS SPECIFICATION

Education & Directly Applicable Experience

High School diploma and seven to ten years related experience or

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

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

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

Must possess or obtain and maintain the DHCD Permit Technician Certification within 12 months of employment.

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 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 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 obtain, clarify, or give information regardless of the nature of the information, i.e. the data may range from easily understood to highly technical.

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.

STAFF ASSISTANT
JOB DESCRIPTION

Department: Police Department

Reports To: Police Captain

Overview: Provides administrative and clerical assistance to the Police Department.

ESSENTIAL DUTIES

- Develops, distributes, and files correspondence, reports, and other documents.
- Updates and maintains automated databases and spreadsheets.
- Prepares and distributes public information materials.
- **Assists volunteers when assigned to the animal shelter.**
- **Assists with animal adoptions when assigned to the animal shelter.**
- Addresses public inquiries.
- Other duties as assigned.

NEW PAY GRADE: General - 11

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 less than two years directly related
experience.

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 includes various duties involving different and unrelated processes and
methods. Decisions depend upon the analysis of alternative subjects, phases or issues
involved in each assignment. The work involves conditions and elements that must be
identified and analyzed to discern interrelationships.

Scope and Effect

The work product or service affects the design or operation of systems, programs, or
equipment; the adequacy of such activities as field investigations, testing operations or
research conclusions; or the social, physical and economic well being of a number of
persons.

Personal Contacts

The majority of personal contacts are with members of the general public, as individuals
or groups, in a moderately structured setting.

Staff Assistant

Job Description
7/1/2021

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Purpose of Contacts

The purpose is to obtain, clarify, or give information regardless of the nature of the information, i.e. the data may range from easily understood to highly technical.

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.