

FY17

CLASSIFICATION

&

PAY PLAN



Effective July 1, 2016

CITY OF NEWPORT NEWS
CLASSIFICATION AND PAY PLAN

Effective July 1, 2016

TABLE OF CONTENTS

	Page
I. Pay Plan Administration, Philosophy and Objectives	3
II. General Information	7
III. Pay Ordinance	11
IV. Approved Allowances & Supplemental Pay	15
V. Salary Administration Policies	19
• 601 - Classification and Compensation System	
• 604 - Salary Administration Policies	
•	
• 607 - Payroll Record Keeping Policies and Procedures	
• 610 - Pay Computation and Overtime Policies and Procedures	
• 611 - Emergency Status	
• 613 - Standby Authorization & Call Back Pay	
• 614 - Secondary City Employment	
VI. Classification and Pay Plan Salary Schedules	
• Executive & Management Positions	51
• General & Hourly	55
• Fire & Police	95
• Part-Time & Temporary	99
• Constitutional Officers, Elected Officials and Non-Departmental Agencies	103

Prepared by:
Department of Human Resources
700 Town Center Drive, Suite 200
Newport News, Virginia 23606
(757) 926-1800

(Published June, 2016)

PAY PLAN
ADMINISTRATION, PHILOSOPHY AND OBJECTIVES

PAY PLAN ADMINISTRATION

Policies and procedures are established by the City Manager to govern the administration of all aspects of the classification and compensation system. Responsibility for administration of the plan is delegated to the Director of Human Resources. Any actions falling outside the scope of these policies and procedures must be authorized by the City Manager or his designated representative.

PHILOSOPHY AND OBJECTIVES

The City's compensation plan is based on the principles of external and internal compensation equity with individual employee compensation actions made in consideration of overall job performance. Job performance factors include type and level of work performed, progressive growth in level of work performed, how well the employee performs job functions and carries out responsibilities, levels of knowledge, skills, abilities and competencies required to competently perform the job, progress in attaining higher levels of knowledge, skills, abilities and competencies, the degree to which the employee meets goals and objectives, the degree to which the employee's performance furthers City values and goals, conduct and other relevant considerations.

The Classification and Compensation System of the City of Newport News has as its primary objectives:

1. The establishment and maintenance of equitable and competitive compensation levels for each position.
2. Providing the opportunity for progression through a salary range based on the individual employee's level of skill, general job performance and conduct.
3. Providing opportunities for employee progression to more responsible positions within the City.

GENERAL INFORMATION

GENERAL INFORMATION

The first letter(s) of the grade indicates the salary schedule for the position, as follows:

- G = General Salary Schedule
- H = Hourly Salary Schedule
- FP = Fire/Police Salary Schedule
- DS = Sworn Employees of the Sheriff
- CS = Non-Sworn Employees of the Sheriff

Grade X-PT indicates that the position is unclassified but has been assigned to a pay range in the Part-Time and Temporary Rate Schedule.

Grades M-XX and E-XX represent department heads and executive staff. These positions do not have an established salary range. In determining the entry salary for new appointees and the appropriate merit-based actions for department heads and executive staff, the City Manager will be guided by salary survey information reflecting competitive salary ranges. Department heads and executive staff are subject to the same personnel policies and benefits as all other regular employees.

Exemption Status:

E = The position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and is not eligible to receive overtime compensation.

N = The position is non-exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) is eligible for overtime compensation.

An asterisk () by position titles refers to Public Safety positions (Sworn Police, Fire and Sheriff) as provided for in Section 31-25 of the City Code.*

CITY COUNCIL APPROVED PAY ORDINANCE

ORDINANCE NO. 7273-16

AN ORDINANCE PROVIDING FOR THE ADOPTION OF A CLASSIFICATION AND PAY PLAN FOR THE EMPLOYEES OF THE CITY OF NEWPORT NEWS.

WHEREAS, City Council appropriated funding for the implementation of the City of Newport News employee Classification and Compensation Plan in its Fiscal Year 2017 Operating Budget.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Newport News pursuant to Section 4.02(D) of the Charter of the City of Newport News:

1. That the City Manager is hereby authorized to develop, administer and implement the Classification and Pay Plan for all classes of City of Newport News officers and employees effective Fiscal Year July 1, 2016 and thereafter.

2. All employees of the City of Newport News shall be included in the classification plan with the exception of the following:

(a) Officials elected by the people and persons appointed to fill vacancies in elective offices, and employees of Constitutional Officers unless inclusion of employees of Constitutional Officers in the Classification and Pay Plan is specifically approved by the City Manager;

(b) Members of boards and commissions, the City Manager, the City Attorney, the City Clerk, and other positions appointed by City Council, the City Registrar, and persons appointed by the Judges of the Circuit Court;

(c) The Assistant City Managers, Executive staff and attorneys employed in the City Attorney's Office;

(d) Employees of the school board;

(e) Licensed physicians employed by the City in their professional capacities;

(f) Persons temporarily employed in a professional or scientific capacity, or to conduct a special inquiry, investigation or examination if the Council or the City Manager certifies that such employment is temporary and that the work shall not be performed by employees in the classified service; and

(g) Persons employed in temporary or regular part-time jobs which are not equivalent to jobs included in the classification plan.

3. Employees of agencies for which the City acts as fiscal agent are not employees of the City of Newport News.

4. The City Manager is authorized to promulgate and administer all provisions which govern salary and classification adjustments for all employees made necessary through the implementation of the Classification and Pay Plan.

5. The City Manager is responsible for the overall development and implementation of the City's Classification and Pay Plan and for promulgating policies and procedures for the equitable administration of the plan.

6. The City Manager is hereby authorized to establish policies governing the award of any additional compensation to employees in positions exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and the circumstances under which such compensation may be made.

7. Notwithstanding any provision of this ordinance, the City Attorney, the Commonwealth Attorney and the City Clerk, with the prior approval of the City Council, shall have responsibility for the administration of the Classification and Pay Plan as it relates to their respective deputies and assistants.

8. This ordinance shall be in effect on and after July 1, 2016.

PASSED BY THE COUNCIL OF THE CITY OF NEWPORT NEWS ON MAY 10, 2016

Mabel Washington Jenkins, MMC
City Clerk

McKinley L. Price, DDS
Mayor

A true copy, teste:

City Clerk

APPROVED ALLOWANCES & SUPPLEMENTAL PAY



**CITY OF NEWPORT NEWS
FY17 APPROVED
ALLOWANCES**

The following approved allowances will be paid to eligible employees for each pay period that they actively serve in the identified role and for which they are certified, as required by their position.

Certified Assessment Evaluator (CAE) - \$1,000/yr.

- Members of the City's appraisal staff who achieve and maintain the CAE designation, as certified by the International Association of Assessing Officers, or equivalent.

Member of Appraisal Institute (MAI) - \$2,500/yr.

- Members of the City's appraisal staff who achieve and maintain the MAI designation, as certified by the American Institute of Real Estate Appraisers, or equivalent.

Police Stipend - \$3,600/yr.

- Lieutenants in Narcotics and Major Crimes divisions.

State Registered Apprenticeship Program

- Authorized for skilled trades employees who have successfully completed a state registered apprenticeship program in the trade in which they are actively employed, as recognized by the City, in the following amounts:
 - Forty cents (\$.40) per hour for successful completion of a two-year apprenticeship program
 - Fifty cents (\$.50) per hour for successful completion of a three-year apprenticeship program
 - Sixty-two cents (\$.62) per hour for successful completion of a four-year apprenticeship program
 - Seventy-five cents (\$.75) per hour for successful completion of a five-year apprenticeship program

Tool Allowance

- Seven hundred and fifty dollars (\$750) per year is authorized for employees who are in jobs which require the incumbent to possess a full set of automotive mechanic hand tools and a locking tool box
- Two hundred and fifty dollars (\$250) per year is authorized for employees who serve as full-time Self Contained Breathing Apparatus (SCBA) Technicians and who are required to possess a full set of mechanical hand tools with a locking tool box



**CITY OF NEWPORT NEWS
FY17 APPROVED
SUPPLEMENTAL PAYS**

The following approved supplemental pays will be paid to eligible employees for each pay period that they actively serve in the identified role and for which they are certified, as required by their positions.

Fire Specialty Team Members - \$1,500/yr.

- Specialty teams include the Fire Department's Hazardous Materials (HAZ/MAT), Technical Rescue, Bomb Squad, and Marine Incident Response.

Fire Specialty Team Coordinators - \$3,000/yr.

- Team Coordinators will be paid this supplement in lieu of the Fire Specialty Team Member supplement

Paramedics - \$4,000/yr.

- Approved for Firefighter/Medics, Firefighter/Medic Technicians and Fire and Emergency Medical Services Officers

Police Specialty Team Members and Field Training Officers - \$1,500/yr.

- Specialty teams include Tactical and Crisis Negotiation Teams
- Separate supplement for those who serve as Field Training Officers

Police Team Drivers - \$750/yr.

- Approved for Police Officers who serve as drivers for the Police Incident Response Team or the Police Tactical Team

Police Communication Training Officers - \$1,200/yr.

- Approved for 911 Dispatchers who serve as Communication Training Officers

Public Utilities Asbestos Response Team - \$1,008/yr.

- Approved for Public Utilities employees who serve as members of the department's Asbestos Response Team

Vehicle and Equipment Services - \$3,000/yr.

- Approved for Automotive Technicians and Fire Equipment Specialists assigned to the Heavy Duty Shop

SALARY ADMINISTRATION POLICIES



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 07/01/92

SECTION 601	SUBJECT CLASSIFICATION AND COMPENSATION SYSTEM
-----------------------	--

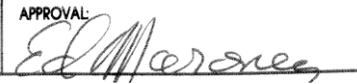
The Classification and Compensation System of the City of Newport News has as its primary objectives:

- The establishment and maintenance of equitable and competitive compensation levels for each position.
- Providing the opportunity for progression through a salary range based on the individual employee's level of skill, general job performance and conduct.
- Providing opportunities for employee progression to more responsible positions within the City.

COVERAGE

All employees of the City of Newport News shall be included in the classification and compensation system with the exception of the following:

1. Officials elected by the people and persons appointed to fill vacancies in elective offices, and employees of Constitutional Officers unless inclusion of employees of Constitutional Officers in the Classification and Pay Plan is specifically approved by the City Manager;
2. Members of boards and commissions, the City Manager, the City Attorney, the City Clerk, and other positions appointed by City Council, City Registrar, and persons appointed by the Judges of the Circuit Court;
3. The Assistant City Managers, Executive Staff members and attorneys employed in the City Attorney's Office;
4. Employees of the school board;
5. Licensed physicians employed by the City in their professional capacities;
6. Persons temporarily employed in a professional or scientific capacity, or to conduct a special inquiry, investigation or examination if the Council or the City Manager certifies that such employment is temporary and that the work shall not be performed by employees in the classified service;
7. Persons employed in temporary, or regular part time positions which are not equivalent to positions included in the classification system;

AMENDS/SUPERSEDES SECTION 601-1, DATED 7/01/90	REFERENCES 4352-92	APPROVAL: 
---	-----------------------	--



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 07/01/92

SECTION 601	SUBJECT CLASSIFICATION AND COMPENSATION SYSTEM
-----------------------	--

- 8. Employees of agencies for which the City acts as fiscal agent are not considered employees of the City of Newport News.

PERFORMANCE BASED COMPENSATION SYSTEM

The compensation system is based on the concept of merit. Employees are eligible to receive salary adjustments and are eligible for promotion from one job level to another based on qualifications and job performance. Length of service is not the primary factor in any salary action.

SALARY SCHEDULES

There are four (4) salary schedules in the compensation plan:

- 1. Management
- 2. General
- 3. Hourly
- 4. Fire/Police

SALARY RANGES

Salary ranges are established for each schedule by action of City Council.

Each year the Personnel Department, at the direction of the City Manager, conducts a survey of salary levels in the appropriate labor markets. Based on an analysis of this information, and other information which impacts salaries, adjustments to salary ranges may be recommended.

POSITION ANALYSIS AND CLASSIFICATION

It is the policy of the City of Newport News to classify each position in a salary range based on a comparison and analysis of the compensable factors of the position to ensure appropriate salary range classification among positions.

The authorization of the City Manager is required to establish or change any position's salary range classification.

AMENDS/SUPERSEDES SECTION 601-2, DATED 7/01/90	REFERENCES 4352-92	APPROVAL 
---	-----------------------	---



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

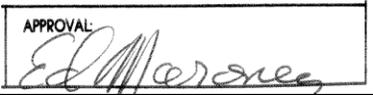
Effective Date: 07/01/92

SECTION 601	SUBJECT CLASSIFICATION AND COMPENSATION SYSTEM
-----------------------	--

ADMINISTRATION

Policies and procedures are established by the City Manager to govern the administration of all aspects of the classification and compensation system. Responsibility for administration of the plan is delegated to the Director of Personnel. Any actions falling outside the scope of these policies and procedures must be authorized by the City Manager or his designated representative.

S:\PAM\600 Salary Administration\601 Classification and Compensation System.doc

AMENDS/SUPERSEDES SECTION 601-3, DATED 07/01/89	REFERENCES 4352-92	APPROVAL: 
--	-----------------------	--



604 – SALARY ADMINISTRATION

The City of Newport News is an equal opportunity employer and, as such, maintains fair and equitable salary administration practices for both internal and external salary actions based on an individual's proven qualifications for a position, overall job performance, and the degree to which an employee's performance and job conduct meets or exceeds expectations.

The following guidelines are therefore established to assist in providing for the consistent administration of salary actions. However, these guidelines do not constitute a set formula for determining salary offers or the amount of adjustments. Rather, salary offers and salary adjustments will be based on an overall consideration of relevant circumstances of the individual case. In all situations, employee salaries may not exceed the maximum rate of the established salary range for the specific position classification.

I. NEW EMPLOYEE SALARY OFFERS

A new employee shall be paid at least the minimum salary of the salary range for the position in which they are hired.

In cases where the new employee significantly exceeds the minimum qualifications of the position, the employee may be paid a starting salary above the minimum of the established salary range for the position with the approval of the Director of Human Resources. Approval of the City Manager is required for positions with salary offers of more than 50% above the entry of the salary range. The Department Director must provide written justification to support any recommendation to hire an employee above the minimum of the salary range. The recommendations will be thoroughly reviewed by Human Resources and will include consideration of the individual's overall qualifications, internal equity and other related factors. Actions requiring the City Manager's authorization will be submitted to the Director of Human Resources who will make a recommendation to the City Manager.

II. PROMOTIONAL INCREASES

A. Competitive Promotions

An employee selected and approved for promotion to a higher level position through a competitive process will be eligible for a corresponding salary increase. Standard promotional salary increases will be authorized between 10% - 20% above the employee's current salary and all relevant factors will be considered and balanced in determining the appropriate amount of the promotional increase. The factors do not constitute a set formula for determining the amount of adjustment, but may include without being limited to the following:

- The employee's qualifications related to the new position
- The increase in scope of supervision and management associated with the new position

- Whether the employee will transition from an overtime non-exempt position where they regularly worked significant overtime to an overtime exempt position
- Average market salaries for similar or comparable positions in the surrounding localities, when applicable
- Internal equity considerations

Promotional increases of more than 20% above the employee's current salary will require City Manager authorization.

B. Administrative Promotions

When an employee has underfilled a higher level position, the employee may be administratively promoted to the next higher level position in the position classification structure when they meet all of the requirements for the higher position and have sustained performance that meets or exceeds expectations. Employees may only be administratively promoted in this manner until they have attained the budgeted level of the position classification.

