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Form and Correctness Approved: *BAP*

Contents Approved:

By: \_\_\_\_\_  
Office of the City AttorneyBy: \_\_\_\_\_  
DEPT. Budget and Strategic Planni

NORFOLK, VIRGINIA

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## Ordinance No.

AN ORDINANCE APPROVING AND ADOPTING THE FISCAL YEAR 2023 COMPENSATION PLAN FOR OFFICERS AND EMPLOYEES OF THE CITY, AMENDING AND REORDINAING THE NORFOLK CITY CODE 1979, AS AMENDED, AND APPROVING CRITERIA AND PROCEDURES FOR PAY SUPPLEMENTS FOR CERTAIN CONSTITUTIONAL AND STATE OFFICERS AND THEIR EMPLOYEES.

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BE IT ORDAINED by the Council of the City of Norfolk:

Section 1:- **City Compensation Plan.** That until otherwise changed by the Council, the pay ranges of the various officers and employees of the City, as set forth in this fiscal year 2023 Compensation Plan Ordinance, and the regulations, tables, appendices and other attachments to it (attachments), which are incorporated by reference, for the administration of the Plan are hereby approved, and said Plan is hereby adopted. No officer or employee of the City shall have the authority to amend revise or otherwise change any aspect of this Compensation Plan Ordinance or its attachments. Only the Council may establish or modify this Ordinance or its attachments. Only the Council may modify this Ordinance or its attachments, and then only by a new ordinance. Such Plan, as to the positions included, shall supersede and replace the fiscal year 2022 Plans approved and adopted by Ordinance No. 48,380, enacted May 11, 2021, and effective July 1, 2021.

Section 2:- **Salary Range Adjustments.** That effective July 1, 2022, each pay range minimum and pay range maximum of Plans 1, 2, , CCC, COR, CWA TRO, SHC, will be increased by at least two percent (2%). Pay range minimums and maximums will increase by two percent for general and constitutional officer employees. The Public Safety Pay Plan 5 will increase pay range minimums by two and a half percent (2.5%) and pay range maximums by at least five percent (5%), to the extent such increase is within the maximums set in the tables concerning their compensation

attached to this ordinance and approved by council. Any subsequent changes to the maximums shall be approved by council by an amending ordinance.

Section 3:- **Market Adjustments.** Because of this increase, the salary associated with a particular position may exceed the maximum pay grade and/or pay range associated with that position's classification by up to 25% without requiring the Council's adjustment of the pay grade or pay range attached to the entire classification.

Section 4:- **Salary Increases.** That effective July 2, 2022, pursuant to the attachments to this ordinance, certain classifications held by City employees will shift pay grades due to the market adjustments. Employees below the minimum pay of their new pay grade, will receive salary increases effective July 2, 2022 so as to increase their salaries to the minimum of their new pay grade.

Effective July 2, 2022, City employees, with the exception of sworn members of the departments of Police, Fire-Rescue, and Sheriff's Office, shall receive a five percent (5%) general wage increase (GWI). Officers appointed by the Council are authorized to receive a five percent (5%) salary increase effective July 2, 2022.

Effective July 2, 2022, sworn members of the departments of Police, Fire-Rescue, and Sheriff shall receive an increase equivalent to at least five percent (5%). Sworn members with at least six years of service as of July 1, 2022, shall receive an increase equivalent to at least seven and a half percent (7.5%) to the extent such increase is within the maximums set in the tables concerning their compensation attached to this ordinance and approved by council. Any subsequent changes to the maximums shall be approved by council by an amending ordinance. Sworn Police, Fire-Rescue, and Sheriff employees who are at or above the maximum of the respective pay range will receive a five percent (5%) general wage increase (GWI).

Section 5:- **Council and Council President.** That until otherwise changed by the Council, the salary of the Council President (Mayor) shall be \$27,000.00, and the salaries of all other members of Council shall be \$25,000.00, and are hereby approved and adopted. This ordinance and its attachments, as they pertain to the Council or the Council President, shall supersede and replace the fiscal year 2022 Compensation Plan Ordinance of the City of Norfolk, approved and adopted by Ordinance No. 48,380, enacted May 11, 2021, and effective July 1, 2021.

Section 6:- **Constitutional and State Officers and Employees - Pay Ranges.** That until otherwise changed by the Council, the pay ranges of various Constitutional and State officers and their employees, as set forth in this ordinance and its attachments, are hereby approved and adopted. This ordinance and its attachments, as they pertain to said officers and employees shall supersede and replace the fiscal year 2022 Compensation Plan Ordinance of the City of Norfolk, approved and adopted by Ordinance No. 48,380, enacted May 11, 2021, and effective July 1, 2021.

Section 7:- **Constitutional and State Officers and Employees - Change of Provisions.** That the Council shall have the right at any time to change the pay ranges, rates of pay, regulations and supplements set forth in the compensation plan or supplemental pay schedules adopted in the body of this ordinance or its attachments. Moreover, because the City salary supplements are only intended to grant the Constitutional and state officers and employees parity with City employees, whenever the State Compensation Board authorizes an increase to their salaries during the life of this ordinance, the City Manager shall apply that increase to the employee's State Compensation Board authorized salary, and so as to maintain parity, decrease the City's supplement in proportion to the State Compensation Board increase.

Section 8:- **Constitutional and State Officers and Employees - not City officers or Employees.** That notwithstanding the provisions of any ordinance, regulation or action by the Council, City Manager or the Civil Service Commission of the City of Norfolk to the contrary, codified or otherwise, the officers and employees of the various Constitutional and State offices whose salaries the City funds, regardless of whether the City funds 100% of their salaries or some smaller percentage and regardless of whether their date of hire is prior or subsequent to the date of the adoption of this ordinance, shall not be officers and employees of the City or eligible for any of the various rights that inure to the status of City employment, classified or otherwise. Unless their position is created and authorized by the Council of the City of Norfolk or in some cases, the City Manager and the City Attorney, and such creation is implemented in accordance with the Charter provisions, ordinances, rules and regulations governing employment with the City, such individuals working within such offices are not and shall not be deemed officers and employees of the City of Norfolk, but instead are and shall be deemed at will employees of the various Constitutional and State officers and offices, and they shall not, among other things, have any rights to utilize the City of Norfolk's Employee Grievance Procedure. All

attorneys licensed to practice law in Virginia or elsewhere who are either in the employment of the City or receiving salaries funded entirely by the City but employed by a Constitutional Officer shall be under the ultimate direction and control of the City Attorney and shall serve at his will. In the case of non-City employees whose attorney positions are entirely funded by the City, they shall receive their City-funded salaries at the will of the City Attorney, regardless of their actual employer.

Section 9:- **Special Fiscal Measures.** That in situations where the Council reduces its appropriations to fund the salaries and benefits of the workforce (for example, due to severe and on-going economic downturn), the City Manager may initiate a reduction in force. A reduction in force may be justified for various reasons or combinations of reasons, including but not limited to, an economic downturn; the reorganization for efficiency of some department, division or bureau of the City; or the elimination or revision of unnecessary or moribund classifications or positions. In addition, the salaries of all officers and employees, both City Employees and non-City Employees, covered by this ordinance or any of its attachments, including all pay tables, pay systems, pay schedules and pay structures, and its various compensation plan regulations, all of which are incorporated herein by reference, may be adjusted. However, those individuals, if any, whose positions are fully funded by the State Compensation Board shall receive an increase if the Board grants an increase funded entirely by the Commonwealth.

Section 10:- **Council Appointees.** That those Council Appointee listed in Section 11 of the Charter other than the City Manager and the City Attorney, and all officers and employees within their offices, shall be governed by this subsection, notwithstanding any to the contrary elsewhere in this ordinance or its attachments. This applies regardless of whether the member's position would be a classified position (a position within a classification created by the Civil Service Commission or the Director of Human Resources pursuant to the Commission's delegation) if it were within another Department of the City. Pursuant to Section 114 of the Charter and Chapter 2.1 of the City Code, all officers and employees working within those offices, which are the City Clerk, the City Constable (should the City ever return to appointing and hiring a City Constable and employees thereof), the City Assessor, and the City Auditor, are exempt from the classified service and serve at the will of their respective Council Appointee. This applies regardless of whether the officer or employee's position would be a classified position (a position within a classification created by the Civil Service Commission or the Director of Human Resources pursuant to the Commission's delegation) if it were

within another Department of the City. Decisions regarding any aspect of the compensation of the officers and employees of these offices shall be made by the Council Appointees heading those offices, except the total limit on compensation shall be subject to the limits on the funding of their offices as established in the Budget ordinances for the fiscal year governed by this ordinance and its attachments. The Council Appointee's discretion to make compensation decisions are restricted by all other general or special laws, including but not limited to, the Charter, the City Code, and applicable statutes and regulations of the Commonwealth of Virginia and the United States.

Section 11:- Department of Law. That the City Attorney, a Council appointee, is the head of the City's Department of Law. All Employees holding positions within the Department of Law are members of the Law Department and, serve under the sole authority and supervision and at the will of the City Attorney, pursuant to Section 114 of the City Charter and Chapter 2.1 of the City Code. This applies regardless of whether the member's position would be a classified position (a position within a classification created by the Civil Service Commission or the Director of Human Resources pursuant to the Commission's delegation) if it were within another Department of the City. All personnel decisions concerning members of the Law Department are at the discretion of the City Attorney. The only limit upon the discretion of the City Attorney in fixing compensation for the members of the law department shall be that established in the budget ordinances for the fiscal year governed by this ordinance and its attachments. Notwithstanding anything to the contrary elsewhere within this ordinance or its attachments, the following rules apply to the Department of Law and its members.

(A) Demotions. When the City Attorney demotes a member of the Law Department due to inadequate performance or for disciplinary reasons, the City Attorney may reduce that employee's salary to any specific dollar amount within the pay range attached to the position title to which the employee is demoted.

(B) Administrative Leave. The City Attorney is authorized to grant a period of leave with pay not exceeding two work weeks to any member of the Law Department who is a city attorney. The authorization of such leave for a new appointee shall be for facilitating recruitment and transition. The authorization of such leave for an existing appointee shall be based on the appointee's past year's work and performance. This leave must be taken within one year of being granted. Unused leave of this type shall not be paid out upon termination.

(C) New Appointees. The City Attorney may authorize the employment of a new member of the Law at any salary within the pay range assigned to the title. However, employment at a salary exceeding the minimum limit of the pay range shall be based on objective criteria.

(D) Overtime Eligibility. Members of the Law Department who are city attorneys are exempt from the overtime provisions of the Fair Labor Standards Act, and shall not be eligible for monetary overtime compensation or compensatory time off for hours worked beyond the normal workweek. Members of the Law Department who are not city attorneys are governed by the overtime provisions of the regulations for the administration of the General Compensation Plan and the Fair Labor Standards Act. All decisions authorizing overtime for members of the Law Department who are non-exempt under the Fair Labor Standards Act shall be made by the City Attorney.

(E) General Wage Increase. The City Council has appropriated a general wage increase of five percent (5%) effective July 2, 2022. Members of the Law Department are eligible for an increase in salary effective July 2, 2022, according to the following rules. The City Attorney shall review each member's salary for the purpose of making a compensation adjustment based on consideration of factors such as performance, market conditions and total increases authorized by the City Council for all other employees under this ordinance and its attachments. No member is guaranteed a general wage increase. No percentage increase shall exceed the maximum rate of that member's pay range. The total amount of general wage increases under this subsection shall not exceed the equivalent of the cost to give each of the members a five percent (5%) increase. Whether to give an increase and the amount of any individual member's increase are at the discretion of the City Attorney. Only members hired before June 30, 2022 are eligible for this increase. In addition to any compensation awarded the City Attorney elsewhere within this ordinance or its attachments, the City Attorney shall also be provided the use of a cell phone, an iPad and similar electronic devices.

(F) Bonuses. The City Attorney is authorized to recommend and approve bonuses for exceptionally meritorious service by any member of the Law Department. While bonuses are generally limited to no more than five percent (5%), the City Attorney may approve a higher percentage. Bonuses will not be included in an employee's base wages or retirement calculation.

(G) Administrative Pay Adjustments. The City Attorney may authorize one administrative pay adjustment per fiscal year for members of the Law Department for meritorious service demonstrated as an ongoing and continual basis. An administrative pay adjustment is an amount above the general wage increase provided in subsection (E) above.

(H) Reductions of Compensation. In addition to demotions, the City Attorney may reduce the compensation of any member of the Law Department who fails to perform satisfactory work. At any time during the effective duration of this ordinance and its attachments, the City Attorney may reevaluate the compensation of any member whose rate of compensation has been reduced pursuant to this subsection. If upon reevaluation the City Attorney finds that the member's work has improved, the City Attorney may approve an adjustment of that member's rate of compensation.

(I) Promotions. When a member of the Law Department is promoted, the City Attorney may increase the attorney's compensation to any specific dollar amount within the pay range assigned to the position title to which the promotion is made.

(J) Annual Leave, Leave Carryover and Leave Payout. Section 2-49 of the City Code, 1979, as amended, governs annual leave and its carryover for members of the Law Department. Any remaining accrued leave due a member of the Law Department who has left City service will be paid in the pay period following the last actual work day.

Section 12:- Constitutional Officers. Whereas, it is the desire of the Council of the City of Norfolk and the Constitutional Officers of the City of Norfolk that the compensation of certain officers and employees of these offices which is fixed by the State Compensation Board of the Commonwealth of Virginia pursuant to Virginia Code §15.2-1627.1, as amended, be supplemented; and

Whereas, Virginia Code §15.2-1605.1, as amended, authorizes the Council, in its discretion, to supplement the compensation of Constitutional Officers and their officers and employees in such amounts as it may deem expedient; and

Whereas, the supplementation of the compensation of officers and employees of these offices is not intended to and shall not constitute them employees of the City for any purpose and shall not authorize the application to them of any personnel policies of the City.



(A) Every officer or employee of the City's Constitutional Officers whose compensation is fixed by the State Compensation Board of the Commonwealth of Virginia shall in no event receive any lesser compensation than that fixed by said Board.

(B) The Constitutional Officers, whenever the compensation of an officer or employee of their office is increased by the State Compensation Board of the Commonwealth of Virginia to a sum exceeding the supplemented salary, shall take immediate action to notify the Director of Human Resources to adjust the compensation payable to such officer or employee so that it is not less than that fixed by the Compensation Board.

(C) Any compensation paid in accordance with this ordinance to an officer or employee of the City's Constitutional Officers in excess of the sum fixed by the State Compensation Board shall constitute a local supplement, to be payable entirely from the funds of the City appropriated for that purpose in the annual appropriations ordinance for fiscal year 2023.

(D) The appropriations made to fund these supplements and any payments made pursuant to such appropriations are conditioned upon this requirement: that the number of positions within each job title under the Constitutional Officers shall not be increased beyond the total established as of the effective date of this ordinance without the permission of the City Manager.

(E) The purposes of this ordinance and of the criteria and procedures it establishes are solely to supplement the compensation of the officers and employees of the Constitutional Officers, as authorized by Virginia Code §15.2-1605.1, as amended. Nothing contained herein or in any City ordinance shall alter the status of such persons as officers and employees of the Constitutional Officers, and not of the City of Norfolk, and any references to and/or applications of any City Compensation Plan or other City ordinance are solely for the purpose of administrative convenience in computing the amount of authorized supplements.

(F) The compensation of officers or employees of the City, if any, assigned to the supervision of the Constitutional Officers shall be governed solely by the City Compensation Plan and attachments.

(G) The total funding for salaries for any Constitutional Office shall not exceed the total authorized by the State

Compensation Board plus these authorized supplements. If at any time during the life of this ordinance the total salaries for any Constitutional Office exceeds the limits, the City Manager shall take immediate action to reduce that office's supplement.

(H) The supplements for each Constitutional Officer and his or her office shall be as set out in the City's Annual Appropriations Ordinance and may not be added to without a subsequent amendment of that ordinance. The payment of any supplements to a particular Constitutional Officer or his or her employees shall be conditioned on the full cooperation of that officer with the City Manager and the Director of Human Resources and their designees in providing all information necessary to include the Constitutional Officers and their employees in the City's systems for calculating the pay and benefits of those City, Commonwealth, or Constitutional Officer employees whose pay and benefits flow through the City's human resource and financial systems, including but not limited to such systems as PeopleSoft. In addition, these supplements may be reduced or eliminated at any time pursuant to other subsections of this ordinance and its attachments, so long as the salaries of the Constitutional Officers and their employees remain equal to or greater than those established by the general laws of the Commonwealth of Virginia.

Section 13:- **Director of Elections.** That every officer or employee of the Director of Elections shall be placed within the pay ranges provided in the attachments to this ordinance where appropriate to their pay rates. The salary of the Director of Elections shall be \$130,176.50 effective July 2, 2022. Salaries of officers and employees of the Director of Elections shall be increased by five percent (5%) effective July 2, 2022. Only officers and employees hired before June 30, 2022 are eligible for the increase. Nothing contained within this ordinance and its attachments shall alter the status of the Director of Elections and her officers and employees, and their inclusion herein is solely for administrative convenience. The daily compensation for Election Officers assigned to work at voting precincts shall be as follows: Chief Officer, two hundred fifty dollars (\$250) (to include training and delivery of election materials); Assistant Chief, two hundred dollars (\$200) (to include training); Pollbook Officer, one hundred seventy-five dollars (\$175) (to include training); Officer of Election, one hundred fifty dollars (\$150) (to include training); Election Page, one hundred twenty-five dollars (\$125) for full day or seventy-five (\$75) for half day. If the Assistant Chief is required to fill in for Chief Officer, he/she shall be compensated at Precinct Chief rate.

Section 14:- **Magistrates.** Whereas, Section 19.2-46.1 of the Code of Virginia, as amended, authorizes the governing bodies of counties and cities to supplement the compensation of magistrates so long as the total amount, Commonwealth salary plus City supplement, does not exceed fifty percent (50%) of the amount paid by the Commonwealth to any magistrate, and

Whereas, the Council considers it to be in the interests of the City that the compensation of magistrates be supplemented; now therefore, the Council ordains as follows:

(A) That the City shall supplement the fixed compensation paid by the Commonwealth of Virginia to the magistrates appointed to serve in the City of Norfolk in the amounts indicated below, the funds for such supplements having been heretofore appropriated in the annual appropriations ordinance of the City for fiscal year 2023. As provided in Section 19.2-46.1, referenced above, the governing body of any county or city may add to the fixed compensation of magistrates such amount as the governing body may appropriate with the total amount not to exceed fifty percent (50%) of the amount paid by the Commonwealth to magistrates, provided such additional compensation was in effect on June 30, 2008 for such magistrates and any magistrate receiving such additional compensation continues in office without a break in service. However, the total amount of additional compensation may not be increased after June 30, 2008. No additional amount paid by a local governing body shall be chargeable to the Executive Secretary of the Supreme Court, nor shall it remove or supersede any authority, control or supervision of the Executive Secretary or Committee on District Courts.

(B) That the City shall supplement the fixed compensation of each of the magistrates employed on or before June 30, 2008 by adding thereto a sum equal to ten percent (10%) of their fixed compensation, to be paid in quarterly installments.

(C) That the purpose of this ordinance is solely to supplement the compensation of the magistrates with funds of the City, up to the limit set by and as authorized by Section 19.2-46.1 of the Code of Virginia, as amended, and nothing contained herein shall alter the status of such persons as officers or employees of the Commonwealth and not of the City of Norfolk.

Section 15:- **Public Defenders.** Whereas Section 19.2-163.01:1 of the Code of Virginia, 1979, as amended, authorizes the governing bodies of any county or city to supplement the compensation of the public defender or any of his deputies or employees above the compensation fixed by the Executive Director

of the Virginia Indigent Defense Commission, in such amounts as it may deem expedient so long as such supplements are paid wholly from the funds of such county or city and meet other statutory requirements, and

Whereas the Council considers it to be in the interests of the City that the compensation of the public defender, his deputies, and employees be supplemented; now therefore, the Council ordains as follows:

- (A) That the City shall supplement the fixed compensation of the public defender, his deputies, and employees wholly from funds of the City previously appropriated in the annual appropriations ordinance of the City for fiscal year 2023 by adding to their compensation as fixed by the Executive Director of the Virginia Indigent Defense Commission on July 1, 2022, the additional sum of ten thousand dollars (\$10,000) to the public defender and his deputies (or other licensed attorneys he may employ) and five thousand dollars (\$5,000) to any of his employees who are not licensed attorneys, said supplements to be paid in quarterly installments;
- (B) That due to the privileged and protected nature of the attorney-client relations and the statutory scope of representation as provided in sections 19.2-157 and 19.2-163.3 of the Code of Virginia, 1950, as amended, the City shall not place any condition or requirement upon the receipt of such funds beyond those expressed elsewhere in this ordinance concerning the status of such officers and employees as not being City employees and concerning the reduction of supplements if the Commonwealth increases the base salaries of any supplemented positions during the City's fiscal year; and
- (C) That funds provided by the City under this section shall be paid directly to the employees. However, the City shall report to the Virginia Indigent Defense Commission of the amounts of any supplements so provided.

Section 16:- **City Code Amendment**. That subsections (a) and (b) of Section 2-48 of the Norfolk City Code, 1979, as amended, concerning holidays, are hereby amended and reordained in their

entirety to add one new subsection to section (a) granting eligible members of the classified (Charter Section 111) and unclassified (Charter Section 114) services of the City of Norfolk two additional Wellness days off with pay under certain circumstances, and to revise subsection (b) in conformance with the new provisions added to subsection (a), numbered and reading as follows:

Sec. 2-48 - Holidays

(a) Except as hereinafter provided, all members of the classified and unclassified services of the city shall receive the following holidays off with pay, as well as any other holidays designated by the council:

- (1) January first—New Year's Day.
- (2) Third Monday in January—Birthday of Dr. Martin Luther King, Jr.
- (3) Third Monday in February—Washington's Birthday.
- (4) Last Monday in May—Memorial Day.
- (5) June nineteenth—"Juneteenth Day" - celebrating the legal and practical end of human slavery within the United States.
- (6) July fourth—Independence Day.
- (7) First Monday in September—Labor Day.
- (8) The Tuesday following the first Monday in November—Election Day, for the right of citizens of a free society to exercise the right to vote.
- (9) November eleventh—Veteran's Day.
- (10) Fourth Thursday in November—Thanksgiving Day.
- (11) Fourth Friday in November—Day after Thanksgiving.
- (12) December twenty-fourth—Christmas Eve.
- (13) December twenty-fifth—Christmas Day.

- (14) Employee's birthday. Subject to the provisions of subsection (c), this holiday may be taken on the employee's birthday; however, the employee's department head may authorize the leave day to be taken at any time during the calendar year in which the birthday falls. New hires may take the birthday holiday in the initial calendar year only if their birthday occurs on or after their hire date.
- (15) Diversity day. One day of leave with pay (based on an employee's approved standard work schedule), on a day to be chosen during a calendar year by each individual employee, for all employees except fire-rescue employees on a twenty-four-hour shift schedule, who shall be granted twenty-four (24) hours of such leave. This day may be taken in half-day increments (based on an employee's approved standard work schedule). This day shall recognize the personal and religious diversity of the city's workforce. All such leave is to be taken at a time approved by the director or the director's designee(s) of the department concerned, consistent with the staffing and operational needs of the department.
- (16) Wellness days. Two days of leave with pay (based on an employee's approved standard work schedule), on days to be chosen during a calendar year by each individual employee, for all employees except fire-rescue employees on a twenty-four-hour shift schedule, who shall be granted one day (not two) consisting of twenty-four (24) hours of such leave. Such leave must be used in full-day increments. All such leave is to be taken at a time approved by the director or the director's designee(s) of the department concerned, consistent with the staffing and operational needs of the department.
- (b) Pursuant to section 15.2-1605 of the Code of Virginia, 1950, as amended, employees and deputies of the commissioner of the revenue and the treasurer shall receive all the holidays listed in subsection (a) off with pay except for birthday leave, diversity day leave and Wellness days. In addition, they shall receive those state holidays not listed in subsection (a), Election Day and Indigenous Peoples' Day (identified as Columbus Day/Yorktown Victory Day in

section 2.2-3300 of the Code of Virginia, 1950, as amended), off with pay. Also, city employees hired and permanently assigned to work for and under the supervision of the constitutional officers of the city or the circuit court judges of the city pursuant to Norfolk Charter Section 114 shall have all the holidays listed in subsection (a) off with pay except for Birthday, Diversity day, and Wellness days, and shall receive those state holidays not listed in subsection (a) but included in section 2.2-3300 of the Code of Virginia, 1950, as amended, off with pay.