The employee who is administratively promoted is eligible for a corresponding salary increase to the minimum salary in the new salary range or 5% above the employee's base salary in the lower job, whichever is greater, with the exception of Firefighter/Medic Recruit and Police Recruit (see Section XII). However, in unusual and compelling cases and in the interest of compensation equity, the Director of Human Resources may authorize a greater adjustment considering the same factors that apply to competitive promotions.

In no case will an employee be granted a promotional increase above the salary range maximum.

III. LATERAL POSITION TRANSFER

An employee who transfers to another closely related position in the same or equivalent salary range will generally transfer at the employee's same salary. An employee who transfers to another position in the same salary range, which is not considered closely related, or to a position in a higher or lower salary range which does not qualify as a promotion or demotion, will be placed at a salary level that reflects the employee's qualifications for the new job. In these situations, the salary will be determined by the guidelines used for determining a new employee's starting salary.

IV. DEMOTIONS

When an employee receives a voluntary or involuntary demotion to a lower level position they are subject to a corresponding salary reduction. The standard adjustment for a

demotion is a 5% salary reduction; however, a lesser or greater amount may be approved by the Director of Human Resources depending on the specific circumstances and compensable

factors, which includes the employee's qualifications for the lower level position, the reduction in responsibility and scope of work, salary equity, or other related factors.

V. POSITION RECLASSIFICATIONS

Reclassifications will be reviewed on an individual basis to determine the appropriate salary adjustment, if any. In no case will a reclassification salary action place the employee's salary above the maximum of the new position salary range. Any salary adjustment will be effective the first of the pay period following approval of the reclassification. Unless otherwise recommended by the Director of Human Resources and authorized by the City Manager, reclassification adjustments will not be retroactive.

The incumbent employee's salary is not generally subject to a salary adjustment when a position is reclassified to a different (greater or lesser) salary range but the responsibilities of the position, and the knowledge, skills and abilities required to perform the job have not significantly changed. Examples include restructuring of the job hierarchy; a title and/or grade adjustment that more closely aligns the current responsibilities with the appropriate salary range, or a new grade placement to reflect appropriate labor market salaries. However, if the employee's salary is below the entry salary for the new salary range, the employee's salary will be adjusted to the entry of the new salary range.

When a job or position is reclassified to a lower salary range based on significantly changed responsibilities which have occurred because of departmental needs or other reasons not related to the employee's performance, and the change is not due to the employee's request, the incumbent employee is not generally subject to a salary reduction.

When a position or job is reclassified to a higher salary range based on significantly increased job responsibilities, the incumbent employee may be eligible for a salary adjustment. When the reclassification is based on major changes in responsibilities such as taking on supervisory responsibilities, or additional significantly higher level technical or professional responsibilities, the employee may qualify for a reclassification adjustment corresponding to the City's promotional salary increases at the time the reclassification is effective.

Reclassifications based on job studies or compensation plan revisions may have separate policies governing salary adjustments.

VI. ANNUAL SALARY ADJUSTMENTS

Salary ranges established in the City's compensation plan may be reviewed and adjusted, as determined by the City Manager. When applicable, the range adjustments may result in general salary adjustments for employees, in accordance with established policies and guidelines.

Additionally, performance-based merit increases may be approved for a specific fiscal year. Approved merit increases will be implemented for eligible employees based on their annual performance evaluation score and will be effective at the beginning of the fiscal year. Individual eligibility and increase amounts will be determined in accordance with applicable regulations and policy, and will be administered according to guidelines established and approved by the City Manager.

VII. SPECIAL PAY ADJUSTMENTS

The City Manager may authorize special pay adjustments on an individual basis in the interest of compensation equity, to recognize significant additional responsibilities that do not affect the classification of the employee's position, or based on accomplishments that impact the employee's performance and support a higher salary placement. Such adjustments are usually granted only in the most compelling of circumstances. Special pay adjustments are normally limited to 5% but may be granted up to 10%. Recommendations for special pay adjustments should be submitted by the Department Director to the Director of Human Resources. The Director of Human Resources will conduct a full analysis and recommend appropriate action to the City Manager.

VIII. BONUSES

Bonuses may be awarded to employees for exceptionally meritorious service or special act that is considerably above and beyond the normal scope of assigned duties and responsibilities.

Regular full-time employees may be awarded bonuses in any amount up to \$500.00. Recommendations for bonuses should be submitted by the Department Director to the Director of Human Resources. The Director of Human Resources will conduct a full analysis and recommend appropriate action to the City Manager. Employees designated as Management or Executive Staff by the City Manager may be awarded merit bonuses in any amount up to \$1,000.00, when approved by the City Manager.

IX. ACTING STATUS AND TEMPORARY SALARY ADJUSTMENTS

When acting status has been authorized in accordance with Section 405, the employee may receive a temporary salary adjustment, as follows:

- A. If the employee is assuming the full duties, responsibilities and accountabilities of the higher position, departments may submit a request to the Director of Human Resources for an adjustment of up to 5%. When the employee is assuming significantly higher level job responsibilities, the department may request an adjustment of up to 10%. The City Manager may authorize additional temporary adjustments for employees who are placed in Acting Status for a Department Director or similar level position. While serving in Acting Status, the employee will continue to accrue benefits and be eligible for salary increases on their base level position and salary.

- B. If the employee is assuming significantly higher level of work but with less than the full duties, responsibilities and accountabilities of the higher level position, the employee is not formally placed in acting status but may be granted a temporary salary adjustment usually limited to no more than 5% upon approval by the Director of Human Resources.

X. SUPPLEMENTAL PAYS AND ALLOWANCES

Supplemental pay may be granted to full-time employees who in addition to their regular job functions and responsibilities have been selected to perform additional duties requiring specific and additional skills, certifications or licenses. Special allowances may be authorized for unique circumstances, including specific significant professional achievements that impact department operations and the employee's contribution to accomplishing the City's objectives.

The Department Director must provide written justification to support any requests for supplemental pays or allowances to the Director of Human Resources. Recommendations will be thoroughly reviewed by Human Resources and the Director of Human Resources will make a recommendation to the City Manager. A list of approved supplemental pays and special allowances will be maintained in the Department of Human Resources.

Upon approval of a supplemental pay or allowance, Directors maintain the authority to transfer, assign and effect employee placement based on applicable policy, operational needs and requirements, and the employee's performance and conduct. Employees selected for supplemental pay will be compensated only during the periods in which they are performing the additional responsibilities.

XI. HOLIDAY COMPENSATION

As identified in PAM Section 706-Holidays, regular full-time employees are eligible for eight (8) hours of holiday time off with pay, or eligible for eight (8) hours additional compensation if required to work on an observed holiday. When an employee is required to work on an observed holiday, departments may elect to grant time off with pay on another day within the same or next pay period in lieu of additional compensation. However, when an employee is required to work on an observed holiday and is provided with the additional compensation instead of time off with pay, the additional compensation may be granted as compensatory time in lieu of pay. Employees absent without pay on the working day prior to the holiday are not eligible for holiday pay.

XII. FIRE AND POLICE SALARY ADMINISTRATION GUIDELINES

The following specific provisions apply to the administration of salaries in the Fire/Police Salary Schedule:

Employees are normally hired at the entry rate for Firefighter/Medic or Police Recruit, but salary consideration may be given for related education and experience. Generally, these employees will be granted a \$1,000.00 salary increase upon satisfactory completion of six months qualifying service, and an additional \$1,000.00 upon satisfactory completion of

twelve months qualifying service, provided they are in an active paid status at the end of each period and performance expectations for their specific position have been met and maintained. Exceptions may be made on a case by case basis when new employee salaries are determined based on prior service credit.

Firefighter/Medic Recruits and Police Recruits may be administratively promoted to the next level when they meet the minimum requirements of the higher level and have sustained performance that meets or exceeds expectations. Employees who are administratively promoted may be eligible for a salary increase to the entry of the next level. When the employee's current salary is above the entry rate for the next level, the employee is not eligible for a salary increase but will be moved to the new position title. Additionally, employees administratively promoted from Firefighter/Medic to Senior Firefighter/Medic and from Police Officer to Senior Police Officer, are eligible for a 2% salary increase, or to the entry rate of the senior level, whichever is greater.

Fire employees transferred to an administrative staff function, with a forty-hour (40) weekly assignment that is not related to a light-duty assignment, will be granted a temporary 5% increase to their base salary. When the employee returns to their regular fire suppression assignment, they will receive a 5% decrease to their base salary.

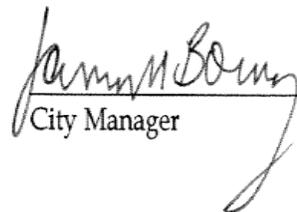
XIII. PART-TIME AND TEMPORARY RATE SCHEDULE

A rate schedule is established by the City Manager for temporary and regular part-time positions which are seasonal in nature and do not qualify for classification and compensation in the regular City salary schedules. Each rate range in the schedule consists of an entry rate with two additional steps, determined by the Director of Human Resources.

Employees who meet the minimum qualifications for the positions will be hired at the entry step. Employees who significantly exceed the minimum qualifications for the position may be hired at step 1 or step 2 in the range, depending upon qualifications. Advancement to next steps requires completion of three months (480 hours) of work time with performance that meets or exceeds expectations.

Supersedes/Amends: 604, 4/01/08; 604 Attachment I & II, 4/01/08; 605, 10/01/05; 606, 4/15/86; 606 Attachment I, 8/23/04; 612, 4/30/97; 616, 10/01/91; 618, 7/01/06

Approved:



City Manager



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 11/01/06

SECTION 607	SUBJECT PAYROLL RECORD KEEPING POLICIES AND PROCEDURES
-----------------------	--

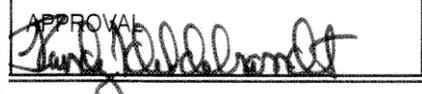
The following policies and procedures are established to govern payroll record keeping requirements for the City. Department heads are responsible for ensuring required payroll and leave records are maintained for all employees within their departments, as stated below.

Federal and state laws, including the Fair Labor Standards Act (FLSA), prescribe various record keeping requirements for employees. This policy is developed to comply with those requirements. In case of conflict between City policy and federal or state law, the provisions of law will supersede City policy, except where City policy exceeds the minimum requirements.

I. OVERTIME ELIGIBLE EMPLOYEES

Each department head shall establish a method for reporting hours worked and leave time taken for all overtime eligible employees within his/her department. Regardless of method, the following records shall be maintained.

- A. Documentation of the time of day and day of the week on which the employee's workweek begins.
- B. A weekly time record of the following information.
 - 1. The number of hours actually worked each work day,
 - 2. The number of hours and type of leave charged each work day (whether paid or unpaid leave, and including any compensatory leave time taken).
 - 3. The total number of hours to be compensated for each work week.
 - 4. If the total number of hours for the week exceed 40, the following additional information is required:
 - a. The number of hours that will be compensated at straight time,
 - b. The number of hours that will be compensated as overtime at time and one-half, and whether the compensation will be granted in the form of pay or compensatory time off.

AMENDS/SUPERSEDES SEC. 607, 4/15/86	REFERENCES	APPROVAL 
--	------------	---



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 11/01/06

SECTION 607	SUBJECT PAYROLL RECORD KEEPING POLICIES AND PROCEDURES
-----------------------	--

- c. The date/pay period the overtime pay or compensatory time was granted to the employee.
- C. For employees on a fixed schedule, if the daily and weekly work schedule is documented and the employee adheres to the schedule, the hours worked for each work day may be indicated by a check mark. If the employee does not adhere to the daily work schedule, then the number of hours actually worked or the number of hours and type of leave time charged should be entered for the day. In weeks in which the fixed schedule is not adhered to, the total hours for the work week must be calculated. Should the weekly hours exceed 40, then the additional documentation indicated in paragraph B., 4., a. - c., above, is required.
- D. For purposes of this policy, the term, "work week," shall mean the same as "work cycle" for certain public safety employees who are eligible for longer work periods under the Fair Labor Standards Act.
- E. It is recommended that time records be signed or verified by the employee and the supervisor, if possible.

II. EMPLOYEES UNDER THE AGE OF 18

Based on the age of the employee and the specific type of work situation, record keeping in addition to that required in section I, above, may be required for employees under the age of 18. See Section 312, Employment of Minors or contact the Department of Human Resources for specific information.

III. OVERTIME EXEMPT EMPLOYEES

For overtime exempt employees, a record of the time of day and day of the week in which the employee's work week begins must be maintained. If all employees have the same schedule, a single notation will suffice. Department heads may require overtime exempt employees to maintain a record of the number of hours worked per day. In addition, a record of any daily leave time charged (paid or unpaid) shall be maintained.

AMENDS/SUPERSEDES SEC. 607, 4/15/86	REFERENCES	APPROVAL 
--	------------	---



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 11/01/06

SECTION 607	SUBJECT PAYROLL RECORD KEEPING POLICIES AND PROCEDURES
-----------------------	--

IV. GENERAL PROVISIONS

- A. Regardless of overtime status, when pay adjustments are made retroactively, documentation shall be maintained as to how the calculation of the retroactive pay was derived, the period covered by the retroactive pay, and the date/pay period the retroactive pay was granted.
- B. Computerized or paperless time keeping devices or records are an acceptable means of maintaining records provided the information is accurate and can be converted to a form suitable for inspection by the appropriate parties.
- C. Records described above must be maintained for a minimum of five years. If records are in storage, they must be available within 72 hours.

S:\PAM\600 Salary Administration\607 Payroll Record Keeping Policies and Procedures.doc

AMENDS/SUPERSEDES SEC. 607, 4/15/86	REFERENCES	APPROVAL 
--	------------	---



610 – PAY COMPUTATION AND OVERTIME

I. PURPOSE

To establish a policy for compensating employees for overtime hours worked which maintains compliance with the provisions of the Fair Labor Standards Act (FLSA). In case of conflict between City policy and federal or state law, the provisions of law will supersede City policy.

II. DEFINITIONS

The following are definitions of terms used in this policy:

- A. Compensatory time - time which is earned at time and one half for all hours worked over forty (40) hours in a work week for non-exempt employees, including paid holidays and any paid leave.
- B. Exempt employees - employees who are excluded from the overtime provisions of the Fair Labor Standards Act (FLSA).
- C. Non-exempt employees - employees who are eligible for overtime compensation according to the provisions of the FLSA.
- D. Overtime hours - the hours worked over forty (40) hours in a work week for non-exempt employees, including paid holidays and any paid leave.
- E. Overtime compensation - the payment received at time and one half for all hours worked in excess of forty (40) hours in a work week for non-exempt employees, including paid holidays and any paid leave.
- F. Time Worked - includes all approved work time that the employee is required to be on duty or required to be on the City's premises or at a prescribed work place for the City, and all time during which the employee is suffered or permitted to work for the City.
- G. Workweek - the seven (7) day payroll accounting period beginning with the employee's scheduled reporting time on Wednesdays for employees paid on an hourly basis and on Mondays for other employees.
- H. Work period is defined as a regular work cycle that may range from seven (7) to twenty-eight (28) consecutive days determined by operations and in compliance with FLSA provisions.

III. ELIGIBILITY

The Director of Human Resources will designate which positions will be classified as exempt or non-exempt based on their assigned position classification, duties and whether they are paid by salary. The status of unclassified positions will be determined when the positions are funded. The City's Classification and Pay Plan listing by job title indicates the overtime eligibility status of each City job.

The City follows the Federal Fair Labor Standards Act (FLSA) for determining which jobs must be compensated for overtime. Jobs that meet the FLSA's exempt standards are normally considered ineligible for paid overtime. Jobs that are ineligible for paid overtime are considered to be "exempt" and have an overtime code of "E" in the Classification and Pay Plan. Exempt jobs are not compensated for overtime either in the form of pay or compensatory time off. Jobs that do not meet FLSA requirements for exemption are considered to be "non-exempt" and must be compensated for overtime worked. Non-exempt positions have an overtime code of "N" in the Classification and Pay Plan.

IV. POLICY

A. The authorization and control of all overtime worked is the responsibility of the Department Director. Department Directors have the discretion to grant overtime compensation or compensatory time to eligible employees for all overtime hours worked, however the form of overtime compensation selected must be consistently applied to all eligible employees. New employees will be given the option of choosing either overtime compensation or compensatory time during New Employee Orientation and will be required to indicate their preference on the City's Overtime Compensation Form. However, in the event that the Department Director determines that the employee will be compensated in a manner other than as indicated on the City's Overtime Compensation Form (i.e., changed from overtime pay to compensatory time or vice versa), employees will be given written notice in advance of the change by the Department Director prior to performing any additional overtime work.

Overtime assignments are permitted when required by operational necessity to ensure that functions of the department are maintained. Department Directors must ensure that adequate funds are available for the payment of overtime prior to authorization.

B. Non-exempt employees shall be eligible for additional compensation as follows:

1. Employees working a regularly scheduled workweek of forty (40) hours shall receive either (a) overtime compensation at one and one-half times their regular rate of pay or (b) compensatory time at one and one-half times the hours worked for all hours worked in excess of forty (40) in the established workweek.

2. Sworn Fire and Police employees (FLSA, §207k eligible) working an established work period of regularly scheduled hours equal to or fewer than the overtime standard set by the Fair Labor Standards Act shall receive overtime compensation or compensatory time for hours worked over those scheduled.
3. Sworn Fire and Police employees (FLSA, §207k eligible) working an established work period of regularly scheduled hours equal to or fewer than the overtime standard set by the Fair Labor Standards Act shall receive additional compensation of one-half times their regular rate of pay or one-half hour of compensatory time for each hour in their regularly scheduled work period which exceeds the standard set by the FLSA. (For example, the Fire department work period is 21 days, with 168 regularly scheduled hours. The FLSA overtime standard for a 21 day work period is 159 hours. Sworn non-exempt fire employees who work 168 hours in their 21 day work period are entitled to additional compensation of one-half times their regular rate for the nine (9) hours they work over the FLSA overtime standard or four and one-half hours of overtime pay. Their regular salary provides the base pay for those extra hours, since they are scheduled hours.)
4. Non-exempt employees whose normal work schedules would not require working holidays will be compensated by overtime compensation or compensatory time at the rate of one and one-half times their regular rate of pay or hours worked on such days. This compensation will be in addition to any pay that the employee would normally receive for the holiday.
5. Non-exempt police and fire personnel who are required to make job-related court appearances while off duty will receive overtime compensation or compensatory time for all court time, calculated at one and one-half the actual time spent in court.
6. In accordance with the FLSA, compensatory time may be accumulated up to 240 hours (480 hours for law enforcement, fire/emergency response, and certain seasonal operations). Except in cases of unusual operating requirements, City policy allows a maximum accumulation of 120 hours compensatory time with the provision that it must be taken within 60 days of the time it is earned.

In cases where an operational hardship would be posed, the City's maximum accumulation and time limitation may be waived by the Department Director. However, the maximum accumulated compensatory time shall not exceed the federal law requirements of 240 (480) hours stated above.

An employee may request the use of accumulated compensatory time off at any time. The City is required to honor the request and allow the employee to take time off within a reasonable time of the request, unless operations would be unduly disrupted by the employee's absence. Under federal regulations,

mere inconvenience to the operation or having to pay overtime to a replacement employee in order to allow an employee to take compensatory time are not sufficient reasons for denying the use of compensatory time.

The City may require an employee to take accumulated compensatory time off before taking accrued paid personal leave, provided this would not cause the employee to forfeit paid personal leave carry over.

When an employee terminates employment for any reason, all accumulated compensatory time will be paid at the employee's regular rate of pay at the time of termination, or the average regular pay rate of the employee during the last three years of employment, whichever is greater.

C. Provisions for Overtime Exempt Employees

1. Docking of Pay for Overtime Exempt Employees - It is the City's policy to comply with the salary basis requirements of the Fair Labor Standards Act (FLSA) for overtime exempt employees. Therefore, the pay of exempt employees may only be docked in certain circumstances permitted by the Act. These include deductions permitted in accordance with City policies for various types of unpaid leave, for full, unpaid suspension days resulting from violations of the Standards of Conduct for serious workplace misconduct, for the initial or terminating week of employment, and for any other reason as permitted by the FLSA. In case of conflict between City policy and FLSA provisions, the provisions of FLSA will supersede City policy unless City policies are more generous than FLSA. Contact the Department of Human Resources regarding questions or situations not covered by this policy.
2. Safe-Harbor Provision - The pay of an overtime exempt employee may not be docked, except as provided for by the Fair Labor Standards Act. It is the City's policy to make only lawful and proper deductions from an exempt employee's pay. If a deduction is made that is later found to be improper, the employee will be reimbursed.

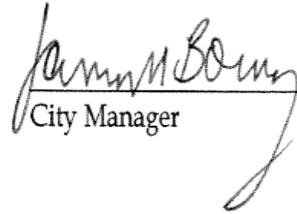
If an employee believes that an improper deduction has been made from his/her pay, the employee should discuss the matter with his/her supervisor or department payroll clerk, and, if needed, proceed through the departmental chain of command. If a resolution is not made, the employee should contact the Department of Human Resources for assistance. Should the issue not be resolved at that level, a formal, written complaint can be submitted to the Director of Human Resources.

V. **RECORDKEEPING**

Department Directors are responsible for the maintenance of accurate records of hours worked by employees that conform to the requirements of the FLSA.

Supersedes/Amends: 610, 11/01/06

Approved:



City Manager



611 - EMERGENCY STATUS POLICY

I. PURPOSE

The purpose of this policy is to establish guidelines to ensure continuance of essential City services during an emergency or inclement weather conditions. These guidelines include the work and pay status of City employees.

The City Manager will determine when the provisions of this policy are implemented including determining when essential employees receive additional compensation and deciding if the closure will be citywide or site specific. In addition, the City Manager has the sole discretion to provide any additional compensation outside the parameters of this policy. If any issues of compensation arise which are not included in this policy, the City Manager upon consideration of existing policies and procedures and the advice of the Director of Human Resources, will make the appropriate determination.

II. EMERGENCY PLANNING

To the extent possible, department heads will plan for and determine in advance which positions are considered "essential" and which positions are considered "non-essential" to a variety of emergency conditions. Departments will be responsible for preparing emergency response plans that address activities to ensure continuity of operations and essential services. Each department will ensure updated lists of essential and non-essential personnel are provided to both the Division of Emergency Management and the Department of Human Resources. Department heads will notify employees in essential positions, preferably in writing, that their position is designated as essential. The Division of Emergency Management will have responsibility to survey departments on an annual basis to ensure the list of essential personnel is current. A specific emergency condition may require a position to be determined as essential when, for other conditions, the position was not essential.

III. DEFINITIONS

A. City Manager

Any reference made in this policy to the City Manager shall include his designee.

B. Essential Positions

These positions are generally defined as those positions needed to continue critical services regardless of or pursuant to an emergency situation. Critical services include, but are not limited to the following:

- All public safety operations, emergency communications, public water supply, detention, medical services, transportation or similar functions on a twenty-four (24) hour schedule;
- Operation and maintenance of equipment supporting the above services or which is essential for maintaining highways, roads, streets and municipal parking lots in the City;
- Dissemination of essential information to the public on a continual basis, regarding road conditions, shelters or other emergency services. Other services may be declared as essential to specific City operations depending on the nature of the emergency.

C. Non-Essential Positions

These positions are generally those positions not designated as essential. However, certain emergency conditions may require management to determine a position as essential that was previously not identified as such.

D. Emergency Conditions

These emergency conditions may include, but are not limited to such occurrences as explosions, fires, major power or system failures, inclement weather conditions, and other natural or man-made events or occurrences as determined by the City Manager. In addition, emergency conditions may be either site specific or citywide. Emergency conditions may exist without a declaration of local emergency under the Code of Virginia, Section 44-146.21.

E. Inclement Weather Conditions

Inclement weather conditions may include, but are not limited to, such occurrences as snow or ice storms, hurricanes, tornadoes, nor'easters and/or the reasonable anticipation of such conditions.

F. Delayed Opening

A delayed opening is any instance where normal City business hours (8:00 a.m. - 5:00 p.m.) are modified to accommodate emergency conditions and City offices open later than 8:00 a.m. However, if a work site normally opens at 10:00 a.m., and the City is on a two hour delay, these employees are expected to report on time at 10:00 a.m.

G. Early Closing

An early closing is any instance where the normal City business hours (8:00 a.m. - 5:00 p.m.) are modified to accommodate emergency conditions and City offices close earlier than 5:00 p.m.

H. Closure

The closing of one specific site or all citywide operations (excluding 24-hour operations) for the duration of the regularly scheduled operating hours (8:00 a.m. - 5:00 p.m.).

IV. DESIGNATIONS AND NOTICES

The City Manager will determine which City services need to be continued in order to meet the vital health, safety and other needs of the community during emergency conditions. When a response to an emergency situation is required, the City Manager will order the appropriate response. For events that occur overnight, the announcement of government office closings will be made prior to the beginning of the workday, usually by 5:30 a.m. For events that occur at other times, the decision to close or modify business hours will be made as soon as practical. The official communication of closings or delays will be posted on the City's Internet site and employee emergency information phone number. Employees should utilize these two sources as the primary means of determining the status of City operations during times of emergencies. The City Manager may close a portion of or all of City operations in order to properly respond to an emergency.

Communication of cancellations, postponements, closings or similar actions will also be accomplished by other written or verbal messages and/or announcements, including those transmitted through local news media. The City is not responsible for the accuracy or timeliness of information disseminated by the news media. Employees should rely on the phone line and web site, if available, to determine the status of City operations during emergency conditions. The following avenues will be used by the City as appropriate to facilitate communication to employees and the public.

- *Employee Emergency Information Phone Number - 926-7075 (recorded message)*
- *Internet - <http://www.nngov.com/> ("urgent" banner on City's main web page)*
- *Local TV Stations - WVEC (13), WAVY (10), WTKR (3)*
- *Local Radio Stations - as many local radio stations as possible will be contacted*
- *Postmaster Email Messages - For certain situations during regular business hours*

V. PROCEDURES

When the City Manager determines that emergency conditions exist, or directs an emergency response, essential personnel will remain on their shift if the shift is currently in process, or report to work at the usual starting time of their work shift, or as directed by their department head or designee. Non-essential personnel will be relieved of duties for either the full or partial day as directed. Policy Section 609, City Work Schedules and Schedule Changes, and Section 610, Pay Computation and Overtime Policies and Procedures, will remain in effect during times of emergencies.

VI. COMPENSATION FOR EMERGENCY CONDITIONS

A. Non-Essential Personnel

1. Regular full-time employees who are directed not to report, to report late or to leave early due to emergency conditions will not forfeit any regular compensation. Time off due to an emergency condition will be considered as time worked for overtime computation purposes.
2. If Liberal Leave, under Section IX of this policy, was not directed by the City Manager, employees who did not report to work by taking unscheduled leave (who otherwise were expected to be at work) on a day the City closed early under this policy, will be charged a full day of paid personal leave, or compensatory time if available, or will be charged with leave without pay (LWOP) if no accrued leave is available. Employees not reporting for work when required may be subject to disciplinary action in accordance with policy.
3. Employees who were previously scheduled off on paid leave or who request leave due to illness or injury for the full or partial day will be charged leave for that time off. Employees who are out on leave without pay (LWOP) and do not have any accrued paid leave or compensatory time will not be able to charge leave.
4. Temporary and regular part-time employees are compensated only for hours worked.
5. No additional compensation will be paid to non-essential employees who, through failure to receive notification of partial or complete closing, report to, or remain at work.

B. Essential Personnel

1. Employees in essential positions who fail to report as directed will be required to use paid personal leave, if available, or may forfeit pay and may be subject to disciplinary action unless the absence is specifically approved by the department head.
2. Essential employees in non-exempt (overtime eligible) positions who work during emergency conditions will be paid in accordance with standard compensation policies. Subject to approval of the City Manager, essential employees in non-exempt (overtime eligible) positions who work during emergency conditions may receive additional compensation equivalent to the number of hours worked not to exceed eight (8) hours for the calendar day of the City closure.

Essential employees in non-exempt (overtime eligible) 24-hour positions who work their regular work day during a City closure may, subject to the approval of the City Manager, receive additional compensation equivalent to the number of hours worked not to exceed eight (8) hours for the calendar day of the City closure.

3. Essential employees in overtime exempt positions who work during emergency conditions may receive discretionary time off with approval from their department head, or designee. Refer to Section 610, Pay Computation and Overtime Policies and Procedures, IV. A.
4. If a regular full-time essential employee is asked not to report to work during emergency conditions and additional hours are not established for the employee to achieve 40 hours for the work week, then the employee's weekly hours will be made whole so there is no loss of compensation.

VII. SAFETY

Departments shall have the responsibility to monitor work schedules during emergency conditions and determine if employee schedules need to be adjusted during periods of response. Some emergency conditions may require employees to work additional shifts or hours in order to address services and resolve problems. Departments shall have the responsibility to monitor their employees' work hours to ensure each employee is given periods of adequate rest.

VIII. SPECIAL TEAMS

The City of Newport News utilizes emergency response teams for the purpose of ensuring continuity of operations and are considered essential personnel. The City Manager is authorized to establish special emergency response teams for a specifically designed scope of work.

Administrative Support Team (AST) - provides administrative support to the Incident Management Team (IMT). An AST member may be required to attend training and exercises in order to understand their specific role in an emergency situation.

Community Emergency Response Team (CERT) - provides logistical and operational support in the event of an emergency that requires activation of Emergency Shelters and/or Point of Distribution sites and in other circumstances as determined by the City Manager. CERT members must complete a 24-hour training program.

Incident Management Team (IMT) - refers to the Incident Commander and appropriate command and general staff assigned to an incident.

IX. LIBERAL LEAVE

Liberal leave conditions for non-essential employees may be declared by the City Manager during periods when the City is generally open, but emergency conditions exist. When liberal leave has been declared by the City Manager it is expected that employees will use their best judgment to determine if they can report to or remain at work without taking unnecessary risk regarding their safety. In the event an employee determines that they cannot report to or remain at work without taking unnecessary risk, a request for leave can be made to the appropriate level of supervision for review and approval, if appropriate.

When liberal leave procedures are in effect, employees may request to use the appropriate leave, including compensatory time, without the usual advance notice. Requests for liberal leave will generally be approved unless operations will be severely impaired by the employee's absence. The appropriate level of supervision will make the determination whether to grant an employee's request for liberal leave. During liberal leave situations, if an employee is determined to be essential and, therefore, is required to work, no additional compensation is provided other than compensation in accordance with standard compensation policies.

Supersedes/Amends: 611, 09/01/11

Supersedes: 619, 9/1/06

Approved:



City Manager



613 – STANDBY AUTHORIZATION & CALL BACK PAY POLICY

I. PURPOSE

Standby shifts are authorized by the City Manager to provide operational coverage during normal non-working hours when there is the likelihood that an emergency situation may develop that could jeopardize the City, the public or City employees if corrective action were not taken prior to the start of regular work hours.