Section 17:- **City Code Amendment.** That Chapter 2 of the Norfolk City Code, 1979, as amended, is amended and reordained in its entirety to add one new Code Section granting paid family leave to eligible members of the classified (Charter Section 111) and unclassified (Charter Section 114) services of the City of Norfolk, numbered and reading as follows:

Sec. 2-50.1 Paid Family Leave.

(a) In general.

All members of the classified and unclassified services of the City shall be eligible for Paid Family Leave (hereinafter "PFL") upon the occurrence of a qualifying event not exceeding a total of six (6) workweeks or 240 hours (or 312 hours for Sworn Fire-Rescue employees who work a 52-hour workweek). No employees shall be eligible for such leave more than one (1) time within the 12-month period beginning with the occurrence of a qualifying event. When granted, PFL shall run concurrently with leave granted pursuant to the Federal Family and Medical Leave Act, statute and regulations, as amended (hereinafter "FMLA") and the City Manager's Policy and Administrative Regulations Manual concerning FMLA, including but not limited to Policy 4.11, as amended (hereinafter "Policy 4.11").

All requests for PFL are subject to the conditions set out in this section and final approval by the Department of Human Resources. PFL shall be granted to City employees regardless of race, ethnicity, religion, gender, gender identity, sexual orientation, marital status, or any other status protected by the laws of the United States or the Commonwealth of Virginia law, or the ordinances of the City Council.

PFL leave shall consist of PFL - Bonding Leave and PFL Family Member Leave.

(b) PFL - Bonding Leave.

PFL - Bonding leave may be used for parent-child bonding in relation to child birth, adoption or foster care placement events that are approved under the FMLA and Policy 4.11. PFL - Bonding leave shall only be granted for one of the following reasons:

- (1) Bonding with a child, starting with the date of birth, where the City employee is the birthing parent, except that PFL cannot be taken during the same time period that the birthing employee is receiving any type of short-term disability or sick leave bank benefits following the birth of a child.
- (2) Bonding with a child, starting with the date of birth, where the City employee is not the birthing parent but the birthing parent and child reside with the City employee and the birthing parent is the spouse through marriage or domestic partner of the City employee.
- (3) Bonding with a child placed with the City employee as a result of adoption, or foster placement where the child is younger than age 18, starting with the date of adoption or foster care placement.

(c) PFL - Family Member Leave.

PFL- Family Member Leave may be used to care for a qualifying immediate household member or family member with a serious health condition as defined in the FMLA and Policy 4.11. For the purposes of PFL-Family Member Leave, qualifying immediate family members and immediate household members are defined as:

- (1) "Immediate Family Members" are City employees' parents (natural, adoptive or foster), spouses or domestic partners, children, siblings, and legal wards. City employees' relatives by adoption, step-relatives and foster families in the described relationships are also "Immediate Family Members."
- (2) "Immediate Household Members" are City employees' relatives, either by blood, adoption, or through a marriage or domestic partner, who are not "Immediate Family Members" but permanently



reside with City employees in their primary residence.

(d) Employee eligibility - initial conditions.

To be considered for any type of PFL, an eligible City employee must first be approved for FMLA leave and must have :

- (1) Worked for the City for at least 12 months;  
and
- (2) Worked for the City at least 1,250 hours over the past 12 months.

(e) Employee eligibility - additional conditions.

In addition to any other conditions upon eligibility, to be eligible for any type of PFL, City employees must meet the following conditions:

- (1) City employees must submit required documentation in accordance with the FMLA and Policy 4.11. When granted PFL it shall run concurrently with FMLA leave.
- (2) An eligible City employee who is the birthing, non-birthing, adoptive, or foster parent of a child may use PFL-Bonding leave for the purposes of bonding with that child.
- (3) An eligible City employee may use PFL-Family Member Leave for the purposes of assisting and responding to a qualifying family member with a serious illness or injury.
- (4) An eligible City employee may not use any type of PFL benefits for his or her own health condition(s).
- (5) When granted, PFL leave of any type must be taken within the 12-month period of the qualifying event. This 12-month period is measured the same as the 12-month period for qualifying absences under the FMLA and Policy 4.11.
- (6) Requests for any type of PFL leave must be submitted and approved in the same manner as other types of leave, but in the case of PFL leave thirty (30) days' advance notice is required. The Director of Human Resources may waive this deadline where unique circumstances prevent the employee from meeting it.

- (7) A City employee may not be absent from work beyond twelve (12) weeks in total while utilizing any type of PFL leave in combination with any other type of leave.
  - (8) PFL leave may be used intermittently if requested and approved under the FMLA and Policy 4.11. If taken intermittently, such leave must be taken in full day increments up to a total of six (6) workweeks or 240 hours (312 hours for Sworn Fire-Rescue employees who work a 52-hour workweek). If the employee requires additional leave once the 6-week PFL leave is exhausted, they must use their accrued leave.
  - (9) An eligible City employee may not use flexible or alternative work schedules beyond scheduled working hours to adjust PFL leave.
  - (10) An eligible City employee may not telework when on PFL leave.
  - (11) All types of PFL leave are provided with the continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.
  - (12) No type of PFL leave may accrue after a City employee's separation from employment. All previously granted PFL leave and PFL leave compensation ends upon a City employee's separation from employment. Upon a City employee's separation from employment, unused PFL leave is lost. It shall not be paid out in the form of terminal leave under Section 2-54 of the City Code, as amended, nor shall it be counted as creditable service towards retirement under Section 37-41 of the City Code, as amended, or any similar sections of the City Code.
  - (13) If both parents are employed by the City and meet all other eligibility criteria, each employee is separately entitled to up to 6 weeks of paid PFL leave.
- (f) Notice and Certification.
- (1) Employee Notice.
    - (A) A City employee seeking to use any type of PFL leave must provide thirty (30) days' advance notice of such leave, unless that deadline is waived by the Director of Human

Resources pursuant to other subsections of this Section.

- (B) A City employee must provide such initial notice to his or her supervisor and the Department Human Resources, using forms provided by Human Resources.
  - (C) Required PFL forms must be submitted to the Department of Human Resources along with required FMLA leave forms for each qualifying event.
  - (D) If the City employee is unable to provide thirty (30) days' notice, he or she must provide such notice as soon as is practical along with a request for a waiver, generally, either the same or next business day and must comply with their department's specific call-in procedures.
  - (E) Absent unusual circumstances, a waiver from the Director of Human Resources, City employees requesting any type of PFL leave must comply with all the City's procedural requirements for requesting leave.
- (2) Employer Notice.

The City shall simultaneously notify the employee of its approval or disapproval of both the PFL leave request, and the underlying FMLA leave request that is the PFL leave request is conditioned on.

Section 18:- That this ordinance and its attachments incorporated by reference shall be in effect from and after July 1, 2022, except those specific portions of either this ordinance or its attachments that express an effective date sometime after that date.

Form and Correctness Approved: *BAP*

Contents Approved:



By: \_\_\_\_\_  
Office of the City Attorney

By: \_\_\_\_\_  
DEPT. Budget and Strategic Planni

NORFOLK, VIRGINIA

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## Ordinance No.

THE FIRST ORDINANCE AMENDING AND REORDAINING THE FISCAL YEAR 2023 COMPENSATION PLAN ORDINANCE TO REVISE THE ORDINANCE BY ADDING A NEW SECTION 4.5 GUARANTEEING A LIVING WAGE, ITS SHERIFF'S SWORN PAY PLAN BY INCREASING CERTAIN PAY RANGES AND ADDING NEW POSITION TITLES WITH PAY RANGES, SECTION 11 OF ITS REGULATIONS REGARDING AUTOMATIC RECLASSIFICATIONS, ITS APPENDIX 2 BY ADDING A NEW CLASSIFICATION SPECIFICATION TITLE TO THE FIRE-RESCUE SUPPLEMENTS, ITS ALPHABETICAL CLASSIFICATION LISTING BY MODIFYING CERTAIN TITLES AND INCREASING OR LOWERING CERTAIN PAY RANGES, AND ITS PLAN 1 BY INCREASING THE PAY RANGE FOR GRADE 10.

- - -

BE IT ORDAINED by the Council of the City of Norfolk:

Section 1:- That the Fiscal Year 2023 Compensation Plan Ordinance, Ordinance No. 48,752 (passed May 11, 2022; effective July 1, 2022), is hereby amended and reordained for the first time since its passage to revise the ordinance by adding a new section 4.5 guaranteeing a living wage to full time City employees, its Sheriff's Sworn Pay Plan by increasing certain pay ranges and adding new position titles with pay ranges, Section 11 of its Regulations regarding automatic reclassifications, its Appendix 2 by adding a new classification specification title to the Fire-Rescue Supplements, its Alphabetical Classification Listing by modifying certain titles and increasing or lowering certain pay ranges, and its Plan 1 by increasing the pay range for Grade 10.

Section 2:- That this is accomplished by: (a) amending the original FY23 Compensation Plan Ordinance in its entirety to add a new section 4.5 guaranteeing a living wage of eighteen dollars (\$18) an hour to all full time City employees, authorizing the City Manager to make adjustments to City employee salaries as necessary to fulfill this guarantee, and attaching the new,

revised FY 23 Compensation Plan Ordinance for adoption in its entirety through this amending ordinance; (b) amending the table labeled "Sheriff's Sworn Pay Plan", as incorporated in the original FY'23 Compensation Plan Ordinance in its entirety, and incorporating by reference the new attached revised table in its entirety into the new, revised FY'23 Compensation Plan Ordinance; (c) amending Section 11 of the Regulations, as incorporated in the original FY'23 Compensation Plan Ordinance in their entirety, and incorporating by reference the new attached revised Regulations in their entirety into the new, revised FY'23 Compensation Plan Ordinance; (d) amending Appendix 2, as incorporated in the original FY'23 Compensation Plan Ordinance in its entirety, and incorporating by reference the attached new revised Appendix 2 in its entirety into the new, revised FY'23 Compensation Plan Ordinance; (e) amending the Alphabetical Classification Listing, as incorporated in the original the FY'23 Compensation Plan Ordinance in its entirety, and incorporating by reference the attached new revised Listing in its entirety into the new, revised FY'23 Compensation Plan Ordinance; and (f) amending Plan 1, as incorporated in the original FY'23 Compensation Plan Ordinance in its entirety, and incorporating by reference the attached new revised Plan 1 in its entirety into the new, revised FY'23 Compensation Plan Ordinance.

Section 3: - That this ordinance and its attachment shall be effective from and after July 1, 2022.

**FY 2023 Ordinance Pay Tables**

<b>Clerk of the Circuit Court (CCC) Pay Plan FY 2023 7/1/22 – 6/30/23</b>					
<b>Job Code</b>	<b>Classification Title</b>	<b>Salary Plan</b>	<b>Grade</b>	<b>Minimum</b>	<b>Maximum</b>
CC0007	Administrative Assistant - CC	CCC	5	\$48,478	\$77,495
CC0006	Administrative Manager - CC	CCC	6	\$58,623	\$93,720
CC0013	Applications Manager - CC	CCC	8	\$72,299	\$127,247
CC0011	Cashier - CC	CCC	2	\$38,440	\$61,504
CC0002	Chief Deputy Circuit Court	CCC	8	\$72,299	\$127,247
CC0001	Clerk of the Circuit Court	CCC	9	N/R	N/R
CC0004	Comptroller - CC	CCC	7	\$62,553	\$99,998
CC0012	Deputy Clerk I - CC	CCC	1	\$37,440	\$59,904
CC0010	Deputy Clerk II - CC	CCC	2	\$38,440	\$61,504
CC0009	Deputy Clerk III - CC	CCC	3	\$39,440	\$63,104
CC0008	In Court Clerk - CC	CCC	4	\$40,974	\$68,980
CC0005	Supervising Deputy Clerk - CC	CCC	6	\$58,623	\$93,720

<b>CCC Pay Schedule FY 2023 7/1/2 – 6/30/23</b>			
<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
1	\$37,440	\$48,672	\$59,904
2	\$38,440	\$49,972	\$61,504
3	\$39,440	\$51,272	\$63,104
4	\$40,974	\$54,977	\$68,980
5	\$48,478	\$62,987	\$77,495
6	\$58,623	\$76,172	\$93,720
7	\$62,553	\$81,275	\$99,998
8	\$72,299	\$99,773	\$127,247
9	N/R	N/R	N/R

**FY 2023 Ordinance Pay Tables**

<b>Commissioner of the Revenue (COR) Pay Plan FY 2023 7/1/22 – 6/30/23</b>					
<b>Job Code</b>	<b>Classification Title</b>	<b>Salary Plan</b>	<b>Grade</b>	<b>Minimum</b>	<b>Maximum</b>
CR0005	Administrative Manager - COR	COR	5	\$62,553	\$99,998
CR0006	Chief Deputy - COR	COR	6	\$72,299	\$127,247
CR0007	Commissioner of the Revenue	COR	7	N/R	N/R
CR0001	Deputy I - COR	COR	1	\$37,440	\$59,904
CR0002	Deputy II - COR	COR	2	\$41,776	\$72,854
CR0003	Deputy III - COR	COR	3	\$49,904	\$82,507
CR0004	Supervising Deputy - COR	COR	4	\$58,623	\$93,720

<b>COR Pay Schedule FY 2023 7/1/22 – 6/30/23</b>			
<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
1	\$37,440	\$48,672	\$59,904
2	\$41,776	\$57,315	\$72,854
3	\$49,904	\$66,205	\$82,507
4	\$58,623	\$76,172	\$93,720
5	\$62,553	\$81,275	\$99,998
6	\$72,299	\$99,773	\$127,247
7	N/R	N/R	N/R

**FY 2023 Ordinance Pay Tables**

<b>Commonwealth's Attorney (CWA) Pay Plan FY 2023 7/1/22 – 6/30/23</b>					
<b>Job Code</b>	<b>Classification Title</b>	<b>Salary Plan</b>	<b>Grade</b>	<b>Minimum</b>	<b>Maximum</b>
CA0004	Administrative Assistant - CWA	CWA	3	\$39,440	\$63,104
CA0012	Assistant Commonwealth's Attorney I	CWA	9	\$61,576	\$97,906
CA0013	Assistant Commonwealth's Attorney II	CWA	10	\$68,844	\$109,459
CA0014	Assistant Commonwealth's Attorney III	CWA	11	\$78,394	\$124,646
CA0016	Chief Deputy Commonwealth's Attorney	CWA	13	\$102,360	\$162,753
CA0017	Commonwealth's Attorney	CWA	14	N/R	N/R
CA0015	Deputy Commonwealth's Attorney	CWA	12	\$91,975	\$146,241
CA0011	Director of Communications - CWA	CWA	8	\$55,132	\$88,210
CA0010	Executive Secretary / Assistant - CWA	CWA	7	\$48,480	\$77,494
CA0009	Legal Administrator - CWA	CWA	8	\$55,132	\$88,210
CA0008	Legal Assistant - CWA	CWA	6	\$42,559	\$68,033
CA0006	Legal Secretary I - CWA	CWA	2	\$38,440	\$61,504
CA0007	Legal Secretary II - CWA	CWA	4	\$40,440	\$64,704
CA0005	Paralegal - CWA	CWA	4	\$40,440	\$64,704
CA0019	Public Information Specialist - CWA	CWA	4	\$40,440	\$64,704
CA0001	Victim / Witness Program Advocate	CWA	1	\$37,440	\$59,904
CA0002	Victim / Witness Program Assistant Director	CWA	2	\$38,440	\$61,504
CA0018	Victim / Witness Program Coordinator	CWA	4	\$40,440	\$64,704
CA0003	Victim / Witness Program Director	CWA	6	\$42,559	\$68,033

<b>CWA Pay Schedule FY 2023 7/1/22 – 6/30/23</b>			
<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
1	\$37,440	\$48,672	\$59,904
2	\$38,440	\$49,972	\$61,504
3	\$39,440	\$51,272	\$63,104
4	\$40,440	\$52,572	\$64,704
5	\$41,440	\$53,872	\$66,304
6	\$42,559	\$55,296	\$68,033
7	\$48,480	\$62,987	\$77,494
8	\$55,132	\$71,671	\$88,210
9	\$61,576	\$79,741	\$97,906
10	\$68,844	\$89,151	\$109,459
11	\$78,394	\$101,520	\$124,646
12	\$91,975	\$119,108	\$146,241
13	\$102,360	\$132,556	\$162,753
14	N/R	N/R	N/R



**FY 2023 Ordinance Pay Tables**

<b>Treasurer (TRO) Pay Plan FY 2023 7/1/22 – 6/30/23</b>					
<b>Job Code</b>	<b>Classification Title</b>	<b>Salary Plan</b>	<b>Grade</b>	<b>Minimum</b>	<b>Maximum</b>
TR0003	Administrative Manager - TR	TRO	5	\$62,553	\$99,998
TR0012	Chief Deputy - TR	TRO	6	\$72,299	\$127,247
TR0013	City Treasurer	TRO	7	N/R	N/R
TR0005	Deputy I - TR	TRO	1	\$37,440	\$59,904
TR0006	Deputy II - TR	TRO	2	\$41,776	\$72,854
TR0007	Deputy III - TR	TRO	3	\$45,571	\$82,507
TR0010	Deputy IV - TR	TRO	4	\$58,623	\$93,720
TR0001	Supervising Deputy - TR	TRO	4	\$58,623	\$93,720

<b>TRO Pay Schedule FY 2023 7/1/22 – 6/30/23</b>			
<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
1	\$37,440	\$48,672	\$59,904
2	\$41,776	\$57,315	\$72,854
3	\$45,571	\$64,039	\$82,507
4	\$58,623	\$76,172	\$93,720
5	\$62,553	\$81,275	\$99,998
6	\$72,299	\$99,773	\$127,247
7	N/R	N/R	N/R

**FY 2023 Ordinance Pay Tables**

**Sheriff's Civilian (SHC) Pay Plan  
FY 2023 7/1/22 – 6/30/23**

<b>Job Code</b>	<b>Classification Title</b>	<b>Salary Plan</b>	<b>Grade</b>	<b>Minimum</b>	<b>Maximum</b>
SC0028	811 Food Service Manager	SHC	10	\$40,974	\$65,134
SC0029	811 Food Service Worker	SHC	5	\$38,190	\$61,104
SC0012	Assistant Inmate Classification Manager	SHC	11	\$45,174	\$71,810
SC0007	Assistant Procurement Specialist	SHC	9	\$39,190	\$62,704
SC0030	Civilian Court Security Screener	SHC	5	\$38,190	\$61,104
SC0044	Clinical Mental Health Professional	SHC	13	\$49,805	\$79,171
SC0019	Corrections Director	SHC	16	\$56,531	\$89,866
SC0031	Counselor - SC	SHC	8	\$38,940	\$62,304
SC0013	Education Program Manager	SHC	11	\$45,174	\$71,810
SC0008	Education Programs Specialist	SHC	10	\$40,974	\$65,134
SC0005	Electronic Surveillance Supervisor	SHC	7	\$38,690	\$61,904
SC0032	Executive Assistant - SC	SHC	10	\$40,974	\$65,134
SC0033	Facilities Manager - SC	SHC	16	\$56,531	\$89,866
SC0034	Fiscal Manager	SHC	14	\$52,294	\$83,131
SC0022	Fleet Coordinator - SC	SHC	4	\$37,940	\$60,704
SC0009	Grievance Coordinator	SHC	10	\$40,974	\$65,134
SC0035	HR Administrator - SC	SHC	16	\$56,531	\$89,866
SC0016	Human Resources & Budget Director	SHC	14	\$52,294	\$83,131
SC0020	Information Technology Systems Director	SHC	17	\$63,184	\$101,008
SC0015	Inmate Classification Manager	SHC	13	\$49,805	\$79,171
SC0010	Inmate Classification Specialist	SHC	10	\$40,974	\$65,134
SC0023	Inmate Rehabilitation Coordinator	SHC	12	\$47,151	\$75,549
SC0024	Investigations Director	SHC	14	\$52,294	\$83,131
SC0017	Legal Counsel	SHC	15	\$53,840	\$85,592
SC0036	Library Assistant - SC	SHC	3	\$37,690	\$60,304
SC0042	Local Inmate Data System Technician	SHC	9	\$39,190	\$62,704
SC0025	Maintenance Mechanic - SC	SHC	4	\$37,940	\$60,704
SC0037	Maintenance Mechanic II - SC	SHC	7	\$38,690	\$61,904
SC0006	Microcomputer Systems Analyst - SC	SHC	8	\$38,940	\$62,304
SC0018	Network Engineer - SC	SHC	16	\$56,531	\$89,866
SC0026	Payroll & Benefits Coordinator	SHC	8	\$38,940	\$62,304
SC0011	Procurement Specialist - SC	SHC	10	\$40,974	\$65,134
SC0043	Professional Standards Office Analyst	SHC	10	\$40,974	\$65,134
SC0038	Property Technician - SC	SHC	4	\$37,940	\$60,704

**FY 2023 Ordinance Pay Tables**

<b>Sheriff's Civilian (SHC) Pay Plan (continued)</b>					
<b>FY 2023 7/1/22 – 6/30/23</b>					
<b>Job Code</b>	<b>Classification Title</b>	<b>Salary Plan</b>	<b>Grade</b>	<b>Minimum</b>	<b>Maximum</b>
SC0014	Public Affairs Officer	SHC	11	\$45,174	\$71,810
SC0039	Public Relations Assistant - SC	SHC	7	\$38,690	\$61,904
SC0001	Records Clerk	SHC	2	\$37,440	\$59,904
SC0040	Records Clerk II	SHC	7	\$38,690	\$61,904
SC0002	Secretary I	SHC	3	\$37,690	\$60,304
SC0003	Secretary II	SHC	5	\$38,190	\$61,104
SC0004	Secretary to the Sheriff	SHC	6	\$38,440	\$61,504
SC0021	Sheriff	SHC	18	N/R	N/R
SC0027	Staff Accountant	SHC	10	\$40,974	\$65,134
SC0041	Work Release Van Driver	SHC	6	\$38,440	\$61,504

<b>SHC Pay Schedule</b>			
<b>FY 2023 7/1/22– 6/30/23</b>			
<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
1	N/A	N/A	N/A
2	\$37,440	\$48,672	\$59,904
3	\$37,690	\$48,997	\$60,304
4	\$37,940	\$49,322	\$60,704
5	\$38,190	\$49,647	\$61,104
6	\$38,440	\$49,972	\$61,504
7	\$38,690	\$50,297	\$61,904
8	\$38,940	\$50,622	\$62,304
9	\$39,190	\$50,947	\$62,704
10	\$40,974	\$53,054	\$65,134
11	\$45,174	\$58,492	\$71,810
12	\$47,151	\$61,350	\$75,549
13	\$49,805	\$64,488	\$79,171
14	\$52,294	\$67,712	\$83,131
15	\$53,840	\$69,716	\$85,592
16	\$56,531	\$73,198	\$89,866
17	\$63,184	\$82,096	\$101,008
18	N/R	N/R	N/R

**FY 2023 Ordinance Pay Tables**

<b>Sheriff's Sworn Pay Plan FY 2023 7/1/22– 6/30/23</b>					
<b>Job Code</b>	<b>Classification Title</b>	<b>Salary Plan</b>	<b>Grade</b>	<b>Minimum</b>	<b>Maximum</b>
SS0001	Deputy Sheriff (Recruit)	5	1	\$43,260	\$43,260
SS0002	Deputy Sheriff	5	3	\$47,073	\$71,415
SS0004	Deputy Sheriff (Corporal)	5	4	\$52,105	\$79,002
SS0011	Deputy Sheriff (Senior)	5	4	\$52,105	\$79,002
SS0003	Deputy Sheriff (Master)	5	5	\$56,377	\$85,478
SS0005	Deputy Sheriff (Sergeant)	5	6	\$56,377	\$85,478
SS0006	Deputy Sheriff (Lieutenant)	5	7	\$57,591	\$87,319
SS0007	Deputy Sheriff (Captain)	5	8	\$83,085	\$114,194
SS0009	Deputy Sheriff (Lieutenant Colonel)	5	9	\$93,487	\$128,490
SS0010	Deputy Sheriff (Colonel)	5	11	\$113,071	\$140,958

**Sheriff Supplements**

Sworn Sheriff personnel assigned to the following special duty assignments shall receive the specified amounts, in addition to their regular pay rates, for the duration of such assignments:

<b>Assignment</b>	<b>Amount</b>	<b>Eligibility</b>	<b>Other Information</b>
Emergency Response Team	\$150/month	As assigned	For duration of assignment
Honor Guard	\$50/month	As assigned	For duration of assignment
Clothing Allowance	\$65/month	As assigned	For duration of assignment
High Constable Supplement	\$1562.50/month	Sheriff	For duration of assignment
Bilingual pay	\$30/month	As assigned	Assist with serving the increasing population of Hispanic citizens.
Education Pay	\$42/month	As assigned	Associate's or Bachelor's degree from an accredited college or university in any program certified by the Sheriff as relevant to the performance of the employee's position. Limited to no more than one supplement, regardless of the number of degrees.
Field Training Instructor	\$80/month	As assigned	For duration of assignment

### FY 2023 Ordinance Pay Tables

Assignment	Amount	Eligibility	Other Information
Drug Dog Handler	\$80/month	As assigned	For duration of assignment; stipend to defray dog care related expenses; not included in calculation of regular rate of pay, consistent with FLSA.

# REGULATIONS FOR THE ADMINISTRATION OF THE FY 2023 COMPENSATION PLAN

## **Section 1. Authority and Discretion**

(1) This compensation plan applies to all employees who hold classifications within this plan for the City of Norfolk. No officer or employee of the City shall have the authority by reference, omission, or error to change the content and administration of the City of Norfolk Compensation Plan.

(2) The City Attorney has the same authority and discretion as the City Manager for classifications that fall under the Department of Law.

## **Section 2. Classification Updates**

(1) Deletions - The elimination of a classification is due primarily to efficiency and effectiveness. Affected employees shall be governed by the reduction-in-force provisions.

(2) Additions – The City Manager or designee is authorized to create classifications during the fiscal year, as determined by operational needs.

## **Section 3. Constitutional and State Board Appointed Employees**

This Compensation Plan assigns pay grades to certain class titles applicable only to persons who are not employees of the City, but who are employed by other governmental officials, such as those of the Director of Elections. In addition, certain class titles listed in this Compensation Plan may be assigned not only to persons who are City employees, but also to certain other persons not employed by the City. Nothing in this Compensation Plan is intended to alter the employment status of persons employed by officials or entities other than the City of Norfolk and inclusion of class titles applicable to such persons in this Plan shall not have that result. Although the pay grades, pay rates and regulations contained in this Plan may be used by governmental officials and entities other than the City, at their discretion, with respect to the compensation of their employees, no such application shall be deemed to render such persons City employees, or to grant them any rights applicable to City employees.

## **Section 4. Definitions**

**"Classification"** - A group of positions or other employments authorized by ordinance, e.g., special projects, which are sufficiently alike in duties and responsibilities that they are placed in the same classification specification by the Civil Service Commission and described by the same title and assigned to the same pay grade in this Compensation Plan. In the case of positions exempted from the classified service, the term "classification" is used for convenience only, as the Civil Service Commission has no authority in relation to such positions.

**"Classified"** – All classes of positions that have certain rights and privileges.

**"Employee"** - As used in these regulations, includes employees and officers of the City whose compensation is specified in this Compensation Plan.

**"FLSA"** - The Fair Labor Standards Act.

**"Exempt Employees"** - Employees who are not covered by or are exempted from the minimum wage and overtime provisions of the Fair Labor Standards Act.

**"Non-exempt Employees"** - Employees who are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.

**"Pay Grade"** - A series of specific pay rates assigned to a classification as the compensation for that classification.

**"Pay Rate"** - A specific dollar amount, expressed as either an annual or hourly rate as shown in the Compensation Plan schedules.

**"Regular Rate of Pay"** - An hourly rate for non-exempt employees determined by dividing total remuneration for employment (calculated in accordance with the FLSA) in any work week by the total hours worked, or, in the case of fire protection/emergency medical, or law enforcement employees, by the number of hours in the applicable declared work period established pursuant to Section 7(k) of the FLSA and Section 9.1-701 of the Virginia Code.

**"Red-Circle"** - A designation for salaries that exceed the maximum of a specified pay range. Incumbents with salaries above the maximum are frozen. Any additional compensation awarded to frozen "Red-Circle" employees will be in the form of a bonus until if and when scale adjustments bring the salary back under the maximum. No new salary adjustment exceeding the maximum will be permitted moving forward for all other employees.

**"Unclassified"** – All classes of positions that serve at the will of the city.

#### **Section 5. Demotions**

(1) The salary of an employee demoted will be reduced by at least 5% within the new pay range not to exceed the maximum salary of the new pay range.

(2) When an employee is demoted during a promotional probationary period, the salary shall be reduced to the pay rate formerly received prior to promotion.

#### **Section 6. Salary Adjustments**

(1) Bonus - The department head is authorized to recommend and approve bonuses for good cause shown, including, but not limited to, exceptionally meritorious service on a non-recurring basis, if funds are available within departmental salary accounts. Bonuses are limited to no more than five percent (5%) up to a maximum of \$5000, the City Manager or designee can approve a higher amount. Bonuses will not be included in an employee's base wages or retirement calculation.

(2) Police Officer Retention Bonus Program - All Officers wishing to participate in this Bonus Program must first execute a contract delineating their rights and duties under this Program.

This Section 6 of the Regulations, as with all provisions of the Annual Compensation Plan (ordinance and exhibits including Regulations), is effective until Council's approval of a new Compensation Plan, or its amendment to the current Compensation Plan.

(a) Qualifying Groups

i. Captains to Lieutenants

All current sworn officers within this group may sign during the life of this Compensation Plan (Ordinance and exhibits including Regulations, as amended), a five-year commitment to continue employment as a Norfolk Police Officer and receive a bonus as provided for by this regulation and its associated contract. Individual bonuses will be established in the contracts based on the number of police officer vacancies but will be not more than eight thousand dollars (\$8,000) each.

ii. Sergeants and below excluding Police Recruits

All current sworn officers within this group may sign during the life of this Compensation Plan (Ordinance and exhibits including Regulations, as amended) a five-year commitment to continue employment as a Norfolk Police Officer and receive a bonus as provided for by this regulation and its associated contract. Individual bonuses will be established in the contracts based on the number of police officer vacancies but will be not more than twelve thousand dollars (\$12,000) each.

iii. Police Recruits

All Officers hired into the Police Recruit classification who successfully complete the Academy during the effective life of this Compensation Plan (ordinance and exhibits including Regulations, as amended) and are automatically reclassified into Police Officer 1 positions may choose:

1. To immediately sign a five-year commitment and receive a bonus as provided for by this regulation and its associated contract Individual bonuses will be established in the contracts based on the number of police officer vacancies but will not be more than five thousand dollars (\$5,000) each.

2. To sign no immediate five-year commitment. Such officers may be eligible to later sign a five-year commitment after their one-year probationary period as a Police Officer ends, depending on the then current Compensation Plan (ordinance and exhibits including Regulations, as amended). Individual bonuses will be established in the contracts based on the number of police officer vacancies but will be the same as for those in Qualifying Group (b).

(b) Program Specifics



- i. Officers' bonuses will vest gradually over a period of five years at the rate of 20% (percent) per year.
- ii. Officers voluntarily separating from City employment must repay unvested portions of their bonuses.
- iii. Officers terminated for cause must repay unvested portions of their bonuses.
- iv. Officers' Five-year commitment cannot be prorated for planned retirement.
- v. Officers' years worked while in DROP will not count towards five-year commitment.
- vi. Officers' time spent on active duty if recalled to active military duty will count towards five-year commitment.

(c) Exceptions to Repayment Provision

Repayment is not required under these circumstances, upon an Officer's provision of adequate proof of the circumstances (adequacy to be determined by City):

- i. An Officer's spouse or partner in the military is transferred to a new duty station more than 50 miles from Norfolk.
- ii. An Officer's spouse or partner receives a verified job offer more than 50 miles from Norfolk.
- iii. An Officer's resignation when required to provide long-term care to a sick family relation. Family relationships eligible for this exception shall be those for which an Officer could take sick leave to care for pursuant to Section 2-50 of the Norfolk City Code (1979), as amended.
- iv. An Officer's developing a health condition preventing carrying out their duties if that condition could not be accommodated for pursuant to the Americans with Disabilities Act.
- v. An officer's Position being eliminated as part of a Reduction in Force.

- (3) Referral Bonus - An incentive to current employees who refer applicants who are selected and successfully hired. The two-part referral bonus award payment will be authorized by the Human Resources Director in conjunction with the Finance Director. The first payment will be after the referred candidate is hired and completes 60 days of continuous employment in good standing. After the non-sworn referred candidate successfully completes their Probationary Period (or after six (6) months if there is no probationary period), or the sworn referred candidate successfully completes their recruit academy in good standing with no corrective/disciplinary action, the employee responsible for the referral will receive the second half of the award. For each full-time non-sworn position filled, the employee will receive \$3,000.00. General Employees are

also eligible for the \$5,000 police officer referral program if they refer candidates for vacant police officer positions.

- (4) Signing Bonus - An incentive paid to a new employee to join the City. The two-part signing bonus award payment will be authorized by the Director of Human Resources in conjunction with the Director of Finance. The first payment will be after the new employee is hired and completes 60 days of continuous employment. After successfully completes their Probationary Period (or after six (6) months if there is no probationary period), or the new sworn employee successfully completes their recruit academy in good standing with no corrective/disciplinary action, the employee responsible for the referral will receive the second half of the award. Each successful candidate will receive \$5,000.
- (5) Merit Increase – When recommended in writing by a department head, supported by a performance agreement, endorsed by the Director of Human Resources, and available funds are certified by the Director of Budget and Strategic Planning, the City Manager or designee may authorize one administrative pay adjustment per fiscal year, for meritorious service demonstrated by an employee on an ongoing and continual basis. A performance evaluation conducted within the past 12 months must be included with merit increase requests.
- (6) The City Manager or designee may authorize special assignment pay not to exceed pay grade maximum, when an employee is assigned additional duties that are significantly outside of their normal job responsibilities for at least fifteen (15) days. When the special assignment is discontinued, an employee's compensation shall revert to the salary previously paid prior to such assignment.
- (7) Employees in step based pay plans may receive step increases on a schedule as determined by City Manager or designee.
- (8) All pay changes or adjustments shall become effective on the first day of the respective pay period that follows the approval of the City Manager or designee, unless otherwise specified. If the approval date and the first day of the respective pay period coincide, the adjustment shall become effective on that date.
- (9) In the event that the federal or state minimum wage rate is higher than the minimum of the pay grade, all employees will be paid at least the federal or state minimum wage rate, whichever is greater.
- (10) When the minimum pay rate in a pay grade for any Division of Social Services classification is below the minimum salary mandated for that classification by the Commonwealth of Virginia, the City Manager or designee shall increase the compensation to the Commonwealth-specified minimum salary.
- (11) The City Manager or designee may disburse funds in support of a pay-for-performance initiative.

## **Section 7. Inclusiveness of Specified Compensation**

The rates of compensation specified in these regulations and the other tables, appendices and attachments to the Compensation Plan ordinance, for the positions with the classifications listed

constitute the total monetary compensation of the regular, full-time employees and officers holding such positions as members of the classified or unclassified service and of those holding them as members of neither service (e.g., special project employees). Also, to the extent funds are available, the City Manager or designee may provide payment and/or reimbursement of monies authorized in advance and incurred as an incident of employment related to attraction, retention, motivation and/or development.

The following additional compensation for Council Appointees are as follows:

(1) The City Manager:

- (a) the use of a City car or to receive a monthly car allowance of \$833.33. If the car allowance is elected, that supplemental pay shall be counted as earnable compensation for the calculation of retirement pension benefits;
- (b) a contribution in the amount of \$24,500 to the City Manager's section 401 account;
- (c) payment of health, dental and vision insurance premium costs;
- (d) payment of disability insurance premium costs;
- (e) payment of mandated Virginia Retirement System life insurance premium costs;
- (f) enrollment fees for membership into three professional organizations; and
- (g) severance payment, in addition to payout of leave balances, if involuntarily terminated for any reason other than malfeasance or a criminal offense, in the following amounts: if terminated during the first two years of employment, one year of severance pay at current rate; if terminated during the third year or any time thereafter, nine months of severance pay at current rate.

(2) The City Attorney:

- (a) the use of a City car or to receive an annual car allowance of \$10,000 paid bi-weekly at an approximate rate of \$384.61. This supplemental pay shall be counted as earnable compensation for the calculation of retirement pension benefits;
- (b) a contribution into a 457 account in an amount equal to the maximum allowable, including "catch up" contributions and cost of living adjustments. Such contributions will be considered earnable compensation for the calculation of retirement pension benefits. All such contributions shall be payable in their entirety on or before January 1, 2023.
- (c) As legal counsel to the police and fire-rescue departments, the City Attorney shall have a retirement determined by subsection (p) of City Code Section 37-61, which in accordance with Section 143 of the Norfolk City Charter cannot be reduced to the extent it has accrued.

## **Section 8. New Hire Compensation**

(1) Every person whose position is included within a classification listed in this Compensation Plan, shall be employed at the minimum rate of the pay grade established for the classification, except as otherwise provided, subject to the availability of funds.

In the case of a new appointee whose experience and qualifications exceed the minimum qualifications for the position:

- A department director may authorize an initial salary up to 15% above the minimum of the pay range for the position.
- The Director of Human Resources may authorize an initial salary up to the midpoint of the pay range.
- The City Manager or designee may authorize a salary beyond the midpoint of the pay range.
- The City Council, in cases of persons whose appointments it confirms, may authorize employment at any rate in such pay grade.

(2) Persons initially employed in Special Project status who move to a permanent position of the same title and grade in the classified service pursuant to the rules and with the approval of the Civil Service Commission, shall have no change in compensation.

## **Section 9. Overtime and Related Provisions**

### **(A) General Provisions**

(1) No employee shall be entitled to or shall receive any additional monetary compensation or shall be granted any compensatory time off for hours of work in excess of the standard work day, as defined in Section 2-47 of the City Code, except as provided herein.

(2) For the purposes of determining eligibility for compensation for overtime work, City employees are assigned to two eligibility categories:

(a) Non-Exempt – Employees, who under the FLSA, are required to receive monetary compensation or compensatory time for overtime work in accordance with the FLSA:

i. at the rate of one and one-half times their regular rate of pay, or compensatory time equal to one and one-half times the number of hours actually worked in excess of 40 hours in a work week; or

ii. in the case of fire protection and law enforcement personnel on a work period between 7 and 28 days, at a rate established pursuant to 29 U.S.C. §207(k) of the Federal Code and §9.1-701 of the Virginia Code.

(b) Exempt - Employees who are exempt from the FLSA and are not eligible to receive either monetary overtime compensation or compensatory time off for overtime work.

(3) Non-exempt employees will be eligible for monetary overtime compensation or compensatory time off when, by reason of necessity or emergency, they are required to work in excess of 40 hours per week, or for fire protection and law enforcement personnel, in excess of the rate established pursuant to 29 U.S.C. §207(k) of the Federal Code and §9.1-701 of the Virginia Code.

(a) All periods of paid leave should be counted towards eligibility of overtime for sworn public safety employees.

(b) Paid time off will not be counted as hours worked toward achieving eligibility for overtime status for non-sworn employees in accordance with the Fair Labor Standards Act.

(4) Department heads or their designees are authorized to approve overtime work for non-exempt employees. An agreement between department heads or their designees and the individual employee must be reached prior to performance of overtime work, if compensatory time is to be given in lieu of monetary overtime.

(5) Compensatory time is subject to the following limits:

(a) Eligible non-sworn employees may not accrue more than 240 hours of compensatory time (160 hours of actual overtime worked). Employees who have accrued 240 hours of compensatory time off will be paid monetary overtime for additional overtime hours of work.

(b) Sworn employees may not accrue more than 480 hours of compensatory time (320 hours of actual overtime worked). Sworn employees who have accrued 480 hours of compensatory time off will be paid monetary overtime for additional overtime hours of work.

(c) Non-exempt employees who have accumulated overtime may request compensatory time off and such compensatory time off shall be granted within a reasonable period of time, so long as it does not unduly disrupt the affected Department's operation.

(d) Employees shall be paid for unused compensatory time earned at a rate not less than (i) the average regular rate received by the employee during the last 3 years of employment, or (ii) the final regular rate received by the employee, whichever is higher upon termination of employment.

(e) Upon request by a department head, the City Manager or designee may authorize payment of monetary overtime, if determined that an allowance of compensatory time off would adversely affect the operations of the City, and when funds are available.

(6) General non-exempt employees assigned to a designated task system of operation are ineligible for overtime during the performance of their designated tasks unless:

(a) The designated task requires more than 8 hours of work in any one day or more than 10 hours of work in any one work day for employees assigned to a 4-day, 10-hour per day work week; or

(b) Employees have completed their designated tasks for the day and are assigned additional tasks; or

(c) They are required to work in excess of 40 hours in a work week.

(d) The designated tasks for each employee operating under a task system shall be set forth in writing by the Department Head.

(e) Employees performing overtime work as defined in this paragraph shall be entitled to monetary overtime or compensatory time off for each hour they are required to perform such work, in accordance with the regulations set forth in this plan.

## **(B) Training**

(1) When state and/or federally mandated recertification training requirements cannot be accommodated during scheduled work periods, and when this circumstance has been certified, in writing, by the Director of Human Resources, employees may be granted off-duty training time, on an hour for hour basis, including the taking of the final examination, that can only be offered to them by management during off-duty hours. Such time will not be extended to include travel time. Non-exempt fire-rescue employees required to participate in state-mandated Advanced Life Support recertification training will only be eligible to receive this compensation once every three years, in

accordance with Virginia Department of Health, Office of Emergency Medical Services recertification periods.

(2) Training required by the employer as part of an employee's normal assignments, other than training required for state and/or federal recertification, shall be considered as hours worked, and any overtime hours necessitated by such requirement shall be paid for in accordance with the FLSA and regulations herein.

**(C) Official Holidays**

In all cases where employees are required to work on any designated holiday, the following provisions will apply.

(1) Non-exempt employees will receive monetary compensation equal to one and one-half times the hourly pay rate established for their classification (except for the birthday holiday and diversity holiday). In addition, these employees will be granted time off, equal to hours actually worked during their normally scheduled work hours, in lieu of the holiday; provided, however, that Refuse Collectors, Refuse Collection Supervisors, Refuse Inspectors and Waterworks Operator classifications may choose a holiday leave credit day or monetary pay (at straight time) for holidays designated by the department's Director, subject to the availability of funds for monetary pay. The extra hourly payments for holiday work will not be included in computing the employee's regular rate of pay for overtime computation purposes in accordance with the FLSA. Employees required to work on their birthday holiday and/or the diversity holiday will be compensated at the pay rate established for their classification.

(2) Exempt employees receive holiday leave credit equivalent to hours actually worked up to their regularly scheduled work hours.

(3) Holiday leave credit for holiday service must be used within twelve (12) months from the holiday for which it is granted. Upon the request of a Department Head, the City Manager may authorize monetary payment for holiday leave credit.

(4) When an employee's normal weekly work schedule includes a Saturday or a Sunday, and a designated holiday falls on a scheduled weekend work day, the holiday shall be observed by such employee on the actual work day on which it occurs, rather than on the preceding Friday or the Monday thereafter.

(5) Holiday leave credit earned in accordance with these regulations pertaining to holidays may only be used after the occurrence of the holiday.

(6) An employee may receive only one holiday premium during any given holiday (24-hour period).

**(D) Special Provisions for Emergency Declarations**

The City Manager may determine that an emergency situation merits the modification or suspension of basic City services and is authorized to take such action and provide paid emergency leave to non-essential personnel and additional appropriate compensation or leave to employees required to work during this period. Any such declarations made by the City Manager shall be immediately shared with the City Council.

**(E) Special Provisions for Specific Job Classifications**

(1) Whenever an eligible employee, not working a regular tour of duty, is required to appear in court for the purpose of testifying on behalf of the Commonwealth of Virginia or the City of Norfolk, or to give a deposition in lieu of appearing, to testify to the facts which arise within the scope of his or her employment with the City of Norfolk, such employee shall receive monetary overtime compensation equal to one and one-half times the hourly rate of pay established for such classifications for each hour he or she is required to be present in such court or at such proceeding. The minimum time for which such overtime compensation shall be payable will be one hour and payment after the first hour will be computed in increments of 15 minutes. The extra half-time payment for such appearances shall not be included in computing the employee's regular rate of pay for overtime computation purposes in accordance with the FLSA. Such employees who are required to appear for any of the above purposes who are on sick leave or receiving worker's compensation because of a work-related disability shall not be entitled to such overtime compensation.

(2) Whenever an employee who is absent from duty on leave without pay status or on suspension, is required by the City to appear in a civil or criminal court, or at a hearing before an agency of the Commonwealth of Virginia, or to give a deposition in lieu of appearing, to testify to facts which arise within the scope of his or her employment with the City of Norfolk, such employees shall receive compensation equal to the hourly rate of pay established for such classifications for each hour he or she is required to be present in such court or at such proceeding. Such employees shall not be entitled to overtime compensation for such appearances.

(3) Whenever a former employee of the City is required by the City to appear in a civil or criminal court, or at a hearing before an agency of the Commonwealth of Virginia, or to give a deposition in lieu of appearing or for discovery purposes, by subpoena or otherwise, to testify to facts which arose within the scope of his or her employment with the City, such former employee shall receive an hourly stipend of ten dollars (\$10.00) for every hour or any part thereof required to appear.

#### **Section 10. Part-Time Employment**

Employees holding positions who work fewer hours than full-time employees will receive compensation proportionate to their hours worked within such classification.

#### **Section 11. Promotions and Reclassifications**

(1) Promotional salaries must be at or above the minimum of the new pay grade. When an employee is promoted through a competitive process, the Department Head may authorize a promotional salary up to fifteen percent (15%) above the current salary. The City Manager or designee may authorize a higher promotional percentage, in cases of business necessity, where an employee's experience and qualifications exceed the minimum qualifications of the position.

(2) Promoted sworn police employees will receive a salary at least five percent (5%) above the former salary or the minimum of the new pay grade, whichever is greater.

(3) In no event shall an employee's salary, promoted under this sub-section, exceed the maximum of the new pay grade.

(4) An employee who is promoted in place to a classification having a higher minimum pay range will receive at least the minimum of the new pay range. If the position is reclassified to a classification in the same pay range, the employee's salary will remain unchanged. If the position is reclassified to a classification having a lower minimum pay range, the employee's salary will be reduced by five percent (5%) or to a level within the new range not to exceed the maximum.