II. PROCEDURES FOR STANDBY AUTHORIZATION

Standby authorization may be requested by the department director by stating in writing to the City Manager the need and justification for such arrangements and the procedures and compensation methods that will apply to employees assigned to standby shifts. Recommendations are subject to review by the Director of Human Resources prior to approval. In addition, standby authorizations will be reviewed annually by Human Resources.

III. GUIDELINES

The following guidelines apply to the authorization and administration of standby shifts:

1. Standby is authorized only when it is likely that an emergency or other situation requiring reasonably prompt action may develop.
2. Normally, standby is authorized only when an on-going need is indicated. Temporary situations such as snow, hurricanes, and the like do not usually warrant formal standby status.
3. Normally, standby is authorized only for those shifts that are not covered by a regular, qualified work force.
4. Standby is approved for the function being performed, not the position or the employee. Standby assignments are made on an impartial basis, rotating among those employees qualified to act in emergency situations.
5. Standby may be assigned by the shift, by the day, by the week, or on other bases deemed appropriate by the department director.
6. Normally, only one person is on standby per shift in the same operation but may vary depending upon departmental needs.

IV. STANDBY STATUS

Employees are considered to be on standby status when required by management to be available to respond to situations outside of their regularly scheduled shift. However, employees may use standby time for their own personal activities and are not required to wait at home, or at any fixed location. However, alcohol is to be avoided. Employees on standby are also not required to wear City or work uniforms while in standby status. However, employees on standby must be reachable by phone. Merely being subject to call is not considered the same as standby.

V. COMPENSATION FOR STANDBY PAY

Subject to the approval of the City Manager, the standard compensation for standby pay will be one-fourth ($1/4$) hour at the employee's hourly rate for each eight (8) hour standby shift.

The following guidelines apply to standby pay:

1. Standby pay is not based on an employee's overtime eligibility. However, superintendents and comparable level positions and above do not normally qualify for standby pay as availability and work in emergency situations are considered integral responsibilities of this level position.
2. If an employee on formal standby status is called in to work, actual work time may be compensated as straight time, overtime or other time worked as appropriate, depending on eligibility.
3. Hours served on standby status are not considered as hours worked for overtime or other purposes.
4. Compensation for standby is included in computation of the employee's hourly rate of pay for overtime compensation purposes during the work period in which the employee is on standby. The hourly equivalent of standby compensation for overtime purposes is computed by dividing the total standby compensation for the week by the number of hours of the regular work week (usually 40) and adding this sum to the employee's base hourly rate. This rate (the sum of base hourly rate and hourly standby rate), at time and a half, is awarded only for hours worked which qualify for overtime compensation. All other time is compensated at the base rate.

- VI.** If an employee on formal standby status cannot be reached or does not respond to an emergency call, standby pay will be forfeited.

VII. CALL BACK PAY

Employees who are eligible for overtime compensation are guaranteed a minimum of two (2) hours compensation in cases in which the employee is called back to work after the completion of the regular scheduled work day or work week.

A. Compensation for Call Back Pay:

Employees who work more than two hours are compensated for hours actually worked. Hours worked are compensated at the overtime rate if the employee qualifies for overtime in accordance with the Overtime Policy.

1. Travel time between home and work in reporting to call back situations is not considered time worked if the employee reports directly to a regular City reporting location.
2. If the employee is directed to report to a work site other than a regular City reporting location which is a greater distance from the employee's residence than

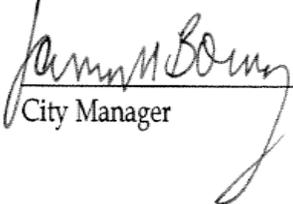
- is the regular reporting location, the difference in travel time is considered time worked.
3. If the employee is directed to report directly to a work site other than a regular City reporting location, travel time is not considered as time worked if the work site is the same distance from or closer to the employee's residence than the regular City reporting location.
 4. Court time and other pre-scheduled work time are not considered to fall under this policy. Employees reporting for a scheduled court appearance during off-duty time are guaranteed a minimum of one hour compensation. Other pre-scheduled work time is compensated for actual time worked.
 5. Employees called back to work more than one time during a shift will be compensated for total time worked or at least two (2) hours, whichever is greater.

VII. **RESPONSE TIME**

The department director or designee will determine the reasonable response time, but should generally not be less than thirty (30) minutes. Employees who live at greater distances from the City will be allowed a greater response time. Employees who fail to respond or report to on-call situations without a sufficient basis may be subject to disciplinary action unless the absence is specifically approved by their supervisor.

Supersedes/Amends: 613, 4/15/86 and 615, 04/15/86

Approved:



City Manager



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 04/15/86

SECTION 614	SUBJECT SECONDARY CITY EMPLOYMENT
-----------------------	---

POLICY FOR SECONDARY CITY EMPLOYMENT

City employees may be employed in second positions with the city (secondary city employment) in certain circumstances. The following guidelines apply to secondary employment. (City employees who perform additional work for the City under a contractual arrangement are not considered to maintain an employment relationship and are not covered by this or by any other city personnel policies during the conduct of any contractual services.)

1. The second position involves part-time work which is on occasional or sporadic basis.
2. The second position is held at the option of the employee. Any additional work or secondary employment held at the direction or request of the City does not qualify under the provisions of this policy and is treated as an extension of the employee's primary position.
3. The secondary position is substantially different from the primary position and is not considered an extension of the primary position.
4. The secondary position is not in the same department as the employee's primary position.
5. The secondary employment is approved by the employee's primary department head.
6. The secondary employment is approved by the Director of Personnel.

Secondary employment which does not meet the above guidelines may be considered a continuation of the regular employment relationship.

Secondary employment is considered separate employment for benefits and general personnel administration purposes. The following policies and procedures apply:

1. Selection – Part-time employment opportunities will be posted and advertised on a regular basis unless the position is of a very limited duration and posting is waived by the Director of Personnel. City employees may apply for part-time positions with other departments through normal channels. In the event a city employee is selected for a part-time position, the secondary employment must be approved by the employee's regular department head and the Director of Personnel.

AMENDS/SUPERSEDES SECTION 516, 02/07/84	REFERENCES	APPROVAL 
--	------------	---

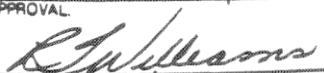


CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 04/15/86

SECTION 614	SUBJECT SECONDARY CITY EMPLOYMENT
-----------------------	---

2. Status – During the performance of duties in the secondary position, the employee will be considered a part-time employee, covered by and subject to part-time personnel policies except as noted below.
3. Compensation – The employee will be compensated at the established rate for the secondary position. The rate of compensation in the primary position has no relationship to compensation in the secondary position.
4. Overtime – Hours worked in the secondary employment are computed separately from hours worked in the primary assignment. Hours worked in the secondary employment will not be combined with hours worked in the primary position for the computation of overtime. An employee will be eligible for overtime compensation in the secondary position only if the hours worked in the secondary position exceed the standard weekly or other established work schedule and exceeds 40 hours per week or equivalent.
5. Benefits – Compensation in the secondary position will not be considered in the eligibility for any optional city benefits. Employees will not earn vacation, accrue sick leave, receive holiday pay, receive retirement fund credit or receive or be eligible for any other benefit in connection with the secondary employment. Injuries and illnesses resulting from the secondary employment may be covered by Worker's Compensation benefits. Any Worker's Compensation benefits will be based on the secondary employment compensation only.
6. Pay Differentials – Employees in secondary positions will not be eligible for any pay differentials such as holiday pay and shift change differential in the secondary position.
7. Pay – The employee's secondary department will submit the hours worked and the rate of pay to the employee's primary department. The employee's primary department will compute compensation. The employee will receive one paycheck from the city which includes compensation for both primary and secondary employment.
8. Merit Salary Increases – Employees may be eligible for merit increases in the secondary positions in accordance with city salary administration policies for part-time employees where the salary range provides for merit increases.
9. Performance – An employee may be terminated from the secondary employment for unsatisfactory or unacceptable performance in the position with no recourse through the City Grievance Procedure.

AMENDS/SUPERSEDES SECTION 516, 02/07/84	REFERENCES	APPROVAL 
--	------------	---



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 04/15/86

SECTION 614	SUBJECT SECONDARY CITY EMPLOYMENT
-----------------------	---

10. Conduct – An employee may be disciplined or terminated from secondary employment due to any violation of city or departmental Rules of Conduct. Misconduct in connection with the secondary employment which does not affect the employee’s primary position may result in disciplinary action or termination of the secondary employment but will not necessarily affect the employee’s continued employment in the primary assignment. Such disciplinary actions may not be appealed through the city’s grievance process.

Misconduct in the secondary employment which is considered to be of major magnitude (usually offenses justifying termination) and which is considered to affect the employee’s relationship with the city as a whole may result in disciplinary action or termination of all employment with the city. The primary department head shall review any disciplinary action in the secondary employment to make decision as to whether the misconduct affects primary employment. In such case, the department head of the employee’s primary assignment will process any disciplinary actions through the channels prescribed by city policy. Such termination may be appealed through the city’s grievance procedure provided the employee is eligible.

11. Continued Employment – In order to continue employment in the secondary position, the employee must meet and maintain all qualifications for the position, must be available for work when required and must have satisfactory performance and conduct.

However the secondary employment may be terminated at any time for any reason without notice and without recourse.

Further, the employee’s primary department head may require that the employee resign the secondary position if performance in the primary position is affected.

S:\PAM\600 Salary Administration\614 Secondary City Employment.doc

AMENDS/SUPERSEDES SECTION 516, 02/07/84	REFERENCES	APPROVAL 
--	------------	---

EXECUTIVE & MANAGEMENT POSITIONS

EXECUTIVE STAFF (E-XX)

EXEMPT

Assistant City Manager

Assistant to the City Manager

Executive Office Administrator

MANAGEMENT STAFF (M-XX)

EXEMPT

Chief of Police*

City Assessor

Director of Budget & Evaluation

Director of Codes Compliance

Director of Communications

Director of Development

Director of Engineering

Director of Finance

Director of Human Resources

Director of Human Services

Director of Information Technology

Director of Internal Audit

Director of Juvenile Services

Director of Libraries & Information Services

Director of Parks, Recreation & Tourism

Director of Planning

Director of Public Utilities

Director of Public Works

Director of Vehicle & Equipment Services

Fire Chief*

GENERAL & HOURLY
Salary Schedule by Ranges

GENERAL & HOURLY SALARY SCHEDULE BY RANGES

General Grade	Entry	Max	General Grade	Entry	Max
G-02	\$20,323 \$9.77	\$35,178 \$16.91	G-14	\$42,016 \$20.20	\$74,864 \$35.99
G-03	\$21,588 \$10.38	\$37,293 \$17.93	G-15	\$44,651 \$21.47	\$79,565 \$38.25
G-04	\$22,927 \$11.02	\$39,623 \$19.05	G-16	\$47,408 \$22.79	\$84,475 \$40.61
G-05	\$24,350 \$11.71	\$42,056 \$20.22	G-17	\$50,384 \$24.22	\$89,799 \$43.17
G-06	\$25,862 \$12.43	\$44,688 \$21.48	G-18	\$53,608 \$25.77	\$95,526 \$45.93
G-07	\$27,468 \$13.21	\$47,448 \$22.81	G-19	\$56,926 \$27.37	\$101,440 \$48.77
G-08	\$29,174 \$14.03	\$50,386 \$24.22	G-20	\$60,485 \$29.08	\$107,790 \$51.82
G-09	\$30,996 \$14.90	\$53,561 \$25.75	G-21	\$64,276 \$30.90	\$114,550 \$55.07
G-10	\$32,939 \$15.84	\$56,929 \$27.37	G-22	\$68,292 \$32.83	\$121,700 \$58.51
G-11	\$35,012 \$16.83	\$62,395 \$30.00	G-23	\$72,592 \$34.90	\$129,377 \$62.20
G-12	\$37,196 \$17.88	\$66,273 \$31.86	G-24	\$77,128 \$37.08	\$137,457 \$66.09
G-13	\$39,543 \$19.01	\$70,469 \$33.88			

Hourly Grade	Entry	Max	Hourly Grade	Entry	Max
H-01	\$8.83 \$18,368	\$12.69 \$26,386	H-13	\$18.27 \$38,002	\$30.20 \$62,809
H-02	\$9.39 \$19,526	\$13.46 \$28,005	H-14	\$19.40 \$40,361	\$31.69 \$65,908
H-03	\$9.96 \$20,727	\$14.59 \$30,341	H-15	\$20.61 \$42,873	\$33.25 \$69,168
H-04	\$10.59 \$22,037	\$15.52 \$32,283	H-16	\$21.90 \$45,558	\$34.73 \$72,245
H-05	\$11.26 \$23,413	\$16.52 \$34,365	H-17	\$23.29 \$48,442	\$36.44 \$75,806
H-06	\$11.96 \$24,877	\$19.32 \$40,193			
H-07	\$12.71 \$26,426	\$21.02 \$43,730			
H-08	\$13.50 \$28,086	\$22.09 \$45,951			
H-09	\$14.34 \$29,834	\$23.50 \$48,888			
H-10	\$15.24 \$31,690	\$24.85 \$51,685			
H-11	\$16.18 \$33,656	\$26.28 \$54,669			
H-12	\$17.20 \$35,775	\$28.48 \$59,248			

GENERAL & HOURLY
Alphabetical Listing of Positions

GENERAL & HOURLY ALPHABETICAL LISTING OF POSITIONS

POSITION TITLE	GRADE	FLSA	ENTRY	MAX
Accountant I	G-13	E	\$39,543	\$70,469
Accountant II	G-16	E	\$47,408	\$84,475
Accountant, Senior	G-17	E	\$50,384	\$89,799
Accounting Assistant I	G-04	N	\$22,927	\$39,623
Accounting Assistant II	G-06	N	\$25,862	\$44,688
Accounting Assistant, Senior	G-07	N	\$27,468	\$47,448
Accounting Coordinator	G-14	E	\$42,016	\$74,864
Accounting Manager	G-18	E	\$53,608	\$95,526
Accounting Specialist	G-11	N	\$35,012	\$62,395
Accounting Technician	G-08	N	\$29,174	\$50,386
Accounts Payable Supervisor	G-11	N	\$35,012	\$62,395
Accounts Payable Technician	G-08	N	\$29,174	\$50,386
Accounts Payable Technician, Senior	G-10	N	\$32,939	\$56,929
Accreditation Manager	G-13	E	\$39,543	\$70,469
Administrative Assistant I	G-04	N	\$22,927	\$39,623
Administrative Assistant II	G-06	N	\$25,862	\$44,688
Administrative Assistant, Senior	G-08	N	\$29,174	\$50,386
Administrative Coordinator	G-10	N	\$32,939	\$56,929
Administrative Coordinator, Senior	G-12	N	\$37,196	\$66,273
Administrative Services Coordinator	G-16	E	\$47,408	\$84,475
Administrative Services Manager	G-19	E	\$56,926	\$101,440
Administrative Support Bureau Supervisor	G-15	E	\$44,651	\$79,565
Administrator of Building Services	G-23	E	\$72,592	\$129,377
Administrator of Community Maintenance	G-23	E	\$72,592	\$129,377
Administrator of Development Projects	G-18	E	\$53,608	\$95,526
Administrator of Engineering Projects	G-23	E	\$72,592	\$129,377
Administrator of Police Management Services	G-21	E	\$64,276	\$114,550
Administrator of Solid Waste	G-23	E	\$72,592	\$129,377
Administrator of Stormwater Operations	G-23	E	\$72,592	\$129,377
Administrator of Street Maintenance	G-23	E	\$72,592	\$129,377
Administrator of Tourism	G-21	E	\$64,276	\$114,550
Administrator of Wastewater	G-23	E	\$72,592	\$129,377
Animal Control Officer I	G-08	N	\$29,174	\$50,386
Animal Control Officer II	G-10	N	\$32,939	\$56,929
Animal Control Officer, Senior	G-11	N	\$35,012	\$62,395
Animal Services Technician I	G-04	N	\$22,927	\$39,623
Animal Services Technician II	G-06	N	\$25,862	\$44,688
Animal Services Technician, Senior	G-08	N	\$29,174	\$50,386
Animal Shelter Manager	G-19	E	\$56,926	\$101,440
Animal Shelter Supervisor	G-13	E	\$39,543	\$70,469