Automatic Reclassifications within the following job class series shall receive a pay increase in accordance with approved specified schedules:

- Animal Caretaker to Animal Caretaker, Senior
- Benefit Programs Specialist I to Benefit Programs Specialist II
- Budget & Policy Analyst I to Budget & Policy Analyst II
- Citizen Service Advisor Trainee to Citizen Service Advisor III
- City Planner Associate through City Planner III
- City Planning Technician to City Planning Technician, Senior
- Civil Engineer I through Civil Engineer III
- Compensation & Staffing Analyst I to Compensation & Staffing Analyst II (HR only)
- Construction Inspector I to Construction Inspector II
- Deputy Sheriff to Deputy Sheriff (Senior)
- Employee Relations Analyst I to Employee Relations Analyst II (HR only)
- Environmental Specialist I to Environmental Specialist II
- Event Coordinator I to Event Coordinator, Senior
- Multimedia Communications Specialist I to Multimedia Communications Specialist II
- Public Safety Intern through Firefighter-EMT-Paramedic
- Police Recruit to Police Officer
- Police Officer to Master Police Officer
- Procurement Specialist I through Procurement Specialist III
- Public Safety Telecommunicator I through Public Safety Telecommunicator II
- Real Estate Appraiser I through Real Estate Appraiser III
- Refuse Collector I to Refuse Collector II
- Senior Accountant I through Senior Accountant III (Finance only)
- Traffic Maintenance Technician I through Traffic Maintenance Technician III
- Traffic Sign Fabricator I to Traffic Sign Fabricator II
- Traffic Signal Technician I through Traffic Signal Technician IV
- Waterworks Operator I through Waterworks Operator IV
- Zoning Inspector I through Zoning Inspector III

All promotions and reclassifications are effective on the first day of the respective pay period that follows the approval of the Civil Service Commission, City Manager or designee, unless otherwise specified. If the approval date and the first day of the respective pay period coincide, the promotion or reclassification shall become effective on that date.

## **Section 12. Regrading of Job Classes**

(1) When a job classification is assigned to a higher pay grade (regrade), the incumbent's salary shall be increased to the minimum pay rate of the new pay grade.

(2) If an incumbent's salary exceeds the minimum rate of the new pay grade, the salary may be increased by a percentage determined by the City Manager or Director of Human Resources.

## **Section 13. Reinstatement**

An employee reinstated to a previously held position may be reinstated to the salary earned at the time of separation.



## **Section 14. Additional Compensation**

(1) Supplemental compensation authorized by this section and the attached Supplemental Pay, Bonus and Incentive Appendices will be included in calculating the regular rate of pay of non-exempt employees, as required by the FLSA.

(2) Only permanent employees are eligible for supplemental compensation, unless otherwise indicated.

(3) During any part of a month when an employee is absent from duty on leave without pay status, or is on suspension without pay, such employee shall not be entitled to be credited with or to receive any special duty pay authorized herein for the portion of the month for which the employee is not receiving pay as noted above.

(4) No special duty pay will be considered in the computation of salary increases to which an employee is eligible due to promotion, reclassification, annual increments, or merit pay adjustments.

(5) Special duty pay is not considered as a promotion or reclassification, and will not alter an employee's classification or pay grade.

(6) Permanent employees who are regularly required to perform service at night, shall receive their normal compensation plus a sum equal to ten percent (10%) of the pay rate as established. Such additional compensation shall only be paid to employees working a fixed shift where one-half or more of the employee's regular working hours are scheduled after 5:00 p.m. and shall not be paid to sworn members of the Departments of Fire-Rescue and Police nor the Department of Emergency Preparedness and Response (EPR). In addition, employees working a rotating shift or a shift which otherwise requires them to periodically work at night are excluded. A fixed shift basis of employment is one in which the regular working hours are identical each working day for a period of not less than 90 calendar days. A rotating shift is one in which the hours of work fluctuate on a regular basis or irregular basis.

(7) Employees in classifications assigned to certain duties and meeting specified criteria, shall receive the indicated supplement amounts as described in the attached Supplemental Pay Appendices.

(8) The following supplements are included in the calculation of retirement credit for sworn employees:

- (a) Education Pay
- (b) Senior and Master Police Officer
- (c) Gun allowance (Fire-Rescue)

(9) Sworn fire-rescue personnel designated as Master Firefighter who meet and maintain service and performance requirements specified in the Standard Operating Procedures for obtaining the Master Firefighter designation will receive compensation, in addition to their regular pay rate, authorized in the respective General Order and approved by the City Manager acting as Director of Public Safety.

## **Section 15. On-Call**

(1) On-call status applies to all hours other than an employee's regularly scheduled work hours on weekdays and 24 hours on Saturday and on Sunday. An employee scheduled for on-call who is on approved sick leave (due to illness) or annual leave for a full day would not be eligible for on-call on that day.

(2) Non-exempt employees whose positions are approved by the City Manager for additional compensation for serving in an on-call status will be paid, in addition to their regular pay rates, according to one, and only one, of the following:

- (a) \$133.00 for each full weekly period of assigned on-call duty;
- (b) \$154.00 for each full weekly period of assigned on-call duty, if any holiday designated in City Code Section 2-48 occurs within that week;
- (c) \$19.00 for each full day of on-call duty; or
- (d) \$40.00 for any holiday designated in City Code Section 2-48.

(3) Employees designated in on-call status on a holiday or for any full week in which a holiday falls may receive only one on-call premium, pursuant to either but not both subsection (2) (b) or (2) (d) above.

(4) Employees that are members of the Emergency Shelter Strike team are eligible for on-call status and shall receive \$19.00 for each full day of on-call duty.

## **Section 16. Temporary Acting Service**

(1) Whenever a classified employee is assigned, by the City Manager or designee to serve in a temporary acting capacity in a higher pay grade but still classified, such employee, during the period of such service, shall receive compensation of at least 15% of their current salary or the minimum rate of the new classification, whichever is greater; or as provided under (2).

(2) If the classified employee is assigned to serve in a temporary acting capacity in an unclassified position during the period of such service the employee shall receive compensation of at least 15% of their current salary or the minimum rate of the new classification, whichever is greater.

(3) Whenever members of the unclassified service are assigned to serve in a temporary acting capacity in a higher pay grade, the employee shall receive compensation of at least 15% of their current salary or the minimum of the new classification, whichever is greater. The City Manager in their sole discretion may authorize the salary of the employee to be at any specific dollar amount within the pay grade assigned to such classification.

(4) When temporary acting service is discontinued, an employee's compensation shall revert to the employee's previous salary including general wage adjustments that would have been applicable.

(5) Temporary Acting Service, for classified employees, shall be no longer than 180 days unless approved by the Civil Service Commission. In no event shall such service be permitted for longer than two years.

**Section 17. Transfers and Reassignments**

An employee transferred or reassigned to a position in the same pay grade will receive no change in salary.

**Section 18. Leave Payout**

(1) Remaining accrued annual leave (up to the carryover limit specified) for an employee who has left City service will be paid as part of the normal payroll schedule.

(2) Any remaining annual leave (up to the carryover limit specified) may be requested as payout following a period of pre-disciplinary leave or disciplinary suspension of at least thirty (30) days. Requests for a lump sum payout must be submitted in writing to the Department of Human Resources.

**Section 19. Severance Pay**

(1) The City Manager, with reasonable discretion, may award severance pay to any non-probationary member of the classified or unclassified service of the City separated due to a reduction in force (RIF).

(2) The City Manager, with reasonable discretion, may award severance pay to any member of the unclassified service of the City separated due to a desired change in leadership.

(3) An employee will not be eligible for severance pay if the employee is being let go due to charges of nonfeasance, misfeasance or malfeasance in office.

(4) Payments for severance pay will be in the form of a lump sum payment.

(5) This severance pay shall be in addition to any salary or leave compensation to which such employee may be entitled through the actual date of separation but will not be considered annual earnable compensation included in their average final compensation calculation for retirement purposes. This severance policy does not and shall not create employment or compensation rights.

(6) The City Manager or designee shall exercise this discretion within the following limitations, including available funding:

<b>Months of Service</b>	<b>Severance Pay (at normal pay rate)</b>
<b>General and Public Safety Employees</b>	
0 to 24 months	Salary for 2 pay periods
25 to 59 months	Salary equal to 4 pay periods
60 months or more	Salary equal to 6 pay periods
<b>Department Heads</b>	
0 to 24 months	Salary equal to 8 pay periods
25 months or more	Salary equal to 12 pay periods

<b>Chief Deputy and Deputy City Managers</b>	
0 to 24 months	Salary equal to 14 pay periods
25 months or more	Salary equal to 18 pay periods

**Section 20. Corrections**

When reported errors or mistakes in the application of the compensation plan are verified by the Director of Human Resources, the City Manager or designee will determine the appropriate corrective action. Pending the City Manager’s approval, the Director of Human Resources will take immediate action to prevent continued overpayment or underpayment of any salary.

Appendix 1 - Job Assignment Supplements

Employees in the following departments and classifications assigned to the following duties and meeting the specified criteria, shall receive the indicated supplement amounts, in addition to their regular pay rates:

Department/Division	Job Class(es)	Supplement Amount	Other Information
Cultural Facilities, Arts & Entertainment	Operations and Engineering staff (nonexempt)	\$25/day for each consecutive day (full shift) worked beyond the initial 7-day period	Must have initially worked a full shift for seven consecutive days to assist with change overs or other operational requirements for events or shows
OEPR	Public Safety Telecommunicator II	5% of regular pay rate	Public Safety Master Telecommunicator
General Services	<ul style="list-style-type: none"> <li>Electrician I</li> <li>Electrician II</li> <li>Plumber</li> <li>Plumber, Senior</li> </ul>	\$0.50 per hour for Master Journeyman License	
General Services/Fleet Management	<ul style="list-style-type: none"> <li>Automotive Repair Technician</li> <li>Automotive Repair Technician, Senior</li> <li>Autobody Repair Mechanic</li> <li>Autobody Repair Mechanic, Senior</li> <li>Automotive Machinist Welder</li> </ul>	\$42/month	Tool allowance
General Services/Fleet Management	<ul style="list-style-type: none"> <li>Autobody Repair Mechanic</li> <li>Automotive Repair Technician</li> <li>Automotive Service Attendant</li> <li>Automotive Repair Technician, Senior <i>(ineligible for VA State Inspection supplement)</i></li> <li>Autobody Repair Mechanic, Senior</li> <li>Welder</li> </ul>	<ul style="list-style-type: none"> <li>\$0.10 per hour for each automotive Certification currently held; up to 9</li> <li>\$0.25 per hour for each EVT / Master Certification; maximum of 2</li> <li>\$0.25 per hour for successfully completing the State Inspection program</li> </ul>	<p>Automotive Service Excellence (ASE) Certification</p> <p>Emergency Vehicle Technician (EVT)/Master Certification</p> <p>Virginia State Inspection Certification</p>
General Services/Parking	Parking Attendants and Customer Service Reps	\$25/shift	For non-special event 24/7 automated lane coverage 9:30pm – 6:00am Sunday through Friday and 11:00pm – 7:30am Saturday

Supplemental Pay, Bonus and Incentive Appendices

Department/Division	Job Class(es)	Supplement Amount	Other Information
Human Services/DSS	<ul style="list-style-type: none"> <li>Family Services Worker I, II and III</li> <li>Family Services Supervisor</li> </ul>	\$150/month	Assigned to provide mandated child protective services
Norfolk Community Services Board	Qualified Staff as determined by Department Director	\$150/assessment	Assessment – Child
Norfolk Community Services Board	Qualified Staff as determined by Department Director	\$60/assessment	Assessment - Adult
Norfolk Community Services Board	Registered Nurse	\$65 per two hour block when over standard work hours (applies to PFT and PPT)	Nurses and Nurse Practitioners are needed for critical coverage. Supervisor must approve work assignment and time beyond standard work hours
Norfolk Community Services Board	Qualified Staff as determined by Department Director	\$50 per two hour block	Exempt staff with specialized skills or credentials needed for critical coverage. Supervisor must approve work assignment and hours beyond regular work shift
Police	School Crossing Guard	Minimum one hour's pay per shift	
Various City departments	Plans 1 & 2, Non-exempt staff	\$50 per five hour block beyond regular work shift	Special Event Pay: Supervisor must approve time beyond regular work shift
Public Works/Waste Management	Refuse Collector Apprentice	\$32/week	While temporarily assigned to operate refuse packers which are designed for crews of less than three persons
Public Works/Waste Management	Refuse Collector, Senior	5% of regular pay rate	For the duration of assignment to the household hazardous waste collection site to handle, prepare, and package specific materials (must have OSHA HAZWOPER certification)
Parks & Recreation/Parks & Forestry	Maintenance Mechanic II & III	\$42/month	Tool allowance
Parks & Recreation	Lifeguard (Beach Lifeguard/Captain Beach Lifeguard/Lieutenant)	<ul style="list-style-type: none"> <li>Additional \$4.00 per hour while acting as Beach Lifeguard Captain</li> <li>Additional \$3.00 per hour while acting as Beach Lifeguard Lieutenant</li> </ul>	Supervising seasonal part-time Lifeguards from May through Labor Day
Utilities	Assigned Wastewater Pump Station staff	Additional 10% of hourly rate for duration of assignment	For each full day of duty providing wet well cleaning and maintenance
Utilities	Assigned Water Distribution and Wastewater staff	10% of regular pay rate	Permanent shift assignment of Friday through Monday

Supplemental Pay, Bonus and Incentive Appendices

Department/Division	Job Class(es)	Supplement Amount	Other Information
Various City Departments	Department Heads	\$230.77 per pay period (\$6,000 annual stipend over 26 pay periods)	The car allowance shall be counted as earnable compensation for the calculation of retirement pension benefits.
City Manager's Office	Deputy City Managers	\$307.69 per pay period (\$8,000 annual stipend over 26 pay periods)	The car allowance shall be counted as earnable compensation for the calculation of retirement pension benefits.
Various City departments	Various	\$30 per hour during training	Trainers certified by department and training required by the department
Various City Departments	Staff holding a Commercial Driver's License (CDL)	\$192.30 per pay period (\$5,000/annual stipend)	Classification Specifications where a CDL is required for the job
Various City Departments	Staff as determined by Department Director	\$192.30 per pay period (\$5,000/annual stipend)	Must complete skills assessment administered by CivicLab and complete the training program to obtain Data Certification

## Supplemental Pay, Bonus and Incentive Appendices

### Appendix 2 - Fire Supplements

Sworn fire-rescue personnel assigned to the following special duty assignments shall receive the specified amounts, in addition to their regular pay rates, for the duration of such assignments:

<b>Assignment</b>	<b>Amount</b>	<b>Eligibility</b>	<b>Other Information</b>
Battalion Chief Aide	\$80/month	As assigned	For duration of assignment
Equipment Service Technician	\$80/month	As assigned	For duration of assignment
Fire Apparatus Operator	\$80/month	As assigned	For duration of assignment
Fire/Field Training Instructor	3% of minimum pay rate for pay grade	As assigned	For duration of assignment
Investigator/Dog Handler	\$70/month	As assigned	For duration of assignment; stipend to defray dog care-related expenses; not included in calculation of regular rate of pay, consistent with FLSA

Sworn fire-rescue personnel eligible for the following supplements shall receive the specified amounts, in addition to their regular pay rates for the duration of such assignments:

<b>Supplements</b>	<b>Amount</b>	<b>Eligibility</b>	<b>Other Information</b>
<ul style="list-style-type: none"> <li>• Acting Fire Lieutenant</li> <li>• Acting Fire Captain</li> <li>• Acting Assistant Fire Marshall</li> <li>• Acting Battalion Chief</li> <li>• Acting Assistant Chief</li> <li>• Fire/Field Training Instructor</li> </ul>	\$1.00/hour	As assigned	For duration of assignment
<ul style="list-style-type: none"> <li>• Acting Fire Apparatus Operator</li> <li>• Acting Battalion Chief Aide</li> </ul>	\$4.00 per 12-hour period	As assigned	12 day-time or 12 night-time hours
Acting Hazmat and Technical Rescue Company	5% of regular pay rate	Completion of training and as assigned	For duration of assignment
Firearm Allowance	\$100/month	<ul style="list-style-type: none"> <li>• Chief assigned as Fire Marshal</li> <li>• Captain(s) assigned to the Fire Marshal's office</li> <li>• Assistant Fire Marshal(s)</li> <li>• Fire Inspector(s)</li> </ul>	Must be certified as law enforcement officers and required to carry a firearm on their persons when off duty, for the duration of such assignments
HAZMAT and Technical Rescue Company	5% of regular pay rate	Completion of training and formal assignment to applicable company	For duration of assignment



Supplemental Pay, Bonus and Incentive Appendices

Supplements	Amount	Eligibility	Other Information
<p align="center">Fire-Rescue Officer (Current VA-certified EMT-Intermediate)</p>	<p align="center">\$117/month</p>	<ul style="list-style-type: none"> <li>• Fire Lieutenants</li> <li>• Fire Captains</li> <li>• Battalion Fire Chiefs</li> <li>• Assistant Fire Marshal</li> </ul>	<p>Employees must be sanctioned by the City of Norfolk Medical Director to practice as EMT-Intermediate and must be directly involved in:</p> <ol style="list-style-type: none"> <li>1) providing “hands-on” emergency medical care to patients; or</li> <li>2) direct supervision of certified emergency medical services staff involved in the delivery of patient care; or</li> <li>3) providing classroom or practical instruction in Virginia Health Department curricula for Emergency medical Certification or recertification training</li> </ol>
<p align="center">Fire-Rescue Officer (Current VA-certified as EMT-Paramedic)</p>	<p align="center">\$292/month</p>	<ul style="list-style-type: none"> <li>• Fire Lieutenants</li> <li>• Fire Captains</li> <li>• Battalion Fire Chiefs</li> <li>• Assistant Fire Marshal</li> </ul>	<p>Employees must be sanctioned by the City of Norfolk Medical Director to practice as EMT-Paramedic and must be directly involved in:</p> <ol style="list-style-type: none"> <li>1) Providing “hands-on” emergency medical care to patients; or</li> <li>2) Direct supervision of Certified emergency Medical services staff involved in the delivery of patient care; or</li> <li>3) Providing classroom or practical instruction in Virginia Health Department curricula for emergency medical Certification or recertification training</li> </ol>
<p align="center">Education Pay</p>	<p align="center">\$42/month</p>	<p align="center">Assistant Fire Chief rank or below</p>	<ul style="list-style-type: none"> <li>• Associate’s or Bachelor’s Degree in any program certified by the Chief of Fire-Rescue as relevant to the performance of the employee’s position.</li> <li>• Limited to one supplement, regardless of the number of degrees.</li> </ul>
<p align="center">Honor Guard</p>	<p align="center">\$42/month</p>	<p align="center">As Assigned</p>	<p align="center">For duration of assignment</p>

## Supplemental Pay, Bonus and Incentive Appendices

### Appendix 3 - Police Supplements

Sworn police officers assigned to the following special duty assignments shall receive the specified amounts, in addition to their regular pay rates, for the duration of such assignments:

<b>Assignment</b>	<b>Amount</b>	<b>Eligibility</b>	<b>Other Information</b>
Field Training Instructor	\$300/month	Police Officers as assigned	For duration of assignment
Investigator	\$80/month	Police Captains and below assigned to the Investigative Services Bureau and the Office of Professional Standards	For duration of assignment
<ul style="list-style-type: none"> <li>• Police K-9 Officer</li> </ul>	\$80/month	Police Sergeants and below assigned to the Investigative Services Bureau and Field Operations Bureau with the responsibility of handling a police working dog	For duration of assignment; stipend to defray dog care-related expenses; not included in calculation of regular rate of pay, consistent with FLSA
<ul style="list-style-type: none"> <li>• Homeland Security</li> </ul>	\$80/month	Police Captains and below assigned to the Homeland Security Division <ul style="list-style-type: none"> <li>• Special Operations Team</li> <li>• Dive Team</li> <li>• Traffic Fatality Team</li> <li>• Bomb Squad</li> </ul>	For duration of assignment
Master Police Officer	\$500/month	Police Officers in accordance with General Order ADM-350 (limited to current MPOs)	Program ends with attrition of existing MPOs
Honor Guard	\$42/month	Police Captains and below as assigned	For duration of assignment
Hostage/Crisis Negotiation Team	\$42/month	Police Captains and below as assigned	For duration of assignment

Sworn police officers eligible for the following supplements shall receive the specified amounts, in addition to their regular pay rates for the duration of such assignments:

<b>Supplements</b>	<b>Amount</b>	<b>Eligibility</b>	<b>Other Information</b>
Bilingual pay	\$42/month	Police Captain and below certified as having applicable language skills (other than English)	Supplement to assist NPD in serving populations

## Supplemental Pay, Bonus and Incentive Appendices

Clothing Allowance	\$80/month	Police Captain and below assigned to an Investigative Services Bureau function	Stipend to defray clothing-related expenses; not included in calculation of regular rate of pay, consistent with FLSA
Education pay	\$42/month	Police Captain and below	<ul style="list-style-type: none"> <li>• Associate's or Bachelor's degree from an accredited college or university in any program certified by the Chief of Police as relevant to the performance of the employee's position.</li> <li>• Limited to no more than one supplement, regardless of the number of degrees.</li> </ul>

### Appendix 4 – Bonuses and Incentives

Supplements	Amount	Eligibility	Other Information
Benefit Programs Specialist Series	\$1,450 one-time payment	<ul style="list-style-type: none"> <li>• Must be hired after July 1, 2014</li> <li>• Must have completed two (2) years of service</li> </ul>	The two (2) years of service must have been completed in the Benefit Programs Specialist I or II classifications and must be continuous.
Public Safety Partnership Program	\$10,000 over three years. Payment schedule to be determined by City Manager.	Police Officers who served as Public Safety Interns	Must have completed both the Public Safety Partnership Program and the Norfolk Police Academy as well as all obligations specified in the program documents.
Explore Norfolk	Incentive amount and payment schedule to be determined by the City Manager	City Manager Fellows and eligible classifications based on criteria determined by the City Manager.	This incentive will be utilized to assist with the recruitment of highly qualified candidates.

**Alphabetical Classification Listing**  
Effective July 1, 2022

Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified	FLSA
SC0028	811 Food Service Manager	SHC	10	\$ 40,974	\$ 65,134	SC0028		U	Nonexempt
SC0029	811 Food Service Worker	SHC	5	\$ 38,190	\$ 61,104	SC0029		U	Nonexempt
500713	Account Representative	1	7	\$ 37,940	\$ 61,842	500713			Nonexempt
100151	Accountant I	1	11	\$ 42,870	\$ 69,955	100151			Nonexempt
100152	Accountant II	1	12	\$ 46,583	\$ 75,967	100152			Exempt
100153	Accountant III	1	13	\$ 50,243	\$ 81,924	100153			Exempt
100154	Accountant IV	1	14	\$ 54,652	\$ 90,395	100154			Exempt
100455	Accountant V	1	16	\$ 63,193	\$ 103,030	100455			Exempt
100186	Accounting Manager	1	17	\$ 67,512	\$ 110,179	100186			Exempt
100180	Accounting Manager, Senior	1	18	\$ 72,173	\$ 117,688	100180			Exempt
800515	Accounting Supervisor	1	14	\$ 54,652	\$ 90,395	800515			Exempt
800017	Accounting Technician I	1	6	\$ 37,690	\$ 61,435	800017			Nonexempt
800019	Accounting Technician II	1	7	\$ 37,940	\$ 61,842	800019			Nonexempt
800030	Accounting Technician III	1	8	\$ 38,190	\$ 62,250	800030			Nonexempt
100158	Accounts Payable Manager (Finance only)	1	18	\$ 72,173	\$ 117,688	100158			Exempt
100160	Accounts Receivable Manager (Finance only)	1	18	\$ 72,173	\$ 117,688	100160			Exempt
100197	Administrative Analyst	1	13	\$ 50,243	\$ 81,924	100197			Exempt
CC0007	Administrative Assistant - CC	CCC	5	\$ 48,478	\$ 77,495	CC0007	C	U	Exempt
CA0004	Administrative Assistant - CWA	CWA	3	\$ 39,440	\$ 63,104	CA0004	C	U	Nonexempt
800027	Administrative Assistant I	1	9	\$ 38,440	\$ 62,657	800027			Nonexempt
500706	Administrative Assistant II	1	10	\$ 39,226	\$ 63,938	500706			Nonexempt
500001	Administrative Manager	1	15	\$ 59,164	\$ 96,734	500001			Exempt
CC0006	Administrative Manager - CC	CCC	6	\$ 58,623	\$ 93,720	CC0006	C	U	Nonexempt
CR0005	Administrative Manager - COR	COR	5	\$ 62,553	\$ 99,998	CR0005	C	U	Exempt
TR0003	Administrative Manager - TR	TRO	5	\$ 62,553	\$ 99,998	TR0003	C	U	Exempt
800001	Administrative Technician	1	7	\$ 37,940	\$ 61,842	800001			Nonexempt
300620	Animal Caretaker	1	4	\$ 37,440	\$ 61,027	300620			Nonexempt
300646	Animal Caretaker, Senior	1	5	\$ 37,440	\$ 61,027	300646			Nonexempt
700902	Animal Registrar	1	9	\$ 38,440	\$ 62,657	700902			Nonexempt
800505	Applications Analyst	1	14	\$ 54,652	\$ 90,395	800505			Exempt
200546	Applications Development Team Supervisor	1	17	\$ 67,512	\$ 110,179	200546			Exempt
CC0013	Applications Manager - CC	CCC	8	\$ 72,299	\$ 127,247	CC0013	C	U	Exempt
900005	Architect I	1	13	\$ 50,243	\$ 81,924	900005			Exempt
100174	Architect II	1	16	\$ 63,193	\$ 103,030	100174			Exempt
100175	Architect III	1	17	\$ 67,512	\$ 110,179	100175			Exempt
100470	Architect IV	1	18	\$ 72,173	\$ 117,688	100470			Exempt
100177	Archivist	1	11	\$ 42,870	\$ 69,955	100177			Exempt
100284	Arts Manager	1	15	\$ 59,164	\$ 96,734	100284	S	U	Exempt
600801	Asphalt Plant Operator I	1	8	\$ 38,190	\$ 62,250	600801			Nonexempt
600802	Asphalt Plant Operator II	1	9	\$ 38,440	\$ 62,657	600802			Nonexempt
100900	Assessment Support Technician	1	8	\$ 38,190	\$ 62,250	100900			Nonexempt
700904	Assistant Animal Services Supervisor	1	11	\$ 42,870	\$ 69,955	700904			Exempt
000059	Assistant Chief Of Police	5	10	\$ 111,487	\$ 138,984	000059			Exempt
100181	Assistant City Attorney I	1	16	\$ 63,193	\$ 103,030	100181	L	U	Exempt
100182	Assistant City Attorney II	1	18	\$ 72,173	\$ 117,688	100182	L	U	Exempt
100183	Assistant City Attorney III	1	20	\$ 81,443	\$ 132,805	100183	L	U	Exempt
100477	Assistant City Auditor / Audit Analyst	1	13	\$ 50,243	\$ 81,924	100477			Exempt
100415	Assistant City Auditor I	1	10	\$ 39,226	\$ 63,938	100415			Exempt
100416	Assistant City Auditor II	1	14	\$ 54,652	\$ 90,395	100416			Exempt
800023	Assistant City Clerk / Support Technician	1	5	\$ 37,440	\$ 61,027	800023			Nonexempt
000088	Assistant City Engineer	1	19	\$ 76,620	\$ 124,607	000088			Exempt
000034	Assistant City Surveyor	1	15	\$ 59,164	\$ 96,734	000034			Exempt
CA0012	Assistant Commonwealth's Attorney I	CWA	9	\$ 61,576	\$ 97,906	CA0012	C	U	Exempt
CA0013	Assistant Commonwealth's Attorney II	CWA	10	\$ 68,844	\$ 109,459	CA0013	C	U	Exempt
CA0014	Assistant Commonwealth's Attorney III	CWA	11	\$ 78,394	\$ 124,646	CA0014	C	U	Exempt
000013	Assistant Director	1	21	\$ 85,059	\$ 141,549	000013	S	U	Exempt
000804	Assistant Facilities Maintenance Manager	1	17	\$ 67,512	\$ 110,179	000804			Exempt
300601	Assistant Fire Chief	5	10	\$ 111,487	\$ 138,984	300601			Exempt
200407	Assistant Fire Marshal	5	6	\$ 57,591	\$ 87,319	200407			Nonexempt
000020	Assistant Fleet Maintenance Manager	1	15	\$ 59,164	\$ 96,734	000020			Exempt
SC0012	Assistant Inmate Classification Manager	SHC	11	\$ 45,174	\$ 71,810	SC0012	C	U	Nonexempt
SC0007	Assistant Procurement Specialist	SHC	9	\$ 39,190	\$ 62,704	SC0007	C	U	Nonexempt
000027	Assistant Streets Engineer	1	15	\$ 59,164	\$ 96,734	000027			Exempt
000029	Assistant Superintendent of Utility Division	1	17	\$ 67,512	\$ 110,179	000029			Exempt

**Alphabetical Classification Listing**  
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Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified	FLSA
000026	Assistant Superintendent of Waste Management	1	16	\$ 63,193	\$ 103,030	000026			Exempt
700901	Assistant Supervisor of Animal Services	1	12	\$ 46,583	\$ 75,967	700901			Nonexempt
100426	Assistant to the City Manager	1	20	\$ 81,443	\$ 132,805	100426	E	U	Exempt
100428	Assistant to the City Manager, Senior	1	21	\$ 85,059	\$ 141,549	100428	E	U	Exempt
700958	Athletics Groundskeeper	1	7	\$ 37,940	\$ 61,842	700958			Nonexempt
100200	Auditor I	1	12	\$ 46,583	\$ 75,967	100200			Exempt
100201	Auditor II	1	14	\$ 54,652	\$ 90,395	100201			Exempt
100202	Auditor Supervisor	1	16	\$ 63,193	\$ 103,030	100202			Exempt
600807	Autobody Repair Mechanic	1	7	\$ 37,940	\$ 61,842	600807			Nonexempt
600808	Autobody Repair Mechanic, Senior	1	9	\$ 38,440	\$ 62,657	600808			Nonexempt
600817	Automotive Mechanic	1	10	\$ 39,226	\$ 63,938	600817			Nonexempt
600813	Automotive Operations Manager	1	13	\$ 50,243	\$ 81,924	600813			Exempt
800044	Automotive Repair Technician	1	10	\$ 39,226	\$ 63,938	800044			Nonexempt
800045	Automotive Repair Technician, Senior	1	12	\$ 46,583	\$ 75,967	800045			Nonexempt
600821	Automotive Service Attendant	1	8	\$ 38,190	\$ 62,250	600821			Nonexempt
100850	Automotive Service Writer	1	11	\$ 42,870	\$ 69,955	100850			Nonexempt
300609	Battalion Fire Chief	5	9	\$ 93,487	\$ 128,490	300609			Exempt
800015	Benefit Programs Specialist I	1	9	\$ 38,440	\$ 62,657	800015			Nonexempt
100198	Benefit Programs Specialist II	1	11	\$ 42,870	\$ 69,955	100198			Nonexempt
100199	Benefit Programs Specialist, Senior	1	12	\$ 46,583	\$ 75,967	100199			Nonexempt
200540	Benefit Programs Supervisor	1	13	\$ 50,243	\$ 81,924	200540			Exempt
200560	Benefit Programs Supervisor, Senior	1	14	\$ 54,652	\$ 90,395	200560			Exempt
100159	Box Office Manager	1	13	\$ 50,243	\$ 81,924	100159			Exempt
100205	Box Office Supervisor	1	9	\$ 38,440	\$ 62,657	100205			Nonexempt
200454	Bridge Inspection Supervisor	1	13	\$ 50,243	\$ 81,924	200454			Nonexempt
700905	Bridge Maintenance Supervisor	1	13	\$ 50,243	\$ 81,924	700905			Nonexempt
800033	Broadcast Production Assistant	1	5	\$ 37,440	\$ 61,027	800033			Nonexempt
101453	Budget & Policy Analyst I (Budget only)	1	13	\$ 50,243	\$ 81,924	101453			Exempt
101454	Budget & Policy Analyst II (Budget only)	1	14	\$ 54,652	\$ 90,395	101454			Exempt
100452	Budget & Policy Analyst, Senior (Budget only)	1	16	\$ 63,193	\$ 103,030	100452		U	Exempt
100215	Budget & Policy Manager (Budget only)	1	20	\$ 81,443	\$ 132,805	100215		U	Exempt
100454	Budget Technician	1	9	\$ 38,440	\$ 62,657	100454			Nonexempt
700903	Building / Equipment Maintenance Supervisor	1	11	\$ 42,870	\$ 69,955	700903			Nonexempt
000095	Building Commissioner	1	20	\$ 81,443	\$ 132,805	000095	S	U	Exempt
100460	Bureau Manager	1	18	\$ 72,173	\$ 117,688	100460	S	U	Exempt
H00041	Business Analyst	2	H5	\$ 29.00	\$ 72.25	H00041			Nonexempt
100325	Business Development Analyst, Principal	1	18	\$ 72,173	\$ 117,688	100325	S	U	Exempt
100191	Business Development Consultant	1	13	\$ 50,243	\$ 81,924	100191			Exempt
100192	Business Development Manager	1	16	\$ 63,193	\$ 103,030	100192	S	U	Exempt
100324	Business Development Manager, Senior	1	17	\$ 67,512	\$ 110,179	100324	S	U	Exempt
100323	Business Manager	1	13	\$ 50,243	\$ 81,924	100323			Exempt
100603	Business Process Automation Manager (Budget only)	1	18	\$ 72,173	\$ 117,688	100603			Exempt
100870	Capacity Analyst	1	13	\$ 50,243	\$ 81,924	100870			Exempt
600824	Carpenter I	1	8	\$ 38,190	\$ 62,250	600824			Nonexempt
600825	Carpenter II	1	9	\$ 38,440	\$ 62,657	600825			Nonexempt
100503	Case Manager I	1	7	\$ 37,940	\$ 61,842	100503			Nonexempt
100484	Case Manager II	1	9	\$ 38,440	\$ 62,657	100484			Nonexempt
100485	Case Manager III	1	11	\$ 42,870	\$ 69,955	100485			Nonexempt
100486	Case Manager IV	1	12	\$ 46,583	\$ 75,967	100486			Exempt
100169	Cash & Investments Analyst	1	13	\$ 50,243	\$ 81,924	100169			Exempt
100170	Cash & Investments Analyst, Senior (Finance only)	1	14	\$ 54,652	\$ 90,395	100170			Exempt
CC0011	Cashier - CC	CCC	2	\$ 38,440	\$ 61,504	CC0011	C	U	Nonexempt
100860	CCTV Technician	1	11	\$ 42,870	\$ 69,955	100860			Nonexempt
700906	Cemetery Manager I	1	6	\$ 37,690	\$ 61,435	700906			Nonexempt
700907	Cemetery Manager II	1	9	\$ 38,440	\$ 62,657	700907			Nonexempt
CR0006	Chief Deputy - COR	COR	6	\$ 72,299	\$ 127,247	CR0006	C	U	Exempt
TR0012	Chief Deputy - TR	TRO	6	\$ 72,299	\$ 127,247	TR0012	C	U	Exempt
CC0002	Chief Deputy Circuit Court	CCC	8	\$ 72,299	\$ 127,247	CC0002	C	U	Exempt
100282	Chief Deputy City Attorney	1	27	\$ 129,933	\$ 223,375	100282	L	U	Exempt
100419	Chief Deputy City Auditor	1	18	\$ 72,173	\$ 117,688	100419		U	Exempt
100278	Chief Deputy City Clerk	1	15	\$ 59,164	\$ 96,734	100278		U	Exempt
000004	Chief Deputy City Manager	1	27	\$ 129,933	\$ 223,375	000004	E	U	Exempt
CA0016	Chief Deputy Commonwealth's Attorney	CWA	13	\$ 102,360	\$ 162,753	CA0016	C	U	Exempt
200421	Chief Deputy Real Estate Assessor	1	20	\$ 81,443	\$ 132,805	200421	S	U	Exempt

**Alphabetical Classification Listing**  
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Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified	FLSA
000072	Chief Information Officer	1	25	\$ 107,381	\$ 181,445	000072	E	U	Exempt
000815	Chief Medical Officer	1	29	N/R	N/R	000815	S	U	Exempt
800701	Chief of Construction Operations	1	16	\$ 63,193	\$ 103,030	800701			Exempt
000066	Chief of Fire-Rescue	1	25	\$ 107,381	\$ 181,445	000066	E	U	Exempt
000816	Chief of Nursing	1	16	\$ 63,193	\$ 103,030	000816			Exempt
000040	Chief of Police	1	25	\$ 107,381	\$ 181,445	000040	E	U	Exempt
000817	Chief of Staff	1	24	\$ 99,446	\$ 170,515	000817	E	U	Exempt
600830	Chief Operating Engineer	1	16	\$ 63,193	\$ 103,030	600830			Exempt
800600	Chief Park Ranger	1	12	\$ 46,583	\$ 75,967	800600			Exempt
100800	Chief Procurement Officer	1	21	\$ 85,059	\$ 141,549	100800	E	U	Exempt
000005	Chief Resilience Officer	1	24	\$ 99,446	\$ 170,515	000005	E	U	Exempt
100234	Chief Training Officer-CES	1	12	\$ 46,583	\$ 75,967	100234			Exempt
800028	Chief Waterworks Operator	1	14	\$ 54,652	\$ 90,395	800028			Nonexempt
500714	Citizen Service Advisor I	1	6	\$ 37,690	\$ 61,435	500714			Nonexempt
500715	Citizen Service Advisor II	1	7	\$ 37,940	\$ 61,842	500715			Nonexempt
500716	Citizen Service Advisor III	1	9	\$ 38,440	\$ 62,657	500716			Nonexempt
500717	Citizen Service Advisor Trainee	1	5	\$ 37,440	\$ 61,027	500717			Nonexempt
000110	City Assessor	1	29	N/R	N/R	000110	CA	U	Exempt
000042	City Attorney	1	29	N/R	N/R	000042	CA	U	Exempt
000044	City Auditor	1	20	\$ 81,443	\$ 132,805	000044	CA	U	Exempt
000046	City Clerk	1	22	\$ 89,372	\$ 150,294	000046	CA	U	Exempt
200545	City Coastal Engineer	1	21	\$ 85,059	\$ 141,549	200545		U	Exempt
100480	City Controller	1	20	\$ 81,443	\$ 132,805	100480	S	U	Exempt
100479	City Economist	1	18	\$ 72,173	\$ 117,688	100479			Exempt
000049	City Engineer	1	21	\$ 85,059	\$ 141,549	000049	S	U	Exempt
700910	City Forester	1	15	\$ 59,164	\$ 96,734	700910			Exempt
100311	City Historian	1	12	\$ 46,583	\$ 75,967	100311			Exempt
000050	City Manager	1	29	N/R	N/R	000050	CA	U	Exempt
200429	City Planner Associate	1	11	\$ 42,870	\$ 69,955	200429			Nonexempt
100248	City Planner I	1	12	\$ 46,583	\$ 75,967	100248			Exempt
100249	City Planner II	1	13	\$ 50,243	\$ 81,924	100249			Exempt
100467	City Planner III	1	14	\$ 54,652	\$ 90,395	100467			Exempt
100250	City Planning Manager	1	18	\$ 72,173	\$ 117,688	100250	S	U	Exempt
200425	City Planning Technician	1	10	\$ 39,226	\$ 63,938	200425			Nonexempt
200426	City Planning Technician, Senior	1	11	\$ 42,870	\$ 69,955	200426			Nonexempt
100379	City Safety Officer	1	16	\$ 63,193	\$ 103,030	100379			Exempt
100252	City Surveyor	1	18	\$ 72,173	\$ 117,688	100252	S	U	Exempt
100233	City Transportation Engineer	1	20	\$ 81,443	\$ 132,805	100233	S	U	Exempt
TR0013	City Treasurer	TRO	7	N/R	N/R	TR0013	C	U	Exempt
100162	City Wellness Coordinator	1	13	\$ 50,243	\$ 81,924	100162			Exempt
100255	Civil Engineer I	1	14	\$ 54,652	\$ 90,395	100255			Exempt
100256	Civil Engineer II	1	15	\$ 59,164	\$ 96,734	100256			Exempt
100257	Civil Engineer III	1	16	\$ 63,193	\$ 103,030	100257			Exempt
100258	Civil Engineer IV	1	17	\$ 67,512	\$ 110,179	100258			Exempt
100259	Civil Engineer V	1	18	\$ 72,173	\$ 117,688	100259			Exempt
SC0030	Civilian Court Security Screener	SHC	5	\$ 38,190	\$ 61,104	SC0030		U	Nonexempt
CC0001	Clerk of the Circuit Court	CCC	9	N/R	N/R	CC0001	C	U	Exempt
100517	Clinical Coordinator	1	14	\$ 54,652	\$ 90,395	100517			Exempt
SC0044	Clinical Mental Health Professional	SHC	13	\$ 49,805	\$ 79,171	SC0044		U	Nonexempt
100518	Clinical Supervisor	1	15	\$ 59,164	\$ 96,734	100518			Exempt
100487	Clinician	1	13	\$ 50,243	\$ 81,924	100487			Exempt
200485	Codes Enforcement Team Leader	1	14	\$ 54,652	\$ 90,395	200485			Exempt
800046	Codes Records & Research Manager	1	14	\$ 54,652	\$ 90,395	800046			Exempt
800006	Codes Specialist	1	10	\$ 39,226	\$ 63,938	800006			Nonexempt
800489	Codes Specialist, Senior	1	11	\$ 42,870	\$ 69,955	800489			Nonexempt
100262	Collection Coordinator	1	11	\$ 42,870	\$ 69,955	100262			Exempt
CR0007	Commissioner of the Revenue	COR	7	N/R	N/R	CR0007	C	U	Exempt
CA0017	Commonwealth's Attorney	CWA	14	N/R	N/R	CA0017	C	U	Exempt
101346	Communications Account Manager	1	17	\$ 67,512	\$ 110,179	101346			Exempt
000116	Community Assessment Team Coordinator	1	11	\$ 42,870	\$ 69,955	000116			Exempt
500784	Compensation & Staffing Analyst I (HR only)	1	13	\$ 50,243	\$ 81,924	500784			Exempt
500785	Compensation & Staffing Analyst II (HR only)	1	14	\$ 54,652	\$ 90,395	500785			Exempt
500786	Compensation & Staffing Analyst Senior (HR only)	1	15	\$ 59,164	\$ 96,734	500786			Exempt
500787	Compensation & Staffing Manager (HR only)	1	17	\$ 67,512	\$ 110,179	500787		U	Exempt

**Alphabetical Classification Listing**  
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Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified	FLSA
200552	Compliance Inspector	1	10	\$ 39,226	\$ 63,938	200552			Nonexempt
400550	Compliance Specialist	1	9	\$ 38,440	\$ 62,657	400550			Nonexempt
CC0004	Comptroller - CC	CCC	7	\$ 62,553	\$ 99,998	CC0004	C	U	Exempt
200432	Computer Operations Supervisor	1	13	\$ 50,243	\$ 81,924	200432			Exempt
200461	Construction Inspector I	1	9	\$ 38,440	\$ 62,657	200461			Nonexempt
200462	Construction Inspector II	1	11	\$ 42,870	\$ 69,955	200462			Nonexempt
200463	Construction Inspector III	1	12	\$ 46,583	\$ 75,967	200463			Nonexempt
100488	Consumer Relations Specialist	1	13	\$ 50,243	\$ 81,924	100488			Exempt
000082	Contract & Program Administrator	1	14	\$ 54,652	\$ 90,395	000082			Exempt
000805	Contract Administrator	1	14	\$ 54,652	\$ 90,395	000805			Exempt
100370	Contract Monitoring Specialist	1	11	\$ 42,870	\$ 69,955	100370			Exempt
700912	Cook	1	4	\$ 37,440	\$ 61,027	700912			Nonexempt
SC0019	Corrections Director	SHC	16	\$ 56,531	\$ 89,866	SC0019	C	U	Exempt
SC0031	Counselor - SC	SHC	8	\$ 38,940	\$ 62,304	SC0031		U	Nonexempt
100502	Counselor I	1	7	\$ 37,940	\$ 61,842	100502			Nonexempt
100489	Counselor II	1	9	\$ 38,440	\$ 62,657	100489			Nonexempt
100490	Counselor III	1	11	\$ 42,870	\$ 69,955	100490			Nonexempt
100491	Counselor IV	1	12	\$ 46,583	\$ 75,967	100491			Exempt
400651	Creative Designer & Production Manager	1	12	\$ 46,583	\$ 75,967	400651			Nonexempt
700914	Crew Leader I	1	9	\$ 38,440	\$ 62,657	700914			Nonexempt
700915	Crew Leader II	1	10	\$ 39,226	\$ 63,938	700915			Nonexempt
800660	Crime Analyst	1	12	\$ 46,583	\$ 75,967	800660			Exempt
800670	Crime Analyst, Senior	1	13	\$ 50,243	\$ 81,924	800670			Exempt
200531	Cross-Connection Specialist	1	8	\$ 38,190	\$ 62,250	200531			Nonexempt
200532	Cross-Connection Specialist, Senior	1	10	\$ 39,226	\$ 63,938	200532			Nonexempt
100272	Curator	1	12	\$ 46,583	\$ 75,967	100272			Exempt
700920	Custodian	1	2	\$ 37,440	\$ 61,027	700920			Nonexempt
700919	Custodian, Senior	1	4	\$ 37,440	\$ 61,027	700919			Nonexempt
800610	Customer Service Manager	1	18	\$ 72,173	\$ 117,688	800610	S	U	Exempt
800018	Customer Service Representative	1	5	\$ 37,440	\$ 61,027	800018			Nonexempt
800609	Customer Service Supervisor	1	13	\$ 50,243	\$ 81,924	800609			Exempt
100699	Data Analyst	1	16	\$ 63,193	\$ 103,030	100699		U	Exempt
500718	Data Processor	1	4	\$ 37,440	\$ 61,027	500718			Nonexempt
200445	Data Quality Control Analyst	1	7	\$ 37,940	\$ 61,842	200445			Nonexempt
200443	Data Quality Control Manager	1	9	\$ 38,440	\$ 62,657	200443			Nonexempt
100700	Data Scientist	1	18	\$ 72,173	\$ 117,688	100700		U	Exempt
100273	Database Administrator	1	16	\$ 63,193	\$ 103,030	100273			Exempt
000270	Database Manager	1	18	\$ 72,173	\$ 117,688	000270			Exempt
100411	Debt Management Specialist I	1	14	\$ 54,652	\$ 90,395	100411			Exempt
100418	Debt Management Specialist II	1	15	\$ 59,164	\$ 96,734	100418			Exempt
100414	Debt Manager	1	18	\$ 72,173	\$ 117,688	100414			Exempt
100481	Demographer	1	14	\$ 54,652	\$ 90,395	100481			Exempt
000092	Deputy Building Commissioner	1	15	\$ 59,164	\$ 96,734	000092			Exempt
000038	Deputy Chief of Police	1	22	\$ 89,372	\$ 150,294	000038		U	Exempt
100275	Deputy City Attorney I	1	23	\$ 94,232	\$ 160,131	100275	L	U	Exempt
100276	Deputy City Attorney II	1	24	\$ 99,446	\$ 170,515	100276	L	U	Exempt
100277	Deputy City Attorney III	1	25	\$ 107,381	\$ 181,445	100277	L	U	Exempt
100279	Deputy City Attorney, Senior	1	26	\$ 118,145	\$ 205,186	100279	L	U	Exempt
100417	Deputy City Auditor	1	16	\$ 63,193	\$ 103,030	100417		U	Exempt
100431	Deputy City Auditor II	1	17	\$ 67,512	\$ 110,179	100431		U	Exempt
100425	Deputy City Clerk / Administrative Analyst I	1	14	\$ 54,652	\$ 90,395	100425		U	Exempt
100420	Deputy City Clerk / Assistant to the Mayor	1	11	\$ 42,870	\$ 69,955	100420		U	Exempt
100473	Deputy City Clerk / Executive Assistant to the Mayor	1	20	\$ 81,443	\$ 132,805	100473		U	Exempt
500773	Deputy City Clerk / Secretary	1	9	\$ 38,440	\$ 62,657	500773		U	Nonexempt
500768	Deputy City Clerk / Secretary to the Mayor	1	12	\$ 46,583	\$ 75,967	500768		U	Nonexempt
500764	Deputy City Clerk / Senior Secretary	1	10	\$ 39,226	\$ 63,938	500764		U	Nonexempt
500772	Deputy City Clerk / Stenographic Reporter	1	8	\$ 38,190	\$ 62,250	500772		U	Nonexempt
000002	Deputy City Manager	1	26	\$ 118,145	\$ 205,186	000002	E	U	Exempt
000006	Deputy City Manager of Public Safety	1	26	\$ 118,145	\$ 205,186	000006	E	U	Exempt
CC0012	Deputy Clerk I - CC	CCC	1	\$ 37,440	\$ 59,904	CC0012	C	U	Nonexempt
CC0010	Deputy Clerk II - CC	CCC	2	\$ 38,440	\$ 61,504	CC0010	C	U	Nonexempt
CC0014	Deputy Clerk III - CC	CCC	3	\$ 39,440	\$ 63,104	CC0014	C	U	Nonexempt
CA0015	Deputy Commonwealth's Attorney	CWA	12	\$ 91,975	\$ 146,241	CA0015	C	U	Exempt
300606	Deputy Fire Chief	5	11	\$ 113,071	\$ 140,958	300606		U	Exempt