Appraiser I	G-12	E	\$37,196	\$66,273
Appraiser II	G-14	E	\$42,016	\$74,864
Appraiser III	G-15	E	\$44,651	\$79,565
Appraiser Supervisor	G-20	E	\$60,485	\$107,790
Appraiser, Senior	G-17	E	\$50,384	\$89,799
Aquatic Instructor	G-06	N	\$25,862	\$44,688
Aquatics Operations Coordinator	G-13	E	\$39,543	\$70,469
Aquatics Program Coordinator	G-13	E	\$39,543	\$70,469
Aquatics Supervisor	G-14	E	\$42,016	\$74,864
Archeologist	G-10	N	\$32,939	\$56,929
Archeologist, Senior	G-13	E	\$39,543	\$70,469
Architectural Inspector	G-12	N	\$37,196	\$66,273
Architectural Inspector, Senior	G-14	N	\$42,016	\$74,864
Asbestos Technician, Senior	G-15	N	\$44,651	\$79,565
Asphalt Finisher	H-08	N	\$13.50	\$22.09
Asphalt Finisher, Senior	H-09	N	\$14.34	\$23.50
Asset Management Administrator	G-19	E	\$56,926	\$101,440
Assistant Administrator of Community Maintenance	G-18	E	\$53,608	\$95,526
Assistant Administrator of Security	G-14	E	\$42,016	\$74,864
Assistant Administrator of Solid Waste	G-18	E	\$53,608	\$95,526
Assistant Administrator of Stormwater	G-18	E	\$53,608	\$95,526
Assistant Administrator of Street Maintenance	G-18	E	\$53,608	\$95,526
Assistant Administrator of Wastewater	G-18	E	\$53,608	\$95,526
Assistant Automotive Superintendent	H-16	N	\$21.90	\$34.73
Assistant Buyer	G-10	N	\$32,939	\$56,929
Assistant Chief of Civil Design Engineering	G-21	E	\$64,276	\$114,550
Assistant Chief of Transportation Engineering	G-21	E	\$64,276	\$114,550
Assistant Director of Codes Compliance	G-21	E	\$64,276	\$114,550
Assistant Director of Development	G-23	E	\$72,592	\$129,377
Assistant Director of Engineering	G-25	E	\$81,947	\$146,053
Assistant Director of Finance	G-21	E	\$64,276	\$114,550
Assistant Director of Human Resources	G-22	E	\$68,292	\$121,700
Assistant Director of Parks, Recreation & Tourism	G-24	E	\$77,128	\$137,457
Assistant Director of Public Utilities	G-25	E	\$81,947	\$146,053
Assistant Director of Public Works Administration	G-22	E	\$68,292	\$121,700
Assistant Director of Public Works Operations	G-24	E	\$77,128	\$137,457
Assistant Police Chief*	G-25	E	\$81,947	\$146,053
Assistant Recreation Center Supervisor	G-05	N	\$24,350	\$42,056
Assistant Recycling Coordinator	G-13	E	\$39,543	\$70,469
Athletic Assistant	G-03	N	\$21,588	\$37,293
Athletic Field & Turf Supervisor	G-14	E	\$42,016	\$74,864
Auditing Specialist	G-11	N	\$35,012	\$62,395
Automotive Parts Superintendent	G-17	E	\$50,384	\$89,799

Automotive Technician I	H-10	N	\$15.24	\$24.85
Automotive Technician II	H-13	N	\$18.27	\$30.20
Automotive Technician, Master	H-15	N	\$20.61	\$33.25
Automotive Welder	H-13	N	\$18.27	\$30.20
Benefits Assistant	G-10	N	\$32,939	\$56,929
Benefits Coordinator	G-13	N	\$39,543	\$70,469
Benefits Coordinator, Senior	G-15	E	\$44,651	\$79,565
Benefits Manager	G-18	E	\$53,608	\$95,526
Budget Analyst	G-14	E	\$42,016	\$74,864
Budget Analyst, Senior	G-17	E	\$50,384	\$89,799
Budget Manager	G-19	E	\$56,926	\$101,440
Building Codes Inspector	G-12	N	\$37,196	\$66,273
Building Codes Inspector, Senior	G-14	N	\$42,016	\$74,864
Building Supervisor	G-12	N	\$37,196	\$66,273
Business Analyst A	G-14	E	\$42,016	\$74,864
Business Analyst B	G-16	E	\$47,408	\$84,475
Business Analyst C	G-17	E	\$50,384	\$89,799
Business Development Specialist	G-16	E	\$47,408	\$84,475
Business Process Analyst	G-12	E	\$37,196	\$66,273
Business Process Analyst, Senior	G-16	E	\$47,408	\$84,475
Business Project Manager	G-19	E	\$56,926	\$101,440
Business Retention Coordinator	G-16	E	\$47,408	\$84,475
Buyer	G-14	E	\$42,016	\$74,864
Buyer, Senior	G-16	E	\$47,408	\$84,475
Call Taker	G-07	N	\$27,468	\$47,448
Carpenter	H-12	N	\$17.20	\$28.48
Carpenter Specialist	H-13	N	\$18.27	\$30.20
Chief Deputy City Clerk	G-14	E	\$42,016	\$74,864
Chief Engineer of Video Services	G-15	E	\$44,651	\$79,565
Chief of Civil Design Engineering	G-23	E	\$72,592	\$129,377
Chief of Distribution Engineering	G-23	E	\$72,592	\$129,377
Chief of Eligibility	G-20	E	\$60,485	\$107,790
Chief of Facilities Engineering	G-23	E	\$72,592	\$129,377
Chief of Fiscal Operations	G-18	E	\$53,608	\$95,526
Chief of Forest Resources	G-18	E	\$53,608	\$95,526
Chief of Operations Engineering	G-23	E	\$72,592	\$129,377
Chief of Prevention Services	G-19	E	\$56,926	\$101,440
Chief of Social Work Services	G-20	E	\$60,485	\$107,790
Chief of Transportation Engineering	G-23	E	\$72,592	\$129,377
Chief Ranger	G-17	E	\$50,384	\$89,799
Child Protective Services Specialist	G-15	E	\$44,651	\$79,565
Claims Adjuster	G-10	N	\$32,939	\$56,929
Codes Compliance Inspector I	G-09	N	\$30,996	\$53,561

Codes Compliance Inspector II	G-11	N	\$35,012	\$62,395
Codes Compliance Inspector III	G-12	N	\$37,196	\$66,273
Codes Compliance Inspector, Senior	G-14	N	\$42,016	\$74,864
Codes Enforcement Administrator	G-21	E	\$64,276	\$114,550
Combination Building Codes Inspector	G-13	N	\$39,543	\$70,469
Communications & Promotions Coordinator	G-14	E	\$42,016	\$74,864
Communications Administrator, 911	G-21	E	\$64,276	\$114,550
Communications and Programming Coordinator	G-11	N	\$35,012	\$62,395
Communications Manager	G-19	E	\$56,926	\$101,440
Communications Specialist	G-14	E	\$42,016	\$74,864
Communications Specialist, Senior	G-15	E	\$44,651	\$79,565
Communications Supervisor	G-15	E	\$44,651	\$79,565
Communications Systems Specialist	G-16	E	\$47,408	\$84,475
Community Maintenance Coordinator	G-11	N	\$35,012	\$62,395
Community Programs Administrator	G-17	E	\$50,384	\$89,799
Community Relations & Program Coordinator	G-14	E	\$42,016	\$74,864
Community Resource Coordinator	G-15	E	\$44,651	\$79,565
Compliance Coordinator	G-13	E	\$39,543	\$70,469
Comprehensive Services Act Coordinator	G-18	E	\$53,608	\$95,526
Comptroller	G-19	E	\$56,926	\$101,440
Computer Lab Specialist	G-11	E	\$35,012	\$62,395
Computer Operator	G-09	N	\$30,996	\$53,561
Concrete Specialist	H-10	N	\$15.24	\$24.85
Concrete Worker	H-08	N	\$13.50	\$22.09
Concrete Worker, Senior	H-09	N	\$14.34	\$23.50
Construction Contracts Coordinator	G-11	N	\$35,012	\$62,395
Construction Inspection Supervisor	G-16	N	\$47,408	\$84,475
Construction Inspector I	G-10	N	\$32,939	\$56,929
Construction Inspector II	G-12	N	\$37,196	\$66,273
Construction Inspector, Senior	G-14	N	\$42,016	\$74,864
Construction Maintenance Worker I	H-04	N	\$10.59	\$15.52
Construction Maintenance Worker II	H-05	N	\$11.26	\$16.52
Construction Maintenance Worker, Senior	H-07	N	\$12.71	\$21.02
Construction Specialist	H-14	N	\$19.40	\$31.69
Crew Leader	H-08	N	\$13.50	\$22.09
Crew Supervisor A	H-09	N	\$14.34	\$23.50
Crew Supervisor B	H-12	N	\$17.20	\$28.48
Crew Supervisor C	H-14	N	\$19.40	\$31.69
Custodian I	H-02	N	\$9.39	\$13.46
Custodian II	H-03	N	\$9.96	\$14.59
Custodian, Lead	H-05	N	\$11.26	\$16.52
Customer Service Assistant I	G-04	N	\$22,927	\$39,623
Customer Service Assistant II	G-06	N	\$25,862	\$44,688

Customer Service Assistant, 311	G-06	N	\$25,862	\$44,688
Customer Service Assistant, Senior	G-07	N	\$27,468	\$47,448
Customer Services Manager	G-19	E	\$56,926	\$101,440
Data Center Supervisor	G-13	N	\$39,543	\$70,469
Deputy Assessor	G-22	E	\$68,292	\$121,700
Deputy City Clerk I	G-06	N	\$25,862	\$44,688
Deputy City Clerk II	G-10	N	\$32,939	\$56,929
Deputy Coordinator of Emergency Management	G-19	E	\$56,926	\$101,440
Deputy Director of Human Services	G-23	E	\$72,592	\$129,377
Deputy Director of Juvenile Services	G-23	E	\$72,592	\$129,377
Deputy Fire Chief*	G-25	E	\$81,947	\$146,053
Desktop Support Technician	G-05	N	\$24,350	\$42,056
Detention Specialist	G-11	N	\$35,012	\$62,395
Detention Specialist, Senior	G-12	N	\$37,196	\$66,273
Digital Services Manager	G-18	E	\$53,608	\$95,526
Dispatch Supervisor, 911	G-15	N	\$44,651	\$79,565
Dispatcher I, 911	G-08	N	\$29,174	\$50,386
Dispatcher II, 911	G-11	N	\$35,012	\$62,395
Dispatcher, Senior, 911	G-13	N	\$39,543	\$70,469
Distribution Manager	G-24	E	\$77,128	\$137,457
Dock Master	G-11	N	\$35,012	\$62,395
Dock Master, Assistant	G-10	N	\$32,939	\$56,929
Economic Analyst I	G-11	E	\$35,012	\$62,395
Economic Analyst II	G-14	E	\$42,016	\$74,864
Economic Analyst, Senior	G-17	E	\$50,384	\$89,799
Electrical Specialist	H-15	N	\$20.61	\$33.25
Electrical Specialist, Senior	H-17	N	\$23.29	\$36.44
Electrician I	H-09	N	\$14.34	\$23.50
Electrician II	H-12	N	\$17.20	\$28.48
Electronic Benefits Transfer Coordinator	G-13	E	\$39,543	\$70,469
Electronics Specialist	H-16	N	\$21.90	\$34.73
Electronics Technician	H-13	N	\$18.27	\$30.20
Eligibility Supervisor	G-15	E	\$44,651	\$79,565
Eligibility Supervisor, Senior	G-17	E	\$50,384	\$89,799
Eligibility Worker I	G-10	N	\$32,939	\$56,929
Eligibility Worker II	G-11	N	\$35,012	\$62,395
Eligibility Worker, Senior	G-12	N	\$37,196	\$66,273
Emergency Medical Services Coordinator	G-20	E	\$60,485	\$107,790
Emergency Operations Coordinator	G-14	E	\$42,016	\$74,864
Emergency Operations Planner	G-14	E	\$42,016	\$74,864
Emergency Operations Technician	G-11	N	\$35,012	\$62,395
Employment Services Supervisor	G-17	E	\$50,384	\$89,799
Employment Services Supervisor, Senior	G-18	E	\$53,608	\$95,526

Employment Services Worker	G-14	E	\$42,016	\$74,864
Employment Services Worker, Senior	G-15	E	\$44,651	\$79,565
Engineer I	G-16	E	\$47,408	\$84,475
Engineer II	G-18	E	\$53,608	\$95,526
Engineer III	G-20	E	\$60,485	\$107,790
Engineer, Senior	G-23	E	\$72,592	\$129,377
Engineering Specialist I	G-16	E	\$47,408	\$84,475
Engineering Specialist II	G-18	E	\$53,608	\$95,526
Engineering Specialist, Senior	G-20	E	\$60,485	\$107,790
Engineering Technician I	G-09	N	\$30,996	\$53,561
Engineering Technician II	G-11	N	\$35,012	\$62,395
Engineering Technician III	G-12	N	\$37,196	\$66,273
Engineering Technician, Senior	G-14	N	\$42,016	\$74,864
Enterprise Manager	G-23	E	\$72,592	\$129,377
Environmental Compliance Administrator	G-18	E	\$53,608	\$95,526
Environmental Scientist	G-14	E	\$42,016	\$74,864
Environmental Services Manager	G-20	E	\$60,485	\$107,790
Environmental Specialist	G-14	E	\$42,016	\$74,864
Environmental Sustainability Coordinator	G-17	E	\$50,384	\$89,799
Equipment Operator A	H-07	N	\$12.71	\$21.02
Equipment Operator B	H-08	N	\$13.50	\$22.09
Equipment Operator Specialist	H-12	N	\$17.20	\$28.48
Equipment Operator, Master	H-11	N	\$16.18	\$26.28
Equipment Operator, Senior	H-09	N	\$14.34	\$23.50
Executive Assistant	G-10	N	\$32,939	\$56,929
Facilities Manager	G-24	E	\$77,128	\$137,457
Family Assessment & Planning Team Coordinator	G-14	E	\$42,016	\$74,864
Family Services Aide	G-05	N	\$24,350	\$42,056
Family Services Specialist	G-14	E	\$42,016	\$74,864
Family Services Specialist, Senior	G-15	E	\$44,651	\$79,565
Family Services Supervisor	G-17	E	\$50,384	\$89,799
Family Services Supervisor, Senior	G-18	E	\$53,608	\$95,526
Family Support Worker	G-10	N	\$32,939	\$56,929
Financial Analyst	G-11	E	\$35,012	\$62,395
Financial Management Analyst	G-14	E	\$42,016	\$74,864
Financial Services Administrator	G-17	E	\$50,384	\$89,799
Financial Services Analyst	G-16	E	\$47,408	\$84,475
Financial Services Assistant	G-05	N	\$24,350	\$42,056
Fire Equipment Specialist	H-16	N	\$21.90	\$34.73
Fire Prevention Inspector I	G-09	N	\$30,996	\$53,561
Fire Prevention Inspector II	G-11	N	\$35,012	\$62,395
Fire Public Education Coordinator	G-16	E	\$47,408	\$84,475
Fire Public Educator	G-11	E	\$35,012	\$62,395

Fleet Maintenance Supervisor	G-15	N	\$44,651	\$79,565
Fleet Operations Superintendent	G-17	E	\$50,384	\$89,799
Fleet Services Administrator	G-19	E	56,926	\$101,440
Fleet Support Assistant	G-05	N	\$24,350	\$42,056
Fleet Support Manager	G-17	E	\$50,384	\$89,799
Forensic Technician	G-11	N	\$35,012	\$62,395
Forensic Specialist	G-13	N	\$39,543	\$70,469
Forest Technician I	G-05	N	\$24,350	\$42,056
Forest Technician II	G-08	N	\$29,174	\$50,386
Forester	G-14	E	\$42,016	\$74,864
Fraud Investigator	G-14	N	\$42,016	\$74,864
General Services Manager	G-23	E	\$72,592	\$129,377
Generator Specialist	H-15	N	\$20.61	\$33.25
Geographic Information System Specialist	G-13	N	\$39,543	\$70,469
Geographic Information System Technician	G-10	N	\$32,939	\$56,929
Geographic Information System Manager	G-18	E	\$53,608	\$95,526
Geographic Information System Programmer/Analyst	G-17	E	\$50,384	\$89,799
Golf Course Superintendent	G-17	E	\$50,384	\$89,799
Golf Course Technician I	H-05	N	\$11.26	\$16.52
Golf Course Technician II	H-07	N	\$12.71	\$21.02
Golf Professional	G-14	E	\$42,016	\$74,864
Graphics Specialist	G-14	N	\$42,016	\$74,864
Groundskeeper	H-04	N	\$10.59	\$15.52
Groundskeeper, Senior	H-05	N	\$11.26	\$16.52
Group Sales Coordinator	G-14	E	\$42,016	\$74,864
Help Desk Coordinator	G-12	N	\$37,196	\$66,273
Help Desk Engineer	G-14	N	\$42,016	\$74,864
Help Desk Engineer Manager	G-20	E	\$60,485	\$107,790
Help Desk Engineer Supervisor	G-17	E	\$50,384	\$89,799
Historic Site Assistant	G-05	N	\$24,350	\$42,056
Historic Site Coordinator	G-15	E	\$44,651	\$79,565
Historic Sites Project Coordinator	G-12	N	\$37,196	\$66,273
Housing Program Supervisor	G-17	E	\$50,384	\$89,799
Housing Specialist	G-14	E	\$42,016	\$74,864
Human Resources Assistant	G-08	N	\$29,174	\$50,386
Human Resources Generalist	G-15	E	\$44,651	\$79,565
Human Resources Generalist, Senior	G-16	E	\$47,408	\$84,475
Human Resources Manager	G-19	E	\$56,926	\$101,440
Human Resources Specialist	G-13	N	\$39,543	\$70,469
Human Resources Training & Development Coordinator	G-15	E	\$44,651	\$79,565
Hydrant Repair Specialist	H-10	N	\$15.24	\$24.85
Inflow Infiltration Technician	H-10	N	\$15.24	\$24.85
Inflow Infiltration Technician, Senior	H-11	N	\$16.18	\$25.77

Information Services Specialist I	G-10	N	\$32,939	\$56,929
Information Services Specialist II	G-11	N	\$35,012	\$62,395
Information Services Specialist, Senior	G-12	E	\$37,196	\$66,273
Information Technology Analyst A	G-14	E	\$42,016	\$74,864
Information Technology Analyst B	G-16	E	\$47,408	\$84,475
Information Technology Analyst C	G-17	E	\$50,384	\$89,799
Information Technology Auditor	G-19	E	\$56,926	\$101,440
Information Technology Manager	G-23	E	\$72,592	\$129,377
Information Technology Project Manager A	G-18	E	\$53,608	\$95,526
Information Technology Project Manager B	G-19	E	\$56,926	\$101,440
Information Technology Project Manager C	G-22	E	\$68,292	\$121,700
Information Technology Security Administrator	G-18	E	\$53,608	\$95,526
Information Technology Technical Services Manager	G-23	E	\$72,592	\$129,377
Information Technology Technician	G-10	N	\$32,939	\$56,929
Instrumentation & Control Specialist	H-16	N	\$21.90	\$34.73
Instrumentation & Control Specialist, Senior	H-17	N	\$23.29	\$36.44
Intake Officer	G-13	N	\$39,543	\$70,469
Internal Auditor	G-14	E	\$42,016	\$74,864
Internal Auditor, Senior	G-16	E	\$47,408	\$84,475
Irrigation Specialist	H-13	N	\$18.27	\$30.20
Jail Administrator	G-18	E	\$53,608	\$95,526
Juvenile Services Supervisor	G-14	E	\$42,016	\$74,864
Laboratory Analyst I	G-12	E	\$37,196	\$66,273
Laboratory Analyst II	G-14	E	\$42,016	\$74,864
Laboratory Analyst III	G-15	E	\$44,651	\$79,565
Laboratory Technician	G-08	N	\$29,174	\$50,386
Landfill Technician	H-11	N	\$16.18	\$26.28
Landscape Planner	G-14	E	\$42,016	\$74,864
Landscape Specialist	G-11	N	\$35,012	\$62,395
Landscape Technician	H-05	N	\$11.26	\$16.52
Landscape Technician, Senior	H-06	N	\$11.96	\$19.32
Laundry Worker	H-02	N	\$9.39	\$13.46
Law Enforcement Analyst	G-12	E	\$37,196	\$66,273
Law Enforcement Analyst, Senior	G-15	E	\$44,561	\$79,565
Law Enforcement Analyst Supervisor	G-16	E	\$47,408	\$84,475
Law Office Administrator	G-15	E	\$42,016	\$74,864
Legal Administrative Assistant	G-11	N	\$35,012	\$62,395
Legal Administrative Assistant, Senior	G-12	N	\$37,196	\$66,273
Legal Secretary I	G-08	N	\$29,174	\$50,386
Legal Secretary II	G-09	N	\$30,996	\$53,561
Librarian I	G-13	E	\$39,543	\$70,469
Librarian II	G-14	E	\$42,016	\$74,864
Librarian, Senior	G-16	E	\$47,408	\$84,475

Library Administrator	G-20	E	\$60,485	\$107,790
Library Associate	G-12	E	\$37,196	\$66,273
Library Coordinator	G-14	E	\$42,016	\$74,864
Library Grant Specialist	G-14	E	\$42,016	\$74,864
Library Materials Specialist	G-05	N	\$24,350	\$42,056
Library Technician I	G-04	N	\$22,927	\$39,623
Library Technician II	G-05	N	\$24,350	\$42,056
Library Technician, Senior	G-06	N	\$25,862	\$44,688
Licensed Architect	G-20	E	\$60,485	\$107,790
Licensed Veterinary Technician	G-11	N	\$35,012	\$62,395
Logistics Manager	G-17	E	\$50,384	\$89,799
Mail Clerk	G-05	N	\$24,350	\$42,056
Mailroom Coordinator	G-06	N	\$25,862	\$44,688
Maintenance Mechanic I	H-08	N	\$13.50	\$22.09
Maintenance Mechanic II	H-12	N	\$17.20	\$28.48
Maintenance Specialist	H-15	N	\$20.61	\$33.25
Maintenance Specialist, Senior	H-17	N	\$23.29	\$36.44
Management & Legislative Program Analyst	G-17	E	\$50,384	\$89,799
Management Analyst	G-12	E	\$37,196	\$66,273
Manager of Comprehensive Planning	G-20	E	\$60,485	\$107,790
Manager of Current Planning	G-20	E	\$60,485	\$107,790
Manager of Development	G-20	E	\$60,485	\$107,790
Manager of Development Plan Review	G-20	E	\$60,485	\$107,790
Manager of Special Development Projects	G-20	E	\$60,485	\$107,790
Manager of Technical Support	G-20	E	\$60,485	\$107,790
Marketing & Development Coordinator	G-13	E	\$39,543	\$70,469
Marketing Coordinator	G-14	E	\$42,016	\$74,864
Mature Adult Center Supervisor	G-03	N	\$21,588	\$37,293
Meter Operations Coordinator	G-13	N	\$39,543	\$70,469
Meter Operations Superintendent	G-17	E	\$50,384	\$89,799
Meter Reader I	G-04	N	\$22,927	\$39,623
Meter Reader II	G-05	N	\$24,350	\$42,056
Meter Reader III	G-06	N	\$25,862	\$44,688
Meter Reader, Senior	G-09	N	\$30,996	\$53,561
Meter Reading Route Supervisor	G-11	N	\$35,012	\$62,395
Meter Technician I	H-07	N	\$12.71	\$21.02
Meter Technician II	H-08	N	\$13.50	\$22.09
Meter Technician, Master	H-10	N	\$15.24	\$24.85
Motor Pool Coordinator	G-07	N	\$27,468	\$47,448
Museum Curator	G-15	E	\$44,651	\$79,565
Museum Educational Coordinator	G-12	E	\$37,196	\$66,273
Museum Exhibit Coordinator	G-12	E	\$37,196	\$66,273
Museum Registrar	G-12	E	\$37,196	\$66,273

Natural Resources Manager	G-23	E	\$72,592	\$129,377
Network & Systems Manager	G-18	E	\$53,608	\$95,526
Network Communications Administrator	G-21	E	\$64,276	\$114,550
Network Engineer	G-18	E	\$53,608	\$95,526
Occupational Health Services Coordinator	G-15	E	\$44,651	\$79,565
Office Assistant I	G-02	N	\$20,323	\$35,178
Office Assistant II	G-03	N	\$21,588	\$37,293
Office Manager	G-13	N	\$39,543	\$70,469
Operations Dispatcher	G-06	N	\$25,862	\$44,688
Operations Dispatcher, Senior	G-09	N	\$30,996	\$53,561
Operations Superintendent	G-17	E	\$50,384	\$89,799
Operations Supervisor	G-15	E	\$44,651	\$79,565
Paralegal	G-10	N	\$32,939	\$56,929
Parent Educator	G-11	N	\$35,012	\$62,395
Park Events Coordinator	G-11	E	\$35,012	\$62,395
Park Ranger I	G-11	N	\$35,012	\$62,395
Park Ranger II	G-12	N	\$37,196	\$66,273
Park Ranger, Senior	G-14	N	\$42,016	\$74,864
Parking Enforcement Officer	G-05	N	\$24,350	\$42,056
Parking Lot Attendant	G-03	N	\$21,588	\$37,293
Parks Facility Coordinator	G-13	E	\$39,543	\$70,469
Parks Landscape & Irrigation Specialist	G-13	E	\$39,543	\$70,469
Parks Maintenance Specialist	H-10	N	\$15.24	\$24.85
Parks Operations Superintendent	G-18	E	\$53,608	\$95,526
Payroll Coordinator	G-10	N	\$32,939	\$56,929
Permit Technician	G-08	N	\$29,174	\$50,386
Personnel Assistant	G-06	N	\$25,862	\$44,688
Personnel Coordinator	G-10	E	\$32,939	\$56,929
Pipelayer	H-08	N	\$13.50	\$22.09
Pipelayer Specialist	H-10	N	\$15.24	\$24.85
Pipelayer, Senior	H-09	N	\$14.34	\$23.50
Planner I	G-12	E	\$37,196	\$66,273
Planner II	G-14	E	\$42,016	\$74,864
Planner, Senior	G-17	E	\$50,384	\$89,799
Planning Coordinator	G-17	E	\$50,384	\$89,799
Planning Technician	G-10	N	\$32,939	\$56,929
Plans Examiner I	G-15	E	\$44,651	\$79,565
Plans Examiner II	G-17	E	\$50,384	\$89,799
Plumber I	H-08	N	\$13.50	\$22.09
Plumber II	H-12	N	\$17.20	\$28.48
Plumber Specialist	H-13	N	\$18.27	\$30.20
Police Aide	G-08	N	\$29,174	\$50,386
Police Cadet	G-07	N	\$27,468	\$47,448

Police Community Programs Coordinator	G-13	E	\$39,543	\$70,469
Police Fleet Coordinator, Senior	G-10	N	\$32,939	\$56,929
Police Information Officer	G-15	E	\$44,651	\$79,565
Police Investigative Technician	G-11	N	\$35,012	\$62,395
Police Planning Administrator	G-20	E	\$60,485	\$107,790
Police Planning Coordinator	G-16	E	\$47,408	\$84,475
Police Support Coordinator	G-11	N	\$35,012	\$62,395
Police Technician	G-11	N	\$35,012	\$62,395
Port Development Administrator	G-17	E	\$50,384	\$89,799
Prevention Services Supervisor	G-15	E	\$44,651	\$79,565
Prevention Services Supervisor, Senior	G-17	E	\$50,384	\$89,799
Printing Coordinator	G-09	N	\$30,996	\$53,561
Process Control Systems Manager	G-18	E	\$53,608	\$95,526
Process Control Systems Specialist	G-16	N	\$47,408	\$84,475
Procurement Administrator	G-18	E	\$53,608	\$95,526
Procurement Coordinator	G-14	E	\$42,016	\$74,864
Procurement Technician	G-08	N	\$29,174	\$50,386
Procurement Technician, Senior	G-09	N	\$30,996	\$53,561
Professional Land Surveyor	G-16	E	\$47,408	\$84,475
Program Coordinator	G-11	N	\$35,012	\$62,395
Programmer Analyst, Senior	G-16	E	\$47,408	\$84,475
Programming Specialist I	G-17	E	\$50,384	\$89,799
Programming Specialist II	G-18	E	\$53,608	\$95,526
Programs Coordinator	G-18	E	\$53,608	\$95,526
Project Coordinator	G-18	E	\$53,608	\$95,526
Project Development Coordinator I	G-11	E	\$35,012	\$62,395
Project Development Coordinator II	G-14	E	\$42,016	\$74,864
Project Development Coordinator, Senior	G-17	E	\$50,384	\$89,799
Property & Evidence Technician	G-10	N	\$32,939	\$56,929
Property Manager	G-17	E	\$50,384	\$89,799
Public Education Coordinator	G-10	N	\$32,939	\$56,929
Public Works Corrections Officer	G-10	N	\$32,939	\$56,929
Public Works Corrections Officer, Senior	G-11	N	\$35,012	\$62,395
Public Works Corrections Sergeant	G-13	N	\$39,543	\$70,469
Public Works Field Representative	G-10	N	\$32,939	\$56,929
Public Works Field Representative, Senior	G-12	N	\$37,196	\$64,974
Public Works Management Analyst	G-14	E	\$42,016	\$74,864
Purchasing Agent	G-23	E	\$72,592	\$129,377
Purchasing Manager	G-19	E	\$56,926	\$101,440
Ranger Technician I	G-05	N	\$24,350	\$42,056
Ranger Technician II	G-08	N	\$29,174	\$50,386
Real Estate Coordinator	G-17	E	\$50,384	\$89,799
Records Management Specialist	G-14	E	\$42,016	\$74,864