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Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified	FLSA
200470	Deputy Fire Marshal	5	7	\$ 67,674	\$ 100,104	200470			Nonexempt
CR0001	Deputy I - COR	COR	1	\$ 37,440	\$ 59,904	CR0001	C	U	Nonexempt
TR0005	Deputy I - TR	TRO	1	\$ 37,440	\$ 59,904	TR0005	C	U	Nonexempt
CR0002	Deputy II - COR	COR	2	\$ 41,776	\$ 72,854	CR0002	C	U	Nonexempt
TR0006	Deputy II - TR	TRO	2	\$ 41,776	\$ 72,854	TR0006	C	U	Nonexempt
CR0003	Deputy III - COR	COR	3	\$ 49,904	\$ 82,507	CR0003	C	U	Exempt
TR0007	Deputy III - TR	TRO	3	\$ 45,571	\$ 82,507	TR0007	C	U	Exempt
TR0010	Deputy IV - TR	TRO	4	\$ 58,623	\$ 93,720	TR0010	C	U	Exempt
200571	Deputy Real Estate Assessor	1	18	\$ 72,173	\$ 117,688	200571	CA	U	Exempt
100203	Deputy Registrar / Elections Administrator	1	15	\$ 59,164	\$ 96,734	100203		U	Exempt
SS0002	Deputy Sheriff	5	3	\$ 47,073	\$ 71,415	SS0002	C	U	Nonexempt
SS0007	Deputy Sheriff (Captain)	5	8	\$ 83,085	\$ 114,194	SS0007	C	U	Nonexempt
SS0010	Deputy Sheriff (Colonel)	5	11	\$ 113,071	\$ 140,958	SS0010	C	U	Nonexempt
SS0004	Deputy Sheriff (Corporal)	5	4	\$ 52,105	\$ 79,002	SS0004	C	U	Nonexempt
SS0009	Deputy Sheriff (Lieutenant Colonel)	5	9	\$ 93,487	\$ 128,490	SS0009	C	U	Nonexempt
SS0006	Deputy Sheriff (Lieutenant)	5	7	\$ 57,591	\$ 87,319	SS0006	C	U	Nonexempt
SS0003	Deputy Sheriff (Master)	5	5	\$ 56,377	\$ 85,478	SS0003	C	U	Nonexempt
SS0001	Deputy Sheriff (Recruit)	5	1	\$ 43,260	\$ 43,260	SS0001	C	U	Nonexempt
SS0011	Deputy Sheriff (Senior)	5	4	\$ 52,105	\$ 79,002	SS0004	C	U	Nonexempt
SS0005	Deputy Sheriff (Sergeant)	5	6	\$ 56,377	\$ 85,478	SS0005	C	U	Nonexempt
100461	Design & Rehabilitation Consultant, Senior	1	14	\$ 54,652	\$ 90,395	100461			Exempt
100474	Design/Construction Project Manager, Senior	1	17	\$ 67,512	\$ 110,179	100474			Exempt
800049	Detention Center Assistant Superintendent	1	14	\$ 54,652	\$ 90,395	800049			Exempt
100244	Detention Center Superintendent	1	20	\$ 81,443	\$ 132,805	100244	S	U	Exempt
800048	Detention Center Supervisor	1	12	\$ 46,583	\$ 75,967	800048			Exempt
500725	Direct Support Professional I	1	5	\$ 37,440	\$ 61,027	500725			Nonexempt
500726	Direct Support Professional II	1	6	\$ 37,690	\$ 61,435	500726			Nonexempt
000575	Director of Budget & Strategic Planning	1	24	\$ 99,446	\$ 170,515	000575	E	U	Exempt
000075	Director of City Planning	1	24	\$ 99,446	\$ 170,515	000075	E	U	Exempt
000054	Director of Communications	1	24	\$ 99,446	\$ 170,515	000054	E	U	Exempt
CA0011	Director of Communications - CWA	CWA	8	\$ 55,132	\$ 88,210	CA0011	C	U	Exempt
000065	Director of Cultural Facilities, Arts, & Entertainment	1	24	\$ 99,446	\$ 170,515	000065	E	U	Exempt
000067	Director of Development	1	24	\$ 99,446	\$ 170,515	000067	E	U	Exempt
000111	Director of Elections	1	22	\$ 89,372	\$ 150,294	000111			Exempt
000068	Director of Finance	1	24	\$ 99,446	\$ 170,515	000068	E	U	Exempt
000069	Director of General Services	1	24	\$ 99,446	\$ 170,515	000069	E	U	Exempt
000146	Director of Housing and Community Development	1	24	\$ 99,446	\$ 170,515	000146	E	U	Exempt
000070	Director of Human Resources	1	24	\$ 99,446	\$ 170,515	000070	E	U	Exempt
000071	Director of Human Services	1	24	\$ 99,446	\$ 170,515	000071	E	U	Exempt
000073	Director of Libraries	1	24	\$ 99,446	\$ 170,515	000073	E	U	Exempt
000084	Director of Maritime Center	1	24	\$ 99,446	\$ 170,515	000084	E	U	Exempt
000074	Director of Neighborhood Services	1	24	\$ 99,446	\$ 170,515	000074	E	U	Exempt
000076	Director of Public Works	1	24	\$ 99,446	\$ 170,515	000076	E	U	Exempt
000081	Director of Parks and Recreation	1	24	\$ 99,446	\$ 170,515	000081	E	U	Exempt
000145	Director of St. Paul's Transformation	1	24	\$ 99,446	\$ 170,515	000145	E	U	Exempt
000056	Director of Emergency Preparedness & Response	1	24	\$ 99,446	\$ 170,515	000056	E	U	Exempt
000142	Director of the Virginia Zoological Park	1	24	\$ 99,446	\$ 170,515	000142	E	U	Exempt
000118	Director of Transit	1	24	\$ 99,446	\$ 170,515	000118	E	U	Exempt
000077	Director of Utilities	1	24	\$ 99,446	\$ 170,515	000077	E	U	Exempt
100295	Disability Case Manager	1	12	\$ 46,583	\$ 75,967	100295			Exempt
000147	Diversity, Equity, and Inclusion Officer	1	24	\$ 99,446	\$ 170,515	000147	E	U	Exempt
100465	Division Head	1	16	\$ 63,193	\$ 103,030	100465	S	U	Exempt
100492	Early Childhood Special Educator	1	14	\$ 54,652	\$ 90,395	100492			Exempt
100456	Economic & Policy Analyst	1	13	\$ 50,243	\$ 81,924	100456			Exempt
100457	Economic & Policy Analyst, Senior	1	15	\$ 59,164	\$ 96,734	100457			Exempt
100449	Economic Forecast Specialist (Budget only)	1	18	\$ 72,173	\$ 117,688	100449		U	Exempt
100525	Economic Inclusion Manager (DEI Only)	1	16	\$ 63,193	\$ 103,030	100525		U	Exempt
100526	Economic Inclusion Manager, Senior (DEI Only)	1	17	\$ 67,512	\$ 110,179	100526		U	Exempt
100245	Education Manager	1	14	\$ 54,652	\$ 90,395	100245			Exempt
SC0013	Education Program Manager	SHC	11	\$ 45,174	\$ 71,810	SC0013	C	U	Nonexempt
SC0008	Education Programs Specialist	SHC	10	\$ 40,974	\$ 65,134	SC0008	C	U	Nonexempt
800010	Education Specialist	1	7	\$ 37,940	\$ 61,842	800010			Nonexempt
H00004	Election Aide	2	H2	\$ 15.75	\$ 29.25	H00004			Nonexempt
800011	Election Assistant I	1	5	\$ 37,440	\$ 61,027	800011		U	Nonexempt



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Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified	FLSA
500759	Election Assistant II	1	6	\$ 37,690	\$ 61,435	500759		U	Nonexempt
800009	Election Assistant III	1	7	\$ 37,940	\$ 61,842	800009		U	Nonexempt
500760	Election Assistant IV	1	9	\$ 38,440	\$ 62,657	500760		U	Nonexempt
600834	Electrician I	1	6	\$ 37,690	\$ 61,435	600834			Nonexempt
600835	Electrician II	1	10	\$ 39,226	\$ 63,938	600835			Nonexempt
600836	Electrician III	1	11	\$ 42,870	\$ 69,955	600836			Nonexempt
600837	Electrician IV	1	12	\$ 46,583	\$ 75,967	600837			Nonexempt
SC0005	Electronic Surveillance Supervisor	SHC	7	\$ 38,690	\$ 61,904	SC0005	C	U	Nonexempt
600840	Electronics Technician I	1	9	\$ 38,440	\$ 62,657	600840			Nonexempt
600841	Electronics Technician II	1	11	\$ 42,870	\$ 69,955	600841			Nonexempt
100493	Emergency Services Counselor	1	13	\$ 50,243	\$ 81,924	100493			Exempt
500788	Employee Relations Analyst I (HR only)	1	13	\$ 50,243	\$ 81,924	500788			Exempt
500789	Employee Relations Analyst II (HR only)	1	14	\$ 54,652	\$ 90,395	500789			Exempt
500790	Employee Relations Analyst, Senior (HR only)	1	15	\$ 59,164	\$ 96,734	500790			Exempt
500791	Employee Relations Manager (HR only)	1	17	\$ 67,512	\$ 110,179	500791		U	Exempt
800900	Energy Management Coordinator	1	15	\$ 59,164	\$ 96,734	800900			Exempt
700922	Engineering Aide	1	4	\$ 37,440	\$ 61,027	700922			Nonexempt
000085	Engineering Manager	1	20	\$ 81,443	\$ 132,805	000085	S	U	Exempt
200437	Engineering Technician I	1	10	\$ 39,226	\$ 63,938	200437			Nonexempt
200438	Engineering Technician II	1	11	\$ 42,870	\$ 69,955	200438			Nonexempt
200439	Engineering Technician III	1	12	\$ 46,583	\$ 75,967	200439			Nonexempt
200440	Engineering Technician IV	1	13	\$ 50,243	\$ 81,924	200440			Nonexempt
100297	Enterprise Controller	1	16	\$ 63,193	\$ 103,030	100297			Exempt
100299	Environmental Engineer	1	14	\$ 54,652	\$ 90,395	100299			Exempt
700991	Environmental Health Assistant I	1	3	\$ 37,440	\$ 61,027	700991			Nonexempt
700992	Environmental Health Assistant II	1	4	\$ 37,440	\$ 61,027	700992			Nonexempt
000100	Environmental Services Manager	1	19	\$ 76,620	\$ 124,607	000100	S	U	Exempt
200452	Environmental Specialist I	1	10	\$ 39,226	\$ 63,938	200452			Nonexempt
200453	Environmental Specialist II	1	12	\$ 46,583	\$ 75,967	200453			Nonexempt
700924	Equipment Operator I	1	5	\$ 37,440	\$ 61,027	700924			Nonexempt
700925	Equipment Operator II	1	7	\$ 37,940	\$ 61,842	700925			Nonexempt
700926	Equipment Operator III	1	8	\$ 38,190	\$ 62,250	700926			Nonexempt
700927	Equipment Operator IV	1	9	\$ 38,440	\$ 62,657	700927			Nonexempt
800402	Event Coordinator I	1	12	\$ 46,583	\$ 75,967	800402			Exempt
800407	Event Coordinator II	1	13	\$ 50,243	\$ 81,924	800407			Exempt
800408	Event Coordinator Senior	1	14	\$ 54,652	\$ 90,395	800408			Exempt
800405	Event Support Crew Member I	1	4	\$ 37,440	\$ 61,027	800405			Nonexempt
800406	Event Support Crew Member II	1	6	\$ 37,690	\$ 61,435	800406			Nonexempt
500707	Executive Assistant	1	12	\$ 46,583	\$ 75,967	500707			Nonexempt
SC0032	Executive Assistant - SC	SHC	10	\$ 40,974	\$ 65,134	SC0032		U	Nonexempt
100527	Executive Assistant II (CM only)	1	14	\$ 54,652	\$ 90,395	100527		U	Exempt
100528	Executive Assistant III (CM only)	1	15	\$ 59,164	\$ 96,734	100528		U	Exempt
000158	Director of Slover Library	1	24	\$ 99,446	\$ 170,515	000158	E	U	Exempt
000831	Executive Director CSB	1	24	\$ 99,446	\$ 170,515	000831	E	U	Exempt
000861	Executive Director of Norfolk Healthcare Consortium	1	24	\$ 99,446	\$ 170,515	000861	E	U	Exempt
000119	Executive Director of Real Estate Services	1	20	\$ 81,443	\$ 132,805	000119	E	U	Exempt
000087	Executive Manager of Retirement Systems	1	20	\$ 81,443	\$ 132,805	000087	S	U	Exempt
CA0010	Executive Secretary / Assistant - CWA	CWA	7	\$ 48,480	\$ 77,494	CA0010	C	U	Nonexempt
H00059	Executive Specialist	2	H6	\$ 49.50	\$ 123.75	H00059		U	Exempt
100253	Exhibits Manager / Designer	1	13	\$ 50,243	\$ 81,924	100253			Exempt
100871	Facilities Maintenance Manager	1	19	\$ 76,620	\$ 124,607	100871	S	U	Exempt
800521	Facilities Manager	1	13	\$ 50,243	\$ 81,924	800521			Exempt
SC0033	Facilities Manager - SC	SHC	16	\$ 56,531	\$ 89,866	SC0033		U	Nonexempt
800052	Family Services Associate	1	7	\$ 37,940	\$ 61,842	800052			Nonexempt
100364	Family Services Supervisor	1	14	\$ 54,652	\$ 90,395	100364			Exempt
100366	Family Services Worker I	1	11	\$ 42,870	\$ 69,955	100366			Nonexempt
100367	Family Services Worker II	1	12	\$ 46,583	\$ 75,967	100367			Nonexempt
200404	Family Services Worker III	1	13	\$ 50,243	\$ 81,924	200404			Exempt
000047	Financial Operations Manager	1	15	\$ 59,164	\$ 96,734	000047			Exempt
300611	Fire Captain	5	7	\$ 67,674	\$ 100,104	300611			Nonexempt
200471	Fire Inspector	5	5	\$ 56,377	\$ 85,478	200471			Nonexempt
300612	Fire Lieutenant	5	6	\$ 57,591	\$ 87,319	300612			Nonexempt
300614	Firefighter EMT	5	2	\$ 44,817	\$ 67,951	300614			Nonexempt
300617	Firefighter EMT - Advanced	5	3	\$ 47,073	\$ 71,415	300617			Nonexempt

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Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified	FLSA
300643	Firefighter EMT - Intermediate	5	4	\$ 52,105	\$ 79,002	300643			Nonexempt
300616	Firefighter EMT - Paramedic	5	5	\$ 56,377	\$ 85,478	300616			Nonexempt
300604	Firefighter Recruit	5	1	\$ 43,260	\$ 43,260	300604			Nonexempt
SC0034	Fiscal Manager	SHC	14	\$ 52,294	\$ 83,131	SC0034		U	Nonexempt
000090	Fiscal Manager I	1	13	\$ 50,243	\$ 81,924	000090			Exempt
800504	Fiscal Manager II	1	14	\$ 54,652	\$ 90,395	800504			Exempt
100371	Fiscal Monitoring Specialist I	1	11	\$ 42,870	\$ 69,955	100371			Exempt
100372	Fiscal Monitoring Specialist II	1	13	\$ 50,243	\$ 81,924	100372			Exempt
100373	Fiscal Systems Administrator (Finance only)	1	16	\$ 63,193	\$ 103,030	100373			Exempt
100167	Fiscal Systems Analyst	1	14	\$ 54,652	\$ 90,395	100167			Exempt
100471	Fiscal Systems Manager	1	17	\$ 67,512	\$ 110,179	100471			Exempt
600819	Fleet Coordinator	1	11	\$ 42,870	\$ 69,955	600819			Exempt
SC0022	Fleet Coordinator - SC	SHC	4	\$ 37,940	\$ 60,704	SC0022	C	U	Nonexempt
000091	Fleet Maintenance Manager	1	19	\$ 76,620	\$ 124,607	000091	S	U	Exempt
700911	Food Service Manager	1	11	\$ 42,870	\$ 69,955	700911			Exempt
700929	Forestry Crew Leader	1	11	\$ 42,870	\$ 69,955	700929			Nonexempt
700930	Forestry Supervisor	1	14	\$ 54,652	\$ 90,395	700930			Exempt
100314	Fraud Investigator	1	12	\$ 46,583	\$ 75,967	100314			Nonexempt
200542	Fraud Supervisor	1	13	\$ 50,243	\$ 81,924	200542			Exempt
700988	General Utility Maintenance Supervisor	1	14	\$ 54,652	\$ 90,395	700988			Exempt
800040	Geographic Information Systems Specialist I	1	10	\$ 39,226	\$ 63,938	800040			Nonexempt
800555	Geographic Information Systems Specialist II	1	12	\$ 46,583	\$ 75,967	800555			Exempt
800556	Geographic Information Systems Specialist III	1	15	\$ 59,164	\$ 96,734	800556			Exempt
800557	Geographic Information Systems Team Supervisor	1	17	\$ 67,512	\$ 110,179	800557			Exempt
200418	Geographic Information Systems Technician I	1	9	\$ 38,440	\$ 62,657	200418			Nonexempt
100423	Geographic Information Systems Technician II	1	11	\$ 42,870	\$ 69,955	100423			Exempt
200419	Grants & Development Coordinator	1	14	\$ 54,652	\$ 90,395	200419			Exempt
100451	Grants Manager	1	18	\$ 72,173	\$ 117,688	100451		U	Exempt
SC0009	Grievance Coordinator	SHC	10	\$ 40,974	\$ 65,134	SC0009	C	U	Nonexempt
700933	Groundskeeper	1	4	\$ 37,440	\$ 61,027	700933			Nonexempt
700931	Groundskeeper Crew Leader	1	9	\$ 38,440	\$ 62,657	700931			Nonexempt
100164	Health & Fitness Facilitator	1	10	\$ 39,226	\$ 63,938	100164			Exempt
700935	Horticulture Technician	1	5	\$ 37,440	\$ 61,027	700935			Nonexempt
700937	Horticulturist	1	12	\$ 46,583	\$ 75,967	700937			Exempt
100519	Housing Finance Specialist	1	17	\$ 67,512	\$ 110,179	100519		U	Exempt
SC0035	HR Administrator - SC	SHC	16	\$ 56,531	\$ 89,866	SC0035		U	Nonexempt
SC0016	Human Resources & Budget Director	SHC	14	\$ 52,294	\$ 83,131	SC0016	C	U	Exempt
500792	Human Resources Administration Manager (HR only)	1	17	\$ 67,512	\$ 110,179	500792		U	Exempt
800500	Human Resources Administrator	1	14	\$ 54,652	\$ 90,395	800500			Exempt
500781	Human Resources Assistant I	1	6	\$ 37,690	\$ 61,435	500781			Nonexempt
500782	Human Resources Assistant II	1	7	\$ 37,940	\$ 61,842	500782			Nonexempt
500801	Human Resources Benefits Analyst I (HR only)	1	13	\$ 50,243	\$ 81,924	500801			Exempt
500802	Human Resources Benefits Analyst II (HR only)	1	14	\$ 54,652	\$ 90,395	500802			Exempt
500793	Human Resources Benefits Manager (HR only)	1	17	\$ 67,512	\$ 110,179	500793		U	Exempt
500783	Human Resources Benefits Specialist (HR only)	1	11	\$ 42,870	\$ 69,955	500783			Nonexempt
500794	Human Resources Specialist (HR only)	1	11	\$ 42,870	\$ 69,955	500794			Nonexempt
200446	Human Services Aide	1	5	\$ 37,440	\$ 61,027	200446			Nonexempt
101309	Human Services Operations Manager	1	15	\$ 59,164	\$ 96,734	101309			Exempt
100511	Human Services Senior Manager	1	20	\$ 81,443	\$ 132,805	100511	S	U	Exempt
300618	Humane Officer I (Police only)	1	9	\$ 38,440	\$ 62,657	300618			Nonexempt
300619	Humane Officer II (Police only)	1	11	\$ 42,870	\$ 69,955	300619			Nonexempt
CC0008	In Court Clerk - CC	CCC	4	\$ 40,974	\$ 68,980	CC0008	C	U	Nonexempt
H00037	Information Technology Assistant	2	H5	\$ 29.00	\$ 72.25	H00037			Nonexempt
H00019	Information Technology Business Analyst	2	H5	\$ 29.00	\$ 72.25	H00019			Nonexempt
H00038	Information Technology Intern	2	H4	\$ 17.00	\$ 47.50	H00038			Nonexempt
100168	Information Technology Planner	1	14	\$ 54,652	\$ 90,395	100168			Exempt
100166	Information Technology Planner, Senior	1	18	\$ 72,173	\$ 117,688	100166			Exempt
200431	Information Technology Specialist	1	9	\$ 38,440	\$ 62,657	200431			Nonexempt
SC0020	Information Technology Systems Director	SHC	17	\$ 63,184	\$ 101,008	SC0020	C	U	Exempt
200400	Information Technology Telecommunications Analyst I	1	11	\$ 42,870	\$ 69,955	200400			Exempt
200401	Information Technology Telecommunications Analyst II	1	13	\$ 50,243	\$ 81,924	200401			Exempt
200402	Information Technology Telecommunications Analyst III	1	16	\$ 63,193	\$ 103,030	200402			Exempt
200551	Information Technology Telecommunications Technician	1	11	\$ 42,870	\$ 69,955	200551			Nonexempt
800021	Information Technology Trainer	1	12	\$ 46,583	\$ 75,967	800021			Nonexempt

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800020	Information Technology Training Coordinator	1	13	\$ 50,243	\$ 81,924	800020			Exempt
SC0015	Inmate Classification Manager	SHC	13	\$ 49,805	\$ 79,171	SC0015	C	U	Nonexempt
SC0010	Inmate Classification Specialist	SHC	10	\$ 40,974	\$ 65,134	SC0010	C	U	Nonexempt
SC0023	Inmate Rehabilitation Coordinator	SHC	12	\$ 47,151	\$ 75,549	SC0023	C	U	Nonexempt
700939	Instrument Technician	1	8	\$ 38,190	\$ 62,250	700939			Nonexempt
000003	Intergovernmental Relations Officer	1	20	\$ 81,443	\$ 132,805	000003	E	U	Exempt
SC0024	Investigations Director	SHC	14	\$ 52,294	\$ 83,131	SC0024	C	U	Exempt
101347	Jury Administrator	1	12	\$ 46,583	\$ 75,967	101347	C	U	Nonexempt
300626	kennel Supervisor	1	8	\$ 38,190	\$ 62,250	300626			Nonexempt
101353	Land Record Specialist	1	10	\$ 39,226	\$ 63,938	101353		U	Nonexempt
200498	Landscape Coordinator I	1	11	\$ 42,870	\$ 69,955	200498			Nonexempt
200499	Landscape Coordinator II	1	12	\$ 46,583	\$ 75,967	200499			Nonexempt
700913	Laundry Worker	1	1	\$ 37,440	\$ 61,027	700913			Nonexempt
100316	Law Clerk	1	13	\$ 50,243	\$ 81,924	100316			Exempt
H00018	Law Intern	2	H4	\$ 17.00	\$ 47.50	H00018			Nonexempt
600822	Lead Mason	1	7	\$ 37,940	\$ 61,842	600822			Nonexempt
700999	Lead Zookeeper	1	9	\$ 38,440	\$ 62,657	700999			Nonexempt
100318	Legal Administrator	1	15	\$ 59,164	\$ 96,734	100318			Exempt
CA0009	Legal Administrator - CWA	CWA	8	\$ 55,132	\$ 88,210	CA0009	C	U	Exempt
500735	Legal Assistant	1	13	\$ 50,243	\$ 81,924	500735			Nonexempt
CA0008	Legal Assistant - CWA	CWA	6	\$ 42,559	\$ 68,033	CA0008	C	U	Nonexempt
400655	Legal Coordinator I	1	11	\$ 42,870	\$ 69,955	400655	L	U	Nonexempt
400656	Legal Coordinator II	1	13	\$ 50,243	\$ 81,924	400656	L	U	Nonexempt
SC0017	Legal Counsel	SHC	15	\$ 53,840	\$ 85,592	SC0017	C	U	Exempt
500740	Legal Secretary I	1	7	\$ 37,940	\$ 61,842	500740			Nonexempt
CA0006	Legal Secretary I - CWA	CWA	2	\$ 38,440	\$ 61,504	CA0006	C	U	Nonexempt
500741	Legal Secretary II	1	11	\$ 42,870	\$ 69,955	500741		U	Nonexempt
CA0007	Legal Secretary II - CWA	CWA	4	\$ 40,440	\$ 64,704	CA0007	C	U	Nonexempt
H00030	Legislative Services Aide	2	H1	\$ 15.00	\$ 24.00	H00030			Nonexempt
100320	Librarian I	1	11	\$ 42,870	\$ 69,955	100320			Exempt
100321	Librarian II	1	14	\$ 54,652	\$ 90,395	100321			Exempt
100322	Librarian III	1	15	\$ 59,164	\$ 96,734	100322			Exempt
100326	Librarian IV	1	16	\$ 63,193	\$ 103,030	100326			Exempt
H00025	Library Aide	2	H1	\$ 15.00	\$ 24.00	H00025			Nonexempt
400665	Library Assistant I	1	4	\$ 37,440	\$ 61,027	400665			Nonexempt
SC0036	Library Assistant - SC	SHC	3	\$ 37,690	\$ 60,304	SC0036		U	Nonexempt
400666	Library Assistant II	1	6	\$ 37,690	\$ 61,435	400666			Nonexempt
400660	Library Associate I	1	8	\$ 38,190	\$ 62,250	400660			Nonexempt
400661	Library Associate II	1	9	\$ 38,440	\$ 62,657	400661			Nonexempt
400667	Library Manager	1	18	\$ 72,173	\$ 117,688	400667			Exempt
200474	License Inspector I	1	8	\$ 38,190	\$ 62,250	200474			Nonexempt
200475	License Inspector II	1	10	\$ 39,226	\$ 63,938	200475			Nonexempt
400681	Licensed Practical Nurse	1	11	\$ 42,870	\$ 69,955	400681			Nonexempt
700941	Lifeguard	1	4	\$ 37,440	\$ 61,027	700941			Nonexempt
SC0042	Local Inmate Data System Technician	SHC	9	\$ 39,190	\$ 62,704	SC0042		U	Nonexempt
000097	MacArthur Memorial Director	1	18	\$ 72,173	\$ 117,688	000097	S	U	Exempt
SC0025	Maintenance Mechanic - SC	SHC	4	\$ 37,940	\$ 60,704	SC0025	C	U	Nonexempt
700942	Maintenance Mechanic I	1	6	\$ 37,690	\$ 61,435	700942			Nonexempt
700943	Maintenance Mechanic II	1	8	\$ 38,190	\$ 62,250	700943			Nonexempt
SC0037	Maintenance Mechanic II - SC	SHC	7	\$ 38,690	\$ 61,904	SC0037		U	Nonexempt
700944	Maintenance Mechanic III	1	9	\$ 38,440	\$ 62,657	700944			Nonexempt
600846	Maintenance Shop Manager	1	13	\$ 50,243	\$ 81,924	600846			Exempt
700946	Maintenance Supervisor I	1	11	\$ 42,870	\$ 69,955	700946			Exempt
700947	Maintenance Supervisor II	1	12	\$ 46,583	\$ 75,967	700947			Exempt
700949	Maintenance Worker I	1	4	\$ 37,440	\$ 61,027	700949			Nonexempt
700950	Maintenance Worker II	1	6	\$ 37,690	\$ 61,435	700950			Nonexempt
100171	Management Analyst I	1	11	\$ 42,870	\$ 69,955	100171			Exempt
100172	Management Analyst II	1	13	\$ 50,243	\$ 81,924	100172			Exempt
100173	Management Analyst III	1	14	\$ 54,652	\$ 90,395	100173			Exempt
100319	Management Services Administrator	1	18	\$ 72,173	\$ 117,688	100319	S	U	Exempt
100875	Manager of Budget & Accounting	1	18	\$ 72,173	\$ 117,688	100875	S	U	Exempt
100482	Manager of Emergency Communications	1	16	\$ 63,193	\$ 103,030	100482			Exempt
000806	Manager of Environmental Protection Programs	1	20	\$ 81,443	\$ 132,805	000806	E	U	Exempt
000807	Manager of Event Services and Production	1	16	\$ 63,193	\$ 103,030	000807	S	U	Exempt

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100247	Manager of Visitor Marketing	1	14	\$ 54,652	\$ 90,395	100247			Exempt
100265	Manager of Visitor Services	1	12	\$ 46,583	\$ 75,967	100265			Exempt
H00027	Maritime Center Specialist I	2	H1	\$ 15.00	\$ 24.00	H00027			Nonexempt
H00028	Maritime Center Specialist II	2	H2	\$ 15.75	\$ 29.25	H00028			Nonexempt
H00029	Maritime Center Specialist III	2	H3	\$ 16.25	\$ 42.50	H00029			Nonexempt
100213	Mason	1	6	\$ 37,690	\$ 61,435	100213			Nonexempt
300636	Master Police Officer	5	6	\$ 57,591	\$ 87,319	300624			Nonexempt
100496	Medical Records Administrator	1	11	\$ 42,870	\$ 69,955	100496			Exempt
500743	Medical Records Technician	1	9	\$ 38,440	\$ 62,657	500743			Nonexempt
100494	Mental Health Professional	1	11	\$ 42,870	\$ 69,955	100494			Nonexempt
700952	Messenger/Driver	1	2	\$ 37,440	\$ 61,027	700952			Nonexempt
300621	Meter Monitor	1	7	\$ 37,940	\$ 61,842	300621			Nonexempt
800449	Microcomputer Systems Analyst	1	13	\$ 50,243	\$ 81,924	800449			Nonexempt
SC0006	Microcomputer Systems Analyst - SC	SHC	8	\$ 38,940	\$ 62,304	SC0006	C	U	Nonexempt
200450	Microcomputer Systems Analyst, Senior	1	14	\$ 54,652	\$ 90,395	200450			Exempt
200451	Microcomputer Systems Team Supervisor	1	16	\$ 63,193	\$ 103,030	200451			Exempt
500745	Micrographics Technician	1	4	\$ 37,440	\$ 61,027	500745			Nonexempt
101343	Multimedia Communications Specialist I	1	11	\$ 42,870	\$ 69,955	101343			Exempt
101344	Multimedia Communications Specialist II	1	13	\$ 50,243	\$ 81,924	101344			Exempt
101345	Multimedia Communications Specialist III	1	15	\$ 59,164	\$ 96,734	101345			Exempt
H00013	Municipal Intern I	2	H1	\$ 15.00	\$ 24.00	H00013			Nonexempt
H00014	Municipal Intern II	2	H2	\$ 15.75	\$ 29.25	H00014			Nonexempt
H00047	Municipal Intern III	2	H3	\$ 16.25	\$ 42.50	H00047			Nonexempt
300640	Museum Attendant	1	4	\$ 37,440	\$ 61,027	300640			Nonexempt
000298	Neighborhood Development Administrator	1	19	\$ 76,620	\$ 124,607	000298	S	U	Exempt
200482	Neighborhood Development Specialist	1	11	\$ 42,870	\$ 69,955	200482			Exempt
100459	Neighborhood Development Specialist, Senior	1	13	\$ 50,243	\$ 81,924	100459			Exempt
000297	Neighborhood Services Manager	1	15	\$ 59,164	\$ 96,734	000297			Exempt
SC0018	Network Engineer - SC	SHC	16	\$ 56,531	\$ 89,866	SC0018	C	U	Nonexempt
800544	Network Engineer I	1	10	\$ 39,226	\$ 63,938	800544			Nonexempt
800546	Network Engineer II	1	16	\$ 63,193	\$ 103,030	800546			Exempt
800545	Network Engineer III	1	17	\$ 67,512	\$ 110,179	800545			Exempt
200403	Network Engineer IV	1	18	\$ 72,173	\$ 117,688	200403			Exempt
800547	Network Security Engineer	1	17	\$ 67,512	\$ 110,179	800547			Exempt
100522	Nurse Coordinator - Supervisor	1	13	\$ 50,243	\$ 81,924	100522			Exempt
100523	Nurse Practitioner	1	20	\$ 81,443	\$ 132,805	100523	S	U	Exempt
500750	Office Assistant	1	3	\$ 37,440	\$ 61,027	500750			Nonexempt
500755	Office Manager	1	10	\$ 39,226	\$ 63,938	500755			Exempt
600852	Operating Engineer I	1	6	\$ 37,690	\$ 61,435	600852			Nonexempt
600853	Operating Engineer II	1	9	\$ 38,440	\$ 62,657	600853			Nonexempt
700940	Operations Apprentice	1	2	\$ 37,440	\$ 61,027	700940			Nonexempt
100300	Operations Controller	1	16	\$ 63,193	\$ 103,030	100300			Exempt
000113	Operations Manager	1	14	\$ 54,652	\$ 90,395	000113			Exempt
300638	Operations Officer I (Police only)	1	7	\$ 37,940	\$ 61,842	300638			Nonexempt
300642	Operations Officer II (Police only)	1	8	\$ 38,190	\$ 62,250	300642			Nonexempt
300647	Operations Officer III (Police only)	1	9	\$ 38,440	\$ 62,657	300647			Nonexempt
500795	Organizational Development Analyst (HR only)	1	13	\$ 50,243	\$ 81,924	500795			Exempt
500796	Organizational Development Analyst, Senior (HR only)	1	15	\$ 59,164	\$ 96,734	500796			Exempt
500797	Organizational Development Manager (HR only)	1	17	\$ 67,512	\$ 110,179	500797		U	Exempt
600855	Painter I	1	6	\$ 37,690	\$ 61,435	600855			Nonexempt
600856	Painter II	1	8	\$ 38,190	\$ 62,250	600856			Nonexempt
CA0005	Paralegal - CWA	CWA	4	\$ 40,440	\$ 64,704	CA0005	C	U	Nonexempt
400674	Paralegal Claims Investigator	1	12	\$ 46,583	\$ 75,967	400674	L	U	Nonexempt
400678	Paralegal Generalist	1	10	\$ 39,226	\$ 63,938	400678	L	U	Nonexempt
400679	Paralegal Specialist	1	14	\$ 54,652	\$ 90,395	400679	L	U	Nonexempt
800680	Park Ranger	1	7	\$ 37,940	\$ 61,842	800680			Nonexempt
000107	Parking Administrator	1	14	\$ 54,652	\$ 90,395	000107			Exempt
H00035	Parking Attendant	2	H1	\$ 15.00	\$ 24.00	H00035			Nonexempt
000010	Parking Director	1	20	\$ 81,443	\$ 132,805	000010	S	U	Exempt
100340	Parking Manager	1	12	\$ 46,583	\$ 75,967	100340			Exempt
H00040	Parking Operations Supervisor	2	H3	\$ 16.25	\$ 42.50	H00040			Nonexempt
100387	Parking Supervisor	1	9	\$ 38,440	\$ 62,657	100387			Nonexempt
SC0026	Payroll & Benefits Coordinator	SHC	8	\$ 38,940	\$ 62,304	SC0026	C	U	Nonexempt
100156	Payroll Administrator	1	14	\$ 54,652	\$ 90,395	100156			Exempt

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100157	Payroll Manager	1	17	\$ 67,512	\$ 110,179	100157		U	Exempt
800042	Payroll Specialist	1	11	\$ 42,870	\$ 69,955	800042			Exempt
100500	Peer Recovery Specialist I	1	8	\$ 38,190	\$ 62,250	100500			Nonexempt
100501	Peer Recovery Specialist II	1	9	\$ 38,440	\$ 62,657	100501			Nonexempt
101348	Peer Recovery Specialist III	1	10	\$ 39,226	\$ 63,938	101348			Nonexempt
101349	Peer Recovery Specialist IV	1	11	\$ 42,870	\$ 69,955	101349			Nonexempt
200510	Permit Technician	1	8	\$ 38,190	\$ 62,250	200510			Nonexempt
200511	Permits Specialist	1	12	\$ 46,583	\$ 75,967	200511			Nonexempt
200512	Permits Specialist, Senior	1	13	\$ 50,243	\$ 81,924	200512			Nonexempt
800347	Personnel Specialist	1	11	\$ 42,870	\$ 69,955	800347			Nonexempt
000820	Pharmacist	1	29	N/R	N/R	000820	S	U	Exempt
100865	Pharmacy Technician	1	10	\$ 39,226	\$ 63,938	100865			Nonexempt
000851	Physician	1	29	N/R	N/R	000851	S	U	Exempt
600860	Plumber	1	10	\$ 39,226	\$ 63,938	600860			Nonexempt
600861	Plumber, Senior	1	11	\$ 42,870	\$ 69,955	600861			Nonexempt
300623	Police Captain	5	9	\$ 93,487	\$ 128,490	300623			Exempt
300624	Police Corporal	5	5	\$ 56,377	\$ 85,478	300624			Nonexempt
400683	Police Civilian Investigator/Technician	2	H4	\$ 17.00	\$ 47.50	400683			Nonexempt
400672	Police Identification Clerk	1	5	\$ 37,440	\$ 61,027	400672			Nonexempt
300625	Police Lieutenant	5	8	\$ 83,085	\$ 114,194	300625			Exempt
300630	Police Officer	5	4	\$ 52,105	\$ 79,002	300630			Nonexempt
100305	Police Records & Identification Section Supervisor	1	12	\$ 46,583	\$ 75,967	100305			Exempt
300632	Police Recruit	5	1	\$ 43,260	\$ 43,260	300632			Nonexempt
300635	Police Sergeant	5	7	\$ 67,674	\$ 100,104	300635			Nonexempt
700951	Pool Manager	1	10	\$ 39,226	\$ 63,938	700951			Nonexempt
100505	Practice Manager	1	13	\$ 50,243	\$ 81,924	100505			Exempt
400700	Pre-Trial Probation Officer I	1	9	\$ 38,440	\$ 62,657	400700			Nonexempt
400701	Pre-Trial Probation Officer II	1	11	\$ 42,870	\$ 69,955	400701			Nonexempt
100462	Principal Planner	1	16	\$ 63,193	\$ 103,030	100462		U	Exempt
SC0011	Procurement Specialist - SC	SHC	10	\$ 40,974	\$ 65,134	SC0011	C	U	Nonexempt
100209	Procurement Specialist I	1	10	\$ 39,226	\$ 63,938	100209			Exempt
100210	Procurement Specialist II	1	13	\$ 50,243	\$ 81,924	100210			Exempt
100510	Procurement Specialist III	1	15	\$ 59,164	\$ 96,734	100510			Exempt
100524	Procurement Specialist IV	1	16	\$ 63,193	\$ 103,030	100524			Exempt
100497	Professional Municipal Trainee	1	9	\$ 38,440	\$ 62,657	100497			Nonexempt
SC0043	Professional Standards Office Analyst	SHC	10	\$ 40,974	\$ 65,134	SC0043	C	U	Exempt
100351	Program Administrator	1	13	\$ 50,243	\$ 81,924	100351			Exempt
100352	Program Coordinator	1	11	\$ 42,870	\$ 69,955	100352			Nonexempt
800523	Program Supervisor	1	13	\$ 50,243	\$ 81,924	800523			Exempt
200515	Programmer/Analyst I	1	11	\$ 42,870	\$ 69,955	200515			Exempt
200516	Programmer/Analyst II	1	12	\$ 46,583	\$ 75,967	200516			Exempt
200517	Programmer/Analyst III	1	14	\$ 54,652	\$ 90,395	200517			Exempt
200518	Programmer/Analyst IV	1	15	\$ 59,164	\$ 96,734	200518			Exempt
200519	Programmer/Analyst V	1	16	\$ 63,193	\$ 103,030	200519			Exempt
800570	Programs Manager	1	15	\$ 59,164	\$ 96,734	800570			Exempt
100268	Project Coordinator	1	13	\$ 50,243	\$ 81,924	100268			Exempt
100469	Project Manager	1	16	\$ 63,193	\$ 103,030	100469			Exempt
100404	Project Manager, Senior	1	17	\$ 67,512	\$ 110,179	100404	S	U	Exempt
100910	Property & Evidence Technician	1	9	\$ 38,440	\$ 62,657	100910			Nonexempt
000063	Property Manager	1	15	\$ 59,164	\$ 96,734	000063			Exempt
SC0038	Property Technician - SC	SHC	4	\$ 37,940	\$ 60,704	SC0038		U	Nonexempt
000822	Psychiatrist	1	29	N/R	N/R	000822	S	U	Exempt
000823	Psychologist	1	16	\$ 63,193	\$ 103,030	000823			Exempt
SC0014	Public Affairs Officer	SHC	11	\$ 45,174	\$ 71,810	SC0014	C	U	Exempt
400675	Public Health Aide	1	3	\$ 37,440	\$ 61,027	400675			Nonexempt
CA0019	Public Information Specialist - CWA	CWA	4	\$ 40,440	\$ 64,704	CA0019	C	U	Exempt
100375	Public Information Specialist I	1	10	\$ 39,226	\$ 63,938	100375			Exempt
100376	Public Information Specialist II	1	12	\$ 46,583	\$ 75,967	100376			Exempt
800034	Public Relations Assistant	1	6	\$ 37,690	\$ 61,435	800034			Nonexempt
SC0039	Public Relations Assistant - SC	SHC	7	\$ 38,690	\$ 61,904	SC0039		U	Nonexempt
100410	Public Relations Specialist	1	12	\$ 46,583	\$ 75,967	100410			Exempt
H00048	Public Safety Intern	2	H2	\$ 15.75	\$ 29.25	H00048			Nonexempt
200554	Public Safety Telecommunicator I	1	10	\$ 39,226	\$ 63,938	200554			Nonexempt
200555	Public Safety Telecommunicator II	1	11	\$ 42,870	\$ 69,955	200555			Nonexempt



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200556	Public Safety Telecommunicator III	1	12	\$ 46,583	\$ 75,967	200556			Nonexempt
200557	Public Safety Telecommunicator, Call Taker	1	9	\$ 38,440	\$ 62,657	200557			Nonexempt
200553	Public Safety Telecommunicator, Supervisor	1	13	\$ 50,243	\$ 81,924	200553			Nonexempt
100269	Public Services Coordinator	1	11	\$ 42,870	\$ 69,955	100269			Exempt
000109	Purchasing Agent	1	19	\$ 76,620	\$ 124,607	000109	S	U	Exempt
800516	Quality Assurance Inspector	1	8	\$ 38,190	\$ 62,250	800516			Nonexempt
800518	Quality Assurance Specialist	1	12	\$ 46,583	\$ 75,967	800518			Nonexempt
800024	Radio Communications Systems Analyst	1	10	\$ 39,226	\$ 63,938	800024			Nonexempt
600875	Radio Communications Systems Analyst, Senior	1	12	\$ 46,583	\$ 75,967	600875			Nonexempt
600876	Radio Communications Systems Supervisor	1	14	\$ 54,652	\$ 90,395	600876			Nonexempt
800025	Radio Communications Systems Technician	1	8	\$ 38,190	\$ 62,250	800025			Nonexempt
100176	Real Estate Analyst	1	11	\$ 42,870	\$ 69,955	100176			Exempt
200525	Real Estate Appraiser I	1	11	\$ 42,870	\$ 69,955	200525		U	Nonexempt
200526	Real Estate Appraiser II	1	13	\$ 50,243	\$ 81,924	200526		U	Nonexempt
200527	Real Estate Appraiser III	1	14	\$ 54,652	\$ 90,395	200527		U	Nonexempt
101350	Real Estate Appraiser IV	1	15	\$ 59,164	\$ 96,734	101350		U	Exempt
200570	Real Estate CAMA Modeler Analyst	1	16	\$ 63,193	\$ 103,030	200570		U	Exempt
800517	Real Estate Coordinator	1	12	\$ 46,583	\$ 75,967	800517			Exempt
200434	Real Estate Appraisal Team Leader	1	17	\$ 67,512	\$ 110,179	200434		U	Exempt
500756	Records & Information Clerk	1	4	\$ 37,440	\$ 61,027	500756			Nonexempt
100341	Records Administrator	1	13	\$ 50,243	\$ 81,924	100341			Exempt
SC0001	Records Clerk	SHC	2	\$ 37,440	\$ 59,904	SC0001	C	U	Nonexempt
SC0040	Records Clerk II	SHC	7	\$ 38,690	\$ 61,904	SC0040		U	Nonexempt
H00015	Recreation Activity Instructor	2	H3	\$ 16.25	\$ 42.50	H00015			Nonexempt
H00016	Recreation Aide	2	H1	\$ 15.00	\$ 24.00	H00016			Nonexempt
800026	Recreation Specialist	1	10	\$ 39,226	\$ 63,938	800026			Nonexempt
100355	Recreation Supervisor	1	12	\$ 46,583	\$ 75,967	100355			Exempt
100357	Recreation Supervisor, Senior	1	13	\$ 50,243	\$ 81,924	100357			Exempt
800522	Recycling Coordinator	1	14	\$ 54,652	\$ 90,395	800522			Exempt
700969	Refuse Collection Supervisor	1	13	\$ 50,243	\$ 81,924	700969			Nonexempt
700967	Refuse Collector Apprentice	1	5	\$ 37,440	\$ 61,027	700967			Nonexempt
700966	Refuse Collector Assistant	1	4	\$ 37,440	\$ 61,027	700966			Nonexempt
700968	Refuse Collector I	1	8	\$ 38,190	\$ 62,250	700968			Nonexempt
700971	Refuse Collector II	1	9	\$ 38,440	\$ 62,657	700971			Nonexempt
700965	Refuse Collector III	1	10	\$ 39,226	\$ 63,938	700965			Nonexempt
700970	Refuse Collector, Lead	1	12	\$ 46,583	\$ 75,967	700970			Nonexempt
200484	Refuse Inspector	1	11	\$ 42,870	\$ 69,955	200484			Nonexempt
100358	Registered Nurse	1	12	\$ 46,583	\$ 75,967	100358			Exempt
200605	Reimbursement Specialist	1	9	\$ 38,440	\$ 62,657	200605			Nonexempt
800200	Reimbursement Supervisor	1	14	\$ 54,652	\$ 90,395	800200			Exempt
800201	Reimbursement Technician	1	6	\$ 37,690	\$ 61,435	800201			Nonexempt
100498	Research Analyst	1	9	\$ 38,440	\$ 62,657	100498			Nonexempt
100360	Reservoir Manager	1	12	\$ 46,583	\$ 75,967	100360			Exempt
800691	Retirement Benefits Administrator (Finance only)	1	17	\$ 67,512	\$ 110,179	800691			Exempt
800692	Retirement Benefits Specialist I (Finance only)	1	10	\$ 39,226	\$ 63,938	800692			Nonexempt
800693	Retirement Benefits Specialist II (Finance only)	1	11	\$ 42,870	\$ 69,955	800693			Exempt
900004	Right of Way Permit Supervisor	1	15	\$ 59,164	\$ 96,734	900004			Exempt
800514	Right of Way Program Manager	1	16	\$ 63,193	\$ 103,030	800514			Exempt
101351	Risk Analyst	1	14	\$ 54,652	\$ 90,395	101351			Exempt
000112	Risk Manager	1	18	\$ 72,173	\$ 117,688	000112		U	Exempt
200528	Safety Specialist	1	11	\$ 42,870	\$ 69,955	200528			Nonexempt
100217	Sales Representative	1	11	\$ 42,870	\$ 69,955	100217			Exempt
H00022	School Crossing Guard	2	H4	\$ 17.00	\$ 47.50	H00022			Nonexempt
SC0002	Secretary I	SHC	3	\$ 37,690	\$ 60,304	SC0002	C	U	Nonexempt
SC0003	Secretary II	SHC	5	\$ 38,190	\$ 61,104	SC0003	C	U	Nonexempt
SC0004	Secretary to the Sheriff	SHC	6	\$ 38,440	\$ 61,504	SC0004	C	U	Nonexempt
300639	Security Officer	1	6	\$ 37,690	\$ 61,435	300639			Nonexempt
100293	Self-Sufficiency Specialist I	1	10	\$ 39,226	\$ 63,938	100293			Nonexempt
100294	Self-Sufficiency Specialist II	1	11	\$ 42,870	\$ 69,955	100294			Nonexempt
100292	Self-Sufficiency Specialist, Senior	1	12	\$ 46,583	\$ 75,967	100292			Nonexempt
100291	Self-Sufficiency Supervisor	1	13	\$ 50,243	\$ 81,924	100291			Exempt
800800	Senior Accountant I (Finance only)	1	12	\$ 46,583	\$ 75,967	800800			Exempt
800801	Senior Accountant II (Finance only)	1	13	\$ 50,243	\$ 81,924	800801			Exempt
800802	Senior Accountant III (Finance only)	1	14	\$ 54,652	\$ 90,395	800802			Exempt