Records Technician	G-08	N	\$29,174	\$50,386
Recreation Center Supervisor	G-10	N	\$32,939	\$56,929
Recreation Center Supervisor-School Age Program	G-10	N	\$32,939	\$56,929
Recreation Facility Supervisor	G-10	N	\$32,939	\$56,929
Recreation Operations Supervisor	G-14	E	\$42,016	\$74,864
Recreation Program Coordinator	G-11	E	\$35,012	\$62,395
Recreation Program Coordinator, Senior	G-13	E	\$39,543	\$70,469
Recreation Program Supervisor	G-14	E	\$42,016	\$74,864
Recreation Program Supervisor, Senior	G-15	E	\$44,651	\$79,565
Recreation Programs Superintendent	G-18	E	\$53,608	\$95,526
Recreation Specialist	G-06	N	\$25,862	\$44,688
Recovery Operations Manager	G-17	E	\$50,384	\$89,799
Recycling & Maintenance Assistant	H-05	N	\$11.26	\$16.52
Registered Nurse	G-14	E	\$42,016	\$74,864
Research Assistant	G-08	N	\$29,174	\$50,386
Residuals Facilities Operator	G-11	N	\$35,012	\$62,395
Residuals Operations Supervisor	G-16	E	\$47,408	\$84,475
Resource Coordinator	G-14	E	\$42,016	\$74,864
Risk Manager	G-20	E	\$60,485	\$107,790
Safety Manager	G-17	E	\$50,384	\$89,799
Safety Officer	G-14	E	\$42,016	\$74,864
Safety Officer, Senior	G-16	E	\$47,408	\$84,475
Secure Detention Administrator	G-18	E	\$53,608	\$95,526
Security & Environmental Manager	G-19	E	\$56,926	\$101,440
Security Administrator	G-19	E	\$56,926	\$101,440
Security Officer I	G-03	N	\$21,588	\$37,293
Security Officer II	G-04	N	\$22,927	\$39,623
Security Officer, Senior	G-08	N	\$29,174	\$50,386
Self-Contained Breathing Apparatus Technician	H-13	N	\$18.27	\$30.20
Service Advisor	G-09	N	\$30,996	\$53,561
Shelter Program Coordinator	G-11	N	\$35,012	\$62,395
Site & Subdivision Specialist	G-13	E	\$39,543	\$70,469
Site & Subdivision Specialist, Senior	G-14	E	\$42,016	\$74,864
Site & Subdivision Technician	G-10	N	\$32,939	\$56,929
Source Water Monitoring Supervisor	G-11	N	\$35,012	\$62,395
Source Water Monitoring Technician I	G-08	N	\$29,174	\$50,386
Source Water Monitoring Technician II	G-10	N	\$32,939	\$56,929
Spray Technician	H-09	N	\$14.34	\$23.50
Staff Supervisor	G-11	N	\$35,012	\$62,395
Staff Technician	G-08	N	\$29,174	\$50,386
Storekeeper	G-08	N	\$29,174	\$50,386
Storekeeper, Senior	G-10	N	\$32,939	\$56,929
Street Outreach Worker	G-11	N	\$35,012	\$62,395

Structural Family Counselor	G-15	E	\$44,651	\$79,565
Superintendent of Animal Welfare	G-16	E	\$47,408	\$84,475
Superintendent of Construction	G-17	E	\$50,384	\$89,799
Superintendent of Cultural Arts	G-18	E	\$53,608	\$95,526
Superintendent of Maintenance	G-18	E	\$53,608	\$95,526
Superintendent of Park Maintenance & Landscaping	G-18	E	\$53,608	\$95,526
Supervising Librarian A	G-17	E	\$50,384	\$89,799
Supervising Librarian B	G-18	E	\$53,608	\$95,526
Supply Assistant	G-05	N	\$24,350	\$42,056
Supply Assistant, Senior	G-07	N	\$27,468	\$47,448
Supply Coordinator	G-09	N	\$30,996	\$53,561
Supply Specialist	G-08	N	\$29,174	\$50,386
Support Services Manager	G-18	E	\$53,608	\$95,526
Support Services Supervisor	G-11	N	\$35,012	\$62,395
Surveying Technician	G-11	N	\$35,012	\$62,395
Systems Administrator	G-17	E	\$50,384	\$89,799
Systems Administrator, Lead	G-20	E	\$60,485	\$107,790
Systems Administrator, Senior	G-18	E	\$53,608	\$95,526
Systems Administrator Specialist	G-14	N	\$42,016	\$74,864
Systems Database Administrator	G-18	E	\$53,608	\$95,526
Taxicab Permits Examiner	G-10	N	\$32,939	\$56,929
Tennis Professional	G-11	E	\$35,012	\$62,395
Tourism Coordinator	G-14	E	\$42,016	\$74,864
Trades Assistant	H-06	N	\$11.96	\$19.32
Traffic Sign Fabricator	H-09	N	\$14.34	\$23.50
Traffic Signal Technician	H-11	N	\$16.18	\$26.28
Traffic Signs & Markings Mechanic	H-08	N	\$13.50	\$22.09
Traffic Signs & Markings Mechanic, Senior	H-09	N	\$14.34	\$23.50
Traffic Technician	G-07	N	\$27,468	\$47,448
Training Coordinator	G-13	E	\$39,543	\$70,469
Training Specialist	G-12	E	\$37,196	\$66,273
Tree Maintenance Assistant	H-07	N	\$12.71	\$21.02
Tree Maintenance Specialist	H-10	N	\$15.24	\$24.85
Utilities Locator	G-08	N	\$29,174	\$50,386
Utility Crew Supervisor	H-12	N	\$17.20	\$28.48
Utility Pipeline Inspector I	G-10	N	\$32,939	\$56,929
Utility Pipeline Inspector II	G-11	N	\$35,012	\$62,395
Utility Pipeline Inspector Supervisor	G-14	N	\$42,016	\$74,864
Utility Pipeline Inspector, Senior	G-13	N	\$39,543	\$70,469
Valve Inspector	H-10	N	\$15.24	\$24.85
Valve Maintenance Specialist	H-13	N	\$18.27	\$30.20
Vector Control Superintendent	G-17	E	\$50,384	\$89,799
Vector Control Technician	H-09	N	\$14.34	\$23.50

Video Production Specialist	G-12	N	\$37,196	\$66,273
Video Production Specialist, Senior	G-14	N	\$42,016	\$74,864
Volunteer Services Coordinator	G-15	E	\$44,651	\$79,565
Warehouse Manager	G-14	E	\$42,016	\$74,864
Wastewater Inspector	G-12	N	\$37,196	\$66,273
Water Distribution Operations Coordinator	G-16	E	\$47,408	\$84,475
Water Distribution Superintendent	G-18	E	\$53,608	\$95,526
Water Pumping Station Supervisor	G-11	N	\$35,012	\$62,395
Water Pumping Station Technician I	G-08	N	\$29,174	\$50,386
Water Pumping Station Technician II	G-10	N	\$32,939	\$56,929
Water Quality Manager	G-19	E	\$56,926	\$101,440
Water Resources Coordinator	G-14	E	\$42,016	\$74,864
Water Service Inspector	G-10	N	\$32,939	\$56,929
Water Systems Inspection Coordinator	G-13	N	\$39,543	\$70,469
Water Systems Inspector I	G-08	N	\$29,174	\$50,386
Water Systems Inspector II	G-10	N	\$32,939	\$56,929
Water Treatment Plant Manager	G-21	E	\$64,276	\$114,550
Water Treatment Plant Operator 1st Class	G-13	N	\$39,543	\$70,469
Water Treatment Plant Operator 2nd Class	G-11	N	\$35,012	\$62,395
Water Treatment Plant Operator 3rd Class	G-10	N	\$32,939	\$56,929
Water Treatment Plant Operator 4th Class	G-08	N	\$29,174	\$50,386
Water Treatment Plant Operator Trainee	G-07	N	\$27,468	\$47,448
Water Treatment Plant Shift Supervisor	G-16	N	\$47,408	\$84,475
Water Treatment Plant Superintendent	G-18	E	\$53,608	\$95,526
Watershed Inspector	G-11	N	\$35,012	\$62,395
Watershed Property Administrator	G-17	E	\$50,384	\$89,799
Waterworks Emergency Response Inspector	G-10	N	\$32,939	\$56,929
Web Developer I	G-13	E	\$39,543	\$70,469
Web Developer II	G-16	E	\$47,408	\$84,475
Web Developer, Senior	G-18	E	\$53,608	\$95,526
Wireless Communications Installation Technician	G-13	N	\$39,543	\$70,469
Wireless Communications Manager	G-19	E	\$56,926	\$101,440
Wireless Communications Supervisor	G-17	E	\$50,384	\$89,799
Wireless Communications Technician	G-14	N	\$42,016	\$74,864
Wireless Communications Technician, Senior	G-16	N	\$47,408	\$84,475
Workers' Compensation Program Coordinator	G-15	E	\$44,651	\$79,565
Youth & Gang Violence Prevention Coordinator	G-15	E	\$44,651	\$79,565
Youth Program Specialist	G-12	E	\$37,196	\$66,273
Youth Programs and Outreach Coordinator	G-17	E	\$50,384	\$89,799
Zoning Administrator	G-18	E	\$53,608	\$95,526
Zoning Coordinator	G-12	N	\$37,196	\$66,273

GENERAL & HOURLY

Salary Schedule by Listing of Positions by Grade

GENERAL & HOURLY LISTING OF POSITIONS BY GRADE

GRADE	Position Title	Entry	Max
G-02	Office Assistant I	\$20,323 \$9.77	\$35,178 \$16.91
G-03	Athletic Assistant Mature Adult Center Supervisor Office Assistant II Parking Lot Attendant Security Officer I	\$21,588 \$10.38	\$37,293 \$17.93
G-04	Accounting Assistant I Administrative Assistant I Animal Services Technician I Customer Service Assistant I Library Technician I Meter Reader I Security Officer II	\$22,927 \$11.02	\$39,623 \$19.05
G-05	Assistant Recreation Center Supervisor Desktop Support Technician Family Services Aide Financial Services Assistant Fleet Support Assistant Forest Technician I Historic Site Assistant Library Materials Specialist Library Technician II Mail Clerk Meter Reader II Parking Enforcement Officer Ranger Technician I Supply Assistant	\$24,350 \$11.71	\$42,056 \$20.22
G-06	Accounting Assistant II Administrative Assistant II	\$25,862 \$12.43	\$44,688 \$21.48

G-06	<i>(Cont'd)</i> ----- Animal Services Technician II Aquatic Instructor Customer Service Assistant II Customer Service Assistant, 311 Deputy City Clerk I Library Technician, Senior Mailroom Coordinator Meter Reader III Operations Dispatcher Personnel Assistant Recreation Specialist	\$25,862 \$12.43	\$44,688 \$21.48
G-07	----- Accounting Assistant, Senior Call Taker Customer Service Assistant, Senior Motor Pool Coordinator Police Cadet Supply Assistant, Senior Traffic Technician Water Treatment Plant Operator Trainee	\$27,468 \$13.21	\$47,448 \$22.81
G-08	----- Accounting Technician Accounts Payable Technician Administrative Assistant, Senior Animal Control Officer I Animal Services Technician, Senior Dispatcher I, 911 Forest Technician II Human Resources Assistant Laboratory Technician Legal Secretary I Permit Technician Police Aide Procurement Technician Ranger Technician II Records Technician Research Assistant Security Officer, Senior	\$29,174 \$14.03	\$50,386 \$24.22

G-08	<i>(Cont'd)</i>	\$29,174	\$50,386
	Source Water Monitoring Technician I	\$14.03	\$24.22
	Staff Technician		
	Storekeeper		
	Supply Specialist		
	Utilities Locator		
	Water Pump Stations Technician I		
	Water Systems Inspector I		
	Water Treatment Plant Operator 4th Class		
G-09		\$30,996	\$53,561
	Codes Compliance Inspector I	\$14.90	\$25.75
	Computer Operator		
	Engineering Technician I		
	Fire Prevention Inspector I		
	Legal Secretary II		
	Meter Reader, Senior		
	Operations Dispatcher, Senior		
	Printing Coordinator		
	Procurement Technician, Senior		
	Service Advisor		
	Supply Coordinator		
G-10		\$32,939	\$56,929
	Accounts Payable Technician, Senior	\$15.84	\$27.37
	Administrative Coordinator		
	Animal Control Officer II		
	Archeologist		
	Assistant Buyer		
	Benefits Assistant		
	Claims Adjuster		
	Construction Inspector I		
	Deputy City Clerk II		
	Dock Master, Assistant		
	Eligibility Worker I		
	Executive Assistant		
	Family Support Worker		
	Geographic Information System Technician		
	Information Services Specialist I		
	Information Technology Technician		
	Paralegal		
	Payroll Coordinator		
	Personnel Coordinator		

G-10	<i>(Cont'd)</i>	\$32,939	\$56,929
	Planning Technician	\$15.84	\$27.37
	Police Fleet Coordinator, Senior		
	Property & Evidence Technician		
	Public Education Coordinator		
	Public Works Correction Officer		
	Public Works Field Representative		
	Recreation Center Supervisor		
	Recreation Center Supervisor-School Age Program		
	Recreation Facility Supervisor		
	Site & Subdivision Technician		
	Source Water Monitoring Technician II		
	Storekeeper, Senior		
	Taxicab Permits Examiner		
	Utility Pipeline Inspector I		
	Water Pump Stations Technician II		
	Water Service Inspector		
	Water Systems Inspector II		
	Water Treatment Plant Operator 3rd Class		
	Waterworks Emergency Response Inspector		
G-11		\$35,012	\$62,395
	Accounting Specialist	\$16.83	\$30.00
	Accounts Payable Supervisor		
	Animal Control Officer, Senior		
	Auditing Specialist		
	Codes Compliance Inspector II		
	Communications and Programming Coordinator		
	Community Maintenance Coordinator		
	Computer Lab Specialist		
	Construction Contracts Coordinator		
	Corrections Officer, Senior		
	Detention Specialist		
	Dispatcher II, 911		
	Dock Master		
	Economic Analyst I		
	Eligibility Worker II		
	Emergency Operations Technician		
	Engineering Technician II		
	Financial Analyst		
	Fire Prevention Inspector II		
	Fire Public Educator		
	Forensic Technician		

G-12	<i>(Cont'd)</i> ----- Information Services Specialist, Senior Laboratory Analyst I Law Enforcement Analyst Legal Administrative Assistant, Senior Library Associate Management Analyst Museum Educational Coordinator Museum Exhibit Coordinator Museum Registrar Paralegal, Senior Park Ranger II Planner I Public Works Field Representative, Senior Training Specialist Video Production Specialist Wastewater Inspector Youth Program Specialist Zoning Coordinator	\$37,196 \$17.88	\$66,273 \$31.86
G-13	----- Accountant I Accreditation Manager Animal Shelter Supervisor Aquatics Operations Coordinator Aquatics Program Coordinator Archeologist, Senior Assistant Recycling Coordinator Benefits Coordinator Combination Building Codes Inspector Compliance Coordinator Data Center Supervisor Dispatcher, Senior, 911 Electronic Benefits Transfer Coordinator Forensic Specialist Geographic Information System Specialist Human Resources Specialist Intake Officer Librarian I Marketing and Development Coordinator Meter Operations Coordinator Office Manager Parks Facility Coordinator	\$39,543 \$19.01	\$70,469 \$33.88

G-13	<i>(Cont'd)</i> -----	\$39,543	\$70,469
	Parks Landscape & Irrigation Specialist	\$19.01	\$33.88
	Police Community Programs Coordinator		
	Public Works Corrections Sergeant		
	Recreation Program Coordinator, Senior		
	Site & Subdivision Specialist		
	Training Coordinator		
	Utility Pipeline Inspector, Senior		
	Water Systems Inspection Coordinator		
	Water Treatment Plant Operator 1st Class		
	Web Developer I		
	Wireless Communications Installation Technician		
G-14	-----	\$42,016	\$74,864
	Accounting Coordinator	\$20.20	\$35.99
	Appraiser II		
	Aquatics Supervisor		
	Architectural Inspector, Senior		
	Assistant Administrator of Security		
	Athletic Field & Turf Supervisor		
	Budget Analyst		
	Building Codes Inspector, Senior		
	Business Analyst A		
	Buyer		
	Chief Deputy City Clerk		
	Codes Compliance Inspector, Senior		
	Communications & Promotions Coordinator		
	Communications Specialist		
	Community Relations & Program Coordinator		
	Construction Inspector, Senior		
	Economic Analyst II		
	Emergency Operations Coordinator		
	Emergency Operations Planner		
	Employment Services Worker		
	Engineering Technician, Senior		
	Environmental Scientist		
	Environmental Specialist		
	Family Assessment & Planning Team Coordinator		
	Family Services Specialist		
	Financial Management Analyst		
	Forester		
	Graphics Specialist		

G-14	<i>(Cont'd)</i>	\$42,016	\$74,864
	Golf Professional	\$20.20	\$35.99
	Group Sales Coordinator		
	Help Desk Engineer		
	Housing Specialist		
	Information Technology Analyst A		
	Internal Auditor		
	Juvenile Services Supervisor		
	Laboratory Analyst II		
	Landscape Planner		
	Librarian II		
	Library Coordinator		
	Library Grant Specialist		
	Marketing Coordinator		
	Park Ranger, Senior		
	Planner II		
	Procurement Coordinator		
	Project Development Coordinator II		
	Public Works Management Analyst		
	Records Management Specialist		
	Recreation Operations Supervisor		
	Recreation Program Supervisor		
	Registered Nurse		
	Resource Coordinator		
	Safety Officer		
	Security Assistant Administrator		
	Site & Subdivision Specialist, Senior		
	Systems Administrator Specialist		
	Tourism Coordinator		
	Utility Pipeline Inspector Supervisor		
	Video Production Specialist, Senior		
	Warehouse Manager		
	Water Resources Coordinator		
	Wireless Communications Technician		
G-15		\$44,651	\$79,565
	Administrative Support Bureau Supervisor	\$21.47	\$38.25
	Appraiser III		
	Asbestos Technician, Senior		
	Benefits Coordinator, Senior		
	Chief Engineer of Video Services		
	Communications Specialist, Senior		

G-15	<i>(Cont'd)</i> -----	\$44,651	\$79,565
	Child Protective Services Specialist	\$21.47	\$38.25
	Communications Supervisor		
	Community Resource Coordinator		
	Dispatch Supervisor, 911		
	Eligibility Supervisor		
	Employment Services Worker, Senior		
	Family Services Specialist, Senior		
	Fleet Maintenance Supervisor		
	Historic Site Coordinator		
	Human Resources Generalist		
	Human Resources Training & Development Coordinator		
	Laboratory Analyst III		
	Law Enforcement Analyst, Senior		
	Law Office Administrator		
	Museum Curator		
	Occupational Health Services Coordinator		
	Operations Supervisor		
	Plans Examiner I		
	Police Information Officer		
	Prevention Services Supervisor		
	Recreation Program Supervisor, Senior		
	Structural Family Counselor		
	Volunteer Services Coordinator		
	Workers' Compensation Program Coordinator		
	Youth & Gang Violence Prevention Coordinator		
G-16	-----	\$47,408	\$84,475
	Accountant II	\$22.79	\$40.61
	Administrative Services Coordinator		
	Business Analyst B		
	Business Development Specialist		
	Business Process Analyst, Senior		
	Business Retention Coordinator		
	Buyer, Senior		
	Communications Systems Specialist		
	Construction Inspection Supervisor		
	Engineer I		
	Engineering Specialist I		
	Financial Services Analyst		
	Fire Public Education Coordinator		
	Human Resources Generalist, Senior		

G-16	<i>(Cont'd)</i>	\$47,408	\$84,475
	Information Technology Analyst B	\$22.79	\$40.61
	Internal Auditor, Senior		
	Law Enforcement Analyst Supervisor		
	Librarian, Senior		
	Police Planning Coordinator		
	Process Control Systems Specialist		
	Professional Land Surveyor		
	Programmer Analyst, Senior		
	Residuals Operations Supervisor		
	Safety Officer, Senior		
	Superintendent of Animal Welfare		
	Water Distribution Operations Coordinator		
	Water Treatment Plant Shift Supervisor		
	Web Developer II		
	Wireless Communications Technician, Senior		
G-17		\$50,384	\$89,799
	Accountant, Senior	\$24.22	\$43.17
	Appraiser, Senior		
	Automotive Parts Superintendent		
	Budget Analyst, Senior		
	Business Analyst C		
	Chief Ranger		
	Community Programs Administrator		
	Economic Analyst, Senior		
	Eligibility Supervisor, Senior		
	Employment Services Supervisor		
	Environmental Sustainability Coordinator		
	Family Services Supervisor		
	Financial Services Administrator		
	Fleet Operations Superintendent		
	Fleet Support Manager		
	Geographic Information System Programmer/Analyst		
	Golf Course Superintendent		
	Help Desk Engineer Supervisor		
	Housing Program Supervisor		
	Information Technology Analyst C		
	Logistics Manager		
	Management & Legislative Program Analyst		
	Meter Operations Superintendent		
	Operations Superintendent		
	Planner, Senior		

G-17	<i>(Cont'd)</i>	\$50,384	\$89,799
	Planning Coordinator	\$24.22	\$43.17
	Plans Examiner II		
	Port Development Administrator		
	Prevention Services Supervisor, Senior		
	Programming Specialist I		
	Project Development Coordinator, Senior		
	Property Manager		
	Real Estate Coordinator		
	Recovery Operations Manager		
	Safety Manager		
	Superintendent of Construction		
	Supervising Librarian A		
	Systems Administrator		
	Vector Control Superintendent		
	Watershed Property Administrator		
	Wireless Communications Supervisor		
	Youth Programs and Outreach Coordinator		
G-18		\$53,608	\$95,526
	Accounting Manager	\$25.77	\$45.93
	Administrator of Development Projects		
	Assistant Administrator of Community Maintenance		
	Assistant Administrator of Solid Waste		
	Assistant Administrator of Stormwater		
	Assistant Administrator of Street Maintenance		
	Assistant Administrator of Wastewater		
	Benefits Manager		
	Chief of Fiscal Operations		
	Chief of Forest Resources		
	Comprehensive Services Act Coordinator		
	Digital Services Manager		
	Employment Services Supervisor, Senior		
	Engineer II		
	Engineering Specialist II		
	Environmental Compliance Administrator		
	Family Services Supervisor, Senior		
	Geographic Information System Manager		
	Information Technology Project Manager A		
	Information Technology Security Administrator		
	Network & Systems Manager		
	Network Engineer		

G-18	<i>(Cont'd)</i> -----	\$53,608	\$95,526
	Process Control Systems Manager	\$25.77	\$45.93
	Procurement Administrator		
	Programming Specialist II		
	Programs Coordinator		
	Project Coordinator		
	Recreation Programs Superintendent		
	Secure Detention Administrator		
	Superintendent of Cultural Arts		
	Superintendent of Maintenance		
	Superintendent of Park Maintenance & Landscaping		
	Supervising Librarian B		
	Support Services Manager		
	Systems Administrator, Senior		
	Systems Database Administrator		
	Water Distribution Superintendent		
	Water Treatment Plant Superintendent		
	Web Developer, Senior		
	Zoning Administrator		
G-19	-----	\$56,926	\$101,440
	Administration Manager	\$27.37	\$48.77
	Administrative Services Manager		
	Administrator of Fiscal Services		
	Animal Shelter Manager		
	Asset Management Administrator		
	Budget Manager		
	Business Project Manager		
	Chief of Prevention Services		
	Communications Manager		
	Comptroller		
	Customer Services Manager		
	Deputy Coordinator of Emergency Management		
	Fleet Services Administrator		
	Human Resources Manager		
	Information Technology Auditor		
	Information Technology Project Manager B		
	Purchasing Manager		
	Security & Environmental Manager		
	Security Administrator		
	Water Quality Manager		
	Wireless Communications Manager		

G-20	-----	\$60,485	\$107,790
	Appraiser Supervisor	\$29.08	\$51.82
	Chief of Eligibility		
	Chief of Social Work Services		
	Emergency Medical Services Coordinator		
	Engineer III		
	Engineering Specialist, Senior		
	Environmental Services Manager		
	Help Desk Engineer Manager		
	Library Administrator		
	Licensed Architect		
	Manager of Comprehensive Planning		
	Manager of Current Planning		
	Manager of Development		
	Manager of Development Plan Review		
	Manager of Special Development Projects		
	Manager of Technical Support		
	Police Planning Administrator		
	Risk Manager		
	Systems Administrator, Lead		
G-21	-----	\$64,276	\$114,550
	Administrator of Police Management Services	\$30.90	\$55.07
	Administrator of Tourism		
	Assistant Chief of Civil Design Engineering		
	Assistant Chief of Transportation Engineering		
	Assistant Director of Codes Compliance		
	Assistant Director of Finance		
	Codes Enforcement Administrator		
	Communications Administrator, 911		
	Network Communications Administrator		
	Water Treatment Plant Manager		
G-22	-----	\$68,292	\$121,700
	Assistant Director of Human Resources	\$32.83	\$58.51
	Assistant Director of Public Works Administration		
	Deputy Assessor		
	Information Technology Project Manager C		
G-23	-----	\$72,592	\$129,377
	Administrator of Building Services	\$34.90	\$62.20
	Administrator of Community Maintenance		

G-23	(Cont'd) -----	\$72,592	\$129,377
	Administrator of Engineering Projects	\$34.90	\$62.20
	Administrator of Solid Waste		
	Administrator of Stormwater Operations		
	Administrator of Street Maintenance		
	Administrator of Wastewater		
	Assistant Director of Development		
	Chief of Civil Design Engineering		
	Chief of Distribution Engineering		
	Chief of Facilities Engineering		
	Chief of Operations Engineering		
	Chief of Transportation Engineering		
	Deputy Director of Human Services		
	Deputy Director of Juvenile Services		
	Engineer, Senior		
	Enterprise Manager		
	General Services Manager		
	Information Technology Manager		
	Information Technology Technical Services Manager		
	Natural Resources Manager		
	Purchasing Agent		
G-24	-----	\$77,128	\$137,457
	Assistant Director of Parks, Recreation & Tourism	\$37.08	\$66.09
	Assistant Director of Public Works Operations		
	Distribution Manager		
	Facilities Manager		
G-25	-----	\$81,947	\$146,053
	Assistant Director of Engineering	\$39.40	\$70.22
	Assistant Director of Public Utilities		
	Assistant Police Chief*		
	Deputy Fire Chief*		
H-02	-----	\$9.39	\$13.46
	Custodian I	\$19,526	\$28,005
	Laundry Worker		

H-03	----- Custodian II	\$9.96 \$20,727	\$14.59 \$30,341
H-04	----- Construction Maintenance Worker I Groundskeeper	\$10.59 \$22,037	\$15.52 \$32,283
H-05	----- Construction Maintenance Worker II Custodian, Lead Golf Course Technician I Groundskeeper, Senior Landscape Technician Recycling & Maintenance Assistant	\$11.26 \$23,413	\$16.52 \$34,365
H-06	----- Landscape Technician, Senior Trades Assistant	\$11.96 \$24,877	\$19.32 \$40,193
H-07	----- Construction Maintenance Worker, Senior Equipment Operator A Golf Course Technician II Meter Technician I Tree Maintenance Assistant	\$12.71 \$26,426	\$21.02 \$43,730
H-08	----- Asphalt Finisher Concrete Worker Crew Leader Equipment Operator B Maintenance Mechanic I Meter Technician II Pipelayer Plumber I Traffic Signs & Markings Mechanic	\$13.50 \$28,086	\$22.09 \$45,951
H-09	----- Asphalt Finisher, Senior Concrete Worker, Senior Crew Supervisor A Electrician I Equipment Operator, Senior	\$14.34 \$29,834	\$23.50 \$48,888

H-09	Pipelayer, Senior		
	<i>(Cont'd)</i> -----	\$14.34	\$23.50
	Spray Technician	\$29,834	\$48,888
	Traffic Sign Fabricator		
	Traffic Signs & Markings Mechanic, Senior		
	Vector Control Technician		
H-10	-----	\$15.24	\$24.85
	Automotive Technician I	\$31,690	\$51,685
	Concrete Specialist		
	Hydrant Repair Specialist		
	Inflow Infiltration Technician		
	Meter Technician, Master		
	Parks Maintenance Specialist		
	Pipelayer Specialist		
	Tree Maintenance Specialist		
	Valve Inspector		
H-11	-----	\$16.18	\$26.28
	Equipment Operator, Master	\$33,656	\$54,669
	Inflow Infiltration Technician, Senior		
	Landfill Technician		
	Traffic Signal Technician		
H-12	-----	\$17.20	\$28.48
	Carpenter	\$35,775	\$59,248
	Crew Supervisor B		
	Electrician II		
	Equipment Operator Specialist		
	Maintenance Mechanic II		
	Plumber II		
	Utility Crew Supervisor		
H-13	-----	\$18.27	\$30.20
	Automotive Technician II	\$38,002	\$62,809
	Automotive Welder		
	Carpenter Specialist		
	Electronics Technician		
	Irrigation Specialist		
	Plumber Specialist		
	Self-Contained Breathing Apparatus Technician		
	Valve Maintenance Specialist		

H-14	----- Construction Specialist Crew Supervisor C	\$19.40 \$40,361	\$31.69 \$65,908
H-15	----- Automotive Technician, Master Electrical Specialist Generator Specialist Maintenance Specialist	\$20.61 \$42,873	\$33.25 \$69,168
H-16	----- Assistant Automotive Superintendent Electronics Specialist Fire Equipment Specialist Instrumentation & Control Specialist	\$21.90 \$45,558	\$34.73 \$72,245
H-17	----- Electrical Specialist, Senior Instrumentation & Control Specialist, Senior Maintenance Specialist, Senior	\$23.29 \$48,442	\$36.44 \$75,806

FIRE & POLICE
Salary Schedule

FIRE & POLICE SCHEDULE

FP-01	Entry	Six Mos. (B)	One Yr. (C)
Firefighter/Medic Recruit	\$38,325	\$1,000 increase	\$1,000 increase
Police Officer Recruit			

GRADE	ENTRY	MAX
FP-02	\$42,393	\$71,348
FP-03	\$43,044	\$71,348
FP-04	\$44,924	\$75,606
FP-05	\$48,298	\$81,285
FP-06	\$51,672	\$86,963
FP-07	\$55,046	\$92,642
FP-08	\$61,794	\$103,999
FP-09	\$64,168	\$109,678
FP-10	\$68,542	\$114,550
FP-11	\$73,603	\$121,700

POSITION LISTING	GRADE	FLSA	ENTRY	MAX
Assistant Fire Chief*	FP-11	E	\$73,603	\$121,700
Assistant Fire Marshal I*	FP-06	N	\$51,672	\$86,963
Assistant Fire Marshal II *	FP-07	N	\$55,046	\$92,642
Deputy Fire Marshal*	FP-09	E	\$65,168	\$109,678
EMS Chief*	FP-11	E	\$73,603	\$121,700
Fire Battalion Chief*	FP-10	E	\$68,542	\$114,550
Fire Captain *	FP-08	N	\$61,794	\$103,999
Fire Lieutenant*	FP-07	N	\$55,046	\$92,642
Fire Marshal*	FP-11	E	\$73,603	\$121,700
Firefighter Specialist, Master*	FP-04	N	\$44,924	\$75,606
Firefighter Specialist, Senior*	FP-02	N	\$42,393	\$71,348
Firefighter, Master*	FP-04	N	\$44,924	\$75,606
Firefighter, Senior*	FP-03	N	\$43,044	\$71,348
Firefighter