**Alphabetical Classification Listing**  
Effective July 1, 2022

Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified	FLSA
800803	Senior Accountant IV (Finance only)	1	16	\$ 63,193	\$ 103,030	800803			Exempt
800804	Senior Accountant V (Finance only)	1	18	\$ 72,173	\$ 117,688	800804			Exempt
101180	Senior Accounting Manager (Finance only)	1	19	\$ 76,620	\$ 124,607	101180			Exempt
200412	Services & Support Supervisor	1	16	\$ 63,193	\$ 103,030	200412			Exempt
SC0021	Sheriff	SHC	18	N/R	N/R	SC0021	C	U	Exempt
800506	Software Analyst	1	13	\$ 50,243	\$ 81,924	800506			Exempt
000144	Special Assistant	1	20	\$ 81,443	\$ 132,805	000144	E	U	Exempt
SC0027	Staff Accountant	SHC	10	\$ 40,974	\$ 65,134	SC0027	C	U	Nonexempt
500700	Staff Technician I	1	8	\$ 38,190	\$ 62,250	500700			Nonexempt
500701	Staff Technician II	1	9	\$ 38,440	\$ 62,657	500701			Nonexempt
100427	Stage Crew Chief	1	11	\$ 42,870	\$ 69,955	100427			Nonexempt
800401	Stage Production Manager	1	12	\$ 46,583	\$ 75,967	800401			Exempt
500771	Stenographic Reporter	1	10	\$ 39,226	\$ 63,938	500771			Nonexempt
600883	Storekeeper I	1	5	\$ 37,440	\$ 61,027	600883			Nonexempt
600884	Storekeeper II	1	6	\$ 37,690	\$ 61,435	600884			Nonexempt
600885	Storekeeper III	1	8	\$ 38,190	\$ 62,250	600885			Nonexempt
800513	Storm Water Assistant Superintendent	1	14	\$ 54,652	\$ 90,395	800513			Exempt
000125	Storm Water Engineer	1	19	\$ 76,620	\$ 124,607	000125	S	U	Exempt
000031	Storm Water Operations Manager	1	15	\$ 59,164	\$ 96,734	000031			Exempt
700976	Street Maintenance Supervisor	1	11	\$ 42,870	\$ 69,955	700976			Nonexempt
000138	Superintendent of the Virginia Zoological Park	1	20	\$ 81,443	\$ 132,805	000138	S	U	Exempt
000136	Superintendent of Traffic Operations	1	16	\$ 63,193	\$ 103,030	000136			Exempt
000134	Superintendent of Waste Management	1	19	\$ 76,620	\$ 124,607	000134	S	U	Exempt
CR0004	Supervising Deputy - COR	COR	4	\$ 58,623	\$ 93,720	CR0004	C	U	Exempt
TR0001	Supervising Deputy - TR	TRO	4	\$ 58,623	\$ 93,720	TR0001	C	U	Exempt
CC0005	Supervising Deputy Clerk - CC	CCC	6	\$ 58,623	\$ 93,720	CC0005	C	U	Exempt
600890	Supervising Operating Engineer	1	12	\$ 46,583	\$ 75,967	600890			Exempt
800022	Support Technician	1	5	\$ 37,440	\$ 61,027	800022			Nonexempt
200544	Survey Party Chief	1	10	\$ 39,226	\$ 63,938	200544			Nonexempt
200549	Systems Programmer	1	16	\$ 63,193	\$ 103,030	200549			Exempt
100499	Technology Manager	1	20	\$ 81,443	\$ 132,805	100499	S	U	Exempt
100430	Therapeutic Recreation Specialist	1	10	\$ 39,226	\$ 63,938	100430			Nonexempt
H00003	Ticket Sales Supervisor	2	H3	\$ 16.25	\$ 42.50	H00003			Nonexempt
H00010	Ticket Seller	2	H1	\$ 15.00	\$ 24.00	H00010			Nonexempt
500799	Total Absence Management Analyst (HR only)	1	13	\$ 50,243	\$ 81,924	500799			Exempt
500800	Total Absence Management Manager (HR only)	1	17	\$ 67,512	\$ 110,179	500800		U	Exempt
500798	Total Absence Management Specialist (HR only)	1	11	\$ 42,870	\$ 69,955	500798			Nonexempt
H00006	Tour/Information Assistant	2	H1	\$ 15.00	\$ 24.00	H00006			Nonexempt
800510	Towing Operations Manager	1	15	\$ 59,164	\$ 96,734	800510	S	U	Exempt
100392	Traffic Engineer, Senior	1	15	\$ 59,164	\$ 96,734	100392			Exempt
100389	Traffic Engineering Assistant	1	14	\$ 54,652	\$ 90,395	100389			Exempt
800981	Traffic Maintenance Technician I	1	7	\$ 37,940	\$ 61,842	800981			Nonexempt
700981	Traffic Maintenance Technician II	1	8	\$ 38,190	\$ 62,250	700981			Nonexempt
700983	Traffic Maintenance Technician III	1	9	\$ 38,440	\$ 62,657	700983			Nonexempt
700982	Traffic Sign Fabricator I	1	7	\$ 37,940	\$ 61,842	700982			Nonexempt
700975	Traffic Sign Fabricator II	1	8	\$ 38,190	\$ 62,250	700975			Nonexempt
800012	Traffic Signal Technician I	1	9	\$ 38,440	\$ 62,657	800012			Nonexempt
800013	Traffic Signal Technician II	1	11	\$ 42,870	\$ 69,955	800013			Nonexempt
800016	Traffic Signal Technician III	1	12	\$ 46,583	\$ 75,967	800016			Nonexempt
800014	Traffic Signal Technician IV	1	13	\$ 50,243	\$ 81,924	800014			Nonexempt
900007	Traffic Systems Engineering Technician	1	11	\$ 42,870	\$ 69,955	900007			Nonexempt
100516	Training Specialist	1	11	\$ 42,870	\$ 69,955	100516			Nonexempt
100391	Transportation Engineer, Senior	1	15	\$ 59,164	\$ 96,734	100391			Exempt
100413	Transportation Strategic Planner	1	19	\$ 76,620	\$ 124,607	100413	S	U	Exempt
700974	Tree Trimmer I	1	8	\$ 38,190	\$ 62,250	700974			Nonexempt
700984	Tree Trimmer II	1	10	\$ 39,226	\$ 63,938	700984			Nonexempt
101352	Utilities Instrumentation and Controls Technician	1	15	\$ 59,164	\$ 96,734	101352			Exempt
800035	Utility Construction Inspector	1	10	\$ 39,226	\$ 63,938	800035			Nonexempt
600892	Utility Maintenance Mechanic I	1	7	\$ 37,940	\$ 61,842	600892			Nonexempt
600893	Utility Maintenance Mechanic II	1	9	\$ 38,440	\$ 62,657	600893			Nonexempt
600894	Utility Maintenance Mechanic III	1	10	\$ 39,226	\$ 63,938	600894			Nonexempt
700986	Utility Maintenance Supervisor	1	11	\$ 42,870	\$ 69,955	700986			Nonexempt
700987	Utility Maintenance Supervisor, Senior	1	13	\$ 50,243	\$ 81,924	700987			Nonexempt
100332	Utility Operations Manager	1	19	\$ 76,620	\$ 124,607	100332	S	U	Exempt

**Alphabetical Classification Listing**  
Effective July 1, 2022

Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified	FLSA
100394	Utility Planner	1	11	\$ 42,870	\$ 69,955	100394			Exempt
700996	Veterinarian	1	14	\$ 54,652	\$ 90,395	700996			Exempt
700995	Veterinary Technician	1	7	\$ 37,940	\$ 61,842	700995			Nonexempt
CA0001	Victim / Witness Program Advocate	CWA	1	\$ 37,440	\$ 59,904	CA0001	C	U	Nonexempt
CA0002	Victim / Witness Program Assistant Director	CWA	2	\$ 38,440	\$ 61,504	CA0002	C	U	Exempt
CA0018	Victim / Witness Program Coordinator	CWA	4	\$ 40,440	\$ 64,704	CA0018	C	U	Exempt
CA0003	Victim / Witness Program Director	CWA	6	\$ 42,559	\$ 68,033	CA0003	C	U	Exempt
800029	Visitor Services Assistant	1	5	\$ 37,440	\$ 61,027	800029			Nonexempt
800036	Visitor Services Coordinator	1	8	\$ 38,190	\$ 62,250	800036			Nonexempt
100246	Visitor Services Specialist	1	10	\$ 39,226	\$ 63,938	100246			Exempt
600827	Waste Management Automotive Mechanic	1	10	\$ 39,226	\$ 63,938	600827			Nonexempt
100397	Water Chemist	1	11	\$ 42,870	\$ 69,955	100397			Exempt
100398	Water Chemist, Senior	1	12	\$ 46,583	\$ 75,967	100398			Exempt
100399	Water Production Manager	1	19	\$ 76,620	\$ 124,607	100399	S	U	Exempt
100333	Water Quality Manager	1	18	\$ 72,173	\$ 117,688	100333	S	U	Exempt
200543	Water Treatment Supervisor	1	16	\$ 63,193	\$ 103,030	200543			Exempt
200565	Waterworks Operator I	1	9	\$ 38,440	\$ 62,657	200565			Nonexempt
200566	Waterworks Operator II	1	10	\$ 39,226	\$ 63,938	200566			Nonexempt
200567	Waterworks Operator III	1	11	\$ 42,870	\$ 69,955	200567			Nonexempt
200568	Waterworks Operator IV	1	12	\$ 46,583	\$ 75,967	200568			Nonexempt
600897	Welder	1	10	\$ 39,226	\$ 63,938	600897			Nonexempt
SC0041	Work Release Van Driver	SHC	6	\$ 38,440	\$ 61,504	SC0041		U	Nonexempt
100237	Youth Detention Specialist I	1	9	\$ 38,440	\$ 62,657	100237			Nonexempt
800050	Youth Detention Specialist II	1	10	\$ 39,226	\$ 63,938	800050			Nonexempt
800051	Youth Detention Specialist III	1	11	\$ 42,870	\$ 69,955	800051			Nonexempt
H00005	Youth Services Worker	2	H1	\$ 15.00	\$ 24.00	H00005			Nonexempt
200459	Zoning Enforcement Team Leader	1	14	\$ 54,652	\$ 90,395	200459			Exempt
200490	Zoning Inspector I	1	9	\$ 38,440	\$ 62,657	200490			Nonexempt
200491	Zoning Inspector II	1	11	\$ 42,870	\$ 69,955	200491			Nonexempt
200492	Zoning Inspector III	1	12	\$ 46,583	\$ 75,967	200492			Nonexempt
700978	Zoo Manager	1	13	\$ 50,243	\$ 81,924	700978			Exempt
700998	Zookeeper	1	7	\$ 37,940	\$ 61,842	700998			Nonexempt



**FY 2023 Salary Ranges**  
**Effective July 1, 2022 - June 30, 2023**

<b>Plan 1</b>						
<b>Grade</b>	<b>Minimum</b>		<b>Midpoint</b>		<b>Maximum</b>	
	<b>Salary</b>	<b>Hourly Rate</b>	<b>Salary</b>	<b>Hourly Rate</b>	<b>Salary</b>	<b>Hourly Rate</b>
<b>1</b>	\$37,440	\$18.00	\$49,234	\$23.67	\$61,027	\$29.34
<b>2</b>	\$37,440	\$18.00	\$49,234	\$23.67	\$61,027	\$29.34
<b>3</b>	\$37,440	\$18.00	\$49,234	\$23.67	\$61,027	\$29.34
<b>4</b>	\$37,440	\$18.00	\$49,234	\$23.67	\$61,027	\$29.34
<b>5</b>	\$37,440	\$18.00	\$49,234	\$23.67	\$61,027	\$29.34
<b>6</b>	\$37,690	\$18.12	\$49,562	\$23.83	\$61,435	\$29.54
<b>7</b>	\$37,940	\$18.24	\$49,891	\$23.99	\$61,842	\$29.73
<b>8</b>	\$38,190	\$18.36	\$50,220	\$24.14	\$62,250	\$29.93
<b>9</b>	\$38,440	\$18.48	\$50,549	\$24.30	\$62,657	\$30.12
<b>10</b>	\$39,226	\$18.86	\$51,582	\$24.80	\$63,938	\$30.74
<b>11</b>	\$42,870	\$20.61	\$56,412	\$27.12	\$69,955	\$33.63
<b>12</b>	\$46,583	\$22.40	\$61,275	\$29.46	\$75,967	\$36.52
<b>13</b>	\$50,243	\$24.16	\$66,083	\$31.77	\$81,924	\$39.39
<b>14</b>	\$54,652	\$26.28	\$72,523	\$34.87	\$90,395	\$43.46
<b>15</b>	\$59,164	\$28.44	\$77,949	\$37.48	\$96,734	\$46.51
<b>16</b>	\$63,193	\$30.38	\$83,112	\$39.96	\$103,030	\$49.53
<b>17</b>	\$67,512	\$32.46	\$88,845	\$42.71	\$110,179	\$52.97
<b>18</b>	\$72,173	\$34.70	\$94,931	\$45.64	\$117,688	\$56.58
<b>19</b>	\$76,620	\$36.84	\$100,614	\$48.37	\$124,607	\$59.91
<b>20</b>	\$81,443	\$39.16	\$107,124	\$51.50	\$132,805	\$63.85
<b>21</b>	\$85,059	\$40.89	\$113,304	\$54.47	\$141,549	\$68.05
<b>22</b>	\$89,372	\$42.97	\$119,833	\$57.61	\$150,294	\$72.26
<b>23</b>	\$94,232	\$45.30	\$127,182	\$61.14	\$160,131	\$76.99
<b>24</b>	\$99,446	\$47.81	\$134,980	\$64.89	\$170,515	\$81.98
<b>25</b>	\$107,381	\$51.63	\$144,413	\$69.43	\$181,445	\$87.23
<b>26</b>	\$118,145	\$56.80	\$161,666	\$77.72	\$205,186	\$98.65
<b>27</b>	\$129,933	\$62.47	\$176,654	\$84.93	\$223,375	\$107.39
<b>28</b>	\$147,882	\$71.10	\$194,176	\$93.35	\$240,470	\$115.61
<b>29</b>	N/R	N/R	N/R	N/R	N/R	N/R

<b>Plan 2</b>						
<b>Grade</b>	<b>Minimum</b>		<b>Midpoint</b>		<b>Maximum</b>	
<b>H1</b>	\$15.00		\$19.50		\$24.00	
<b>H2</b>	\$15.75		\$22.50		\$29.25	
<b>H3</b>	\$16.25		\$29.38		\$42.50	
<b>H4</b>	\$17.00		\$32.25		\$47.50	
<b>H5</b>	\$29.00		\$50.63		\$72.25	
<b>H6</b>	\$49.50		\$86.63		\$123.75	

**FY 2023 Salary Ranges**  
**Effective July 1, 2022 - June 30, 2023**

<b>Public Safety Pay Schedule (40 hours) - Plan 5</b>													
GRADE	STEP												
	1	2	3	4	5	6	7	8	9	10	11	12	13
1	\$43,260												
Hourly	\$20.798												
2	\$44,817	\$45,915	\$47,057	\$48,234	\$50,646	\$51,912	\$54,508	\$55,870	\$58,664	\$60,130	\$63,137	\$64,715	\$67,951
Hourly	\$21.546	\$22.074	\$22.624	\$23.189	\$24.349	\$24.958	\$26.206	\$26.861	\$28.204	\$28.909	\$30.354	\$31.113	\$32.669
3	\$47,073	\$48,250	\$49,456	\$50,693	\$53,227	\$54,558	\$57,286	\$58,718	\$61,654	\$63,195	\$66,355	\$68,014	\$71,415
Hourly	\$22.631	\$23.197	\$23.777	\$24.372	\$25.590	\$26.230	\$27.541	\$28.230	\$29.641	\$30.382	\$31.902	\$32.699	\$34.334
4	\$52,105	\$53,383	\$54,711	\$56,079	\$58,882	\$60,354	\$63,373	\$64,957	\$68,205	\$69,909	\$73,406	\$75,240	\$79,002
Hourly	\$25.051	\$25.665	\$26.303	\$26.961	\$28.309	\$29.016	\$30.468	\$31.229	\$32.791	\$33.610	\$35.291	\$36.173	\$37.982
5	\$56,377	\$57,759	\$60,640	\$62,156	\$63,710	\$66,895	\$68,567	\$71,995	\$73,796	\$77,485	\$79,422	\$83,393	\$85,478
Hourly	\$27.104	\$27.769	\$29.154	\$29.883	\$30.630	\$32.161	\$32.965	\$34.613	\$35.479	\$37.252	\$38.184	\$40.093	\$41.095
6	\$57,591	\$59,003	\$61,946	\$63,494	\$65,081	\$68,336	\$70,044	\$73,546	\$75,385	\$79,154	\$81,133	\$85,190	\$87,319
Hourly	\$27.688	\$28.367	\$29.782	\$30.526	\$31.289	\$32.854	\$33.675	\$35.359	\$36.243	\$38.055	\$39.006	\$40.957	\$41.981
7	\$67,674	\$69,332	\$72,790	\$74,611	\$78,341	\$80,299	\$84,314	\$86,422	\$90,743	\$93,011	\$97,663	\$100,104	
Hourly	\$32.535	\$33.332	\$34.995	\$35.870	\$37.664	\$38.605	\$40.535	\$41.549	\$43.627	\$44.717	\$46.953	\$48.127	
8	\$83,085	\$85,122	\$89,368	\$91,602	\$96,182	\$98,586	\$101,051	\$106,104	\$108,756	\$114,194			
Hourly	\$39.945	\$40.924	\$42.965	\$44.039	\$46.241	\$47.397	\$48.582	\$51.011	\$52.287	\$54.901			
9	\$93,487	\$95,778	\$100,556	\$103,069	\$105,645	\$110,928	\$113,701	\$119,387	\$122,371	\$128,490			
Hourly	\$44.946	\$46.047	\$48.344	\$49.552	\$50.791	\$53.331	\$54.664	\$57.397	\$58.832	\$61.774			
10	\$111,487	\$114,219	\$119,917	\$122,915	\$125,987	\$129,138	\$135,594	\$138,984					
Hourly	\$53.600	\$54.913	\$57.652	\$59.094	\$60.571	\$62.085	\$65.189	\$66.819					
11	\$113,071	\$115,843	\$121,620	\$124,660	\$127,777	\$130,972	\$137,520	\$140,958					
Hourly	\$54.361	\$55.694	\$58.471	\$59.933	\$61.431	\$62.967	\$66.116	\$67.768					

<b>Public Safety Pay Schedule (52 hours) - Plan 5</b>													
GRADE	STEP												
	1	2	3	4	5	6	7	8	9	10	11	12	13
1	\$43,260												
Hourly	\$15.999												
2	\$44,817	\$45,915	\$47,057	\$48,234	\$50,646	\$51,912	\$54,508	\$55,870	\$58,664	\$60,130	\$63,137	\$64,715	\$67,951
Hourly	\$16.574	\$16.980	\$17.403	\$17.838	\$18.730	\$19.198	\$20.158	\$20.662	\$21.695	\$22.238	\$23.349	\$23.933	\$25.130
3	\$47,073	\$48,250	\$49,456	\$50,693	\$53,227	\$54,558	\$57,286	\$58,718	\$61,654	\$63,195	\$66,355	\$68,014	\$71,415
Hourly	\$17.409	\$17.844	\$18.290	\$18.747	\$19.685	\$20.177	\$21.186	\$21.715	\$22.801	\$23.371	\$24.540	\$25.153	\$26.411
4	\$52,105	\$53,383	\$54,711	\$56,079	\$58,882	\$60,354	\$63,373	\$64,957	\$68,205	\$69,909	\$73,406	\$75,240	\$79,002
Hourly	\$19.270	\$19.742	\$20.233	\$20.739	\$21.776	\$22.320	\$23.437	\$24.023	\$25.224	\$25.854	\$27.147	\$27.825	\$29.217
5	\$56,377	\$57,759	\$60,640	\$62,156	\$63,710	\$66,895	\$68,567	\$71,995	\$73,796	\$77,485	\$79,422	\$83,393	\$85,478
Hourly	\$20.850	\$21.361	\$22.426	\$22.987	\$23.561	\$24.739	\$25.358	\$26.626	\$27.291	\$28.656	\$29.372	\$30.841	\$31.612
6	\$57,591	\$59,003	\$61,946	\$63,494	\$65,081	\$68,336	\$70,044	\$73,546	\$75,385	\$79,154	\$81,133	\$85,190	\$87,319
Hourly	\$21.299	\$21.821	\$22.909	\$23.481	\$24.069	\$25.272	\$25.904	\$27.199	\$27.879	\$29.273	\$30.005	\$31.505	\$32.293
7	\$67,674	\$69,332	\$72,790	\$74,611	\$78,341	\$80,299	\$84,314	\$86,422	\$90,743	\$93,011	\$97,663	\$100,104	
Hourly	\$25.027	\$25.640	\$26.920	\$27.593	\$28.972	\$29.696	\$31.181	\$31.961	\$33.559	\$34.398	\$36.118	\$37.021	
8	\$83,085	\$85,122	\$89,368	\$91,602	\$96,182	\$98,586	\$101,051	\$106,104	\$108,756	\$114,194			
Hourly	\$30.727	\$31.480	\$33.050	\$33.876	\$35.570	\$36.459	\$37.371	\$39.240	\$40.221	\$42.232			
9	\$93,487	\$95,778	\$100,556	\$103,069	\$105,645	\$110,928	\$113,701	\$119,387	\$122,371	\$128,490			
Hourly	\$34.573	\$35.421	\$37.188	\$38.117	\$39.070	\$41.024	\$42.049	\$44.152	\$45.256	\$47.519			
10	\$111,487	\$114,219	\$119,917	\$122,915	\$125,987	\$129,138	\$135,594	\$138,984					
Hourly	\$41.230	\$42.241	\$44.348	\$45.457	\$46.593	\$47.758	\$50.146	\$51.399					
11	\$113,071	\$115,843	\$121,620	\$124,660	\$127,777	\$130,972	\$137,520	\$140,958					
Hourly	\$41.816	\$42.841	\$44.978	\$46.102	\$47.255	\$48.436	\$50.858	\$52.130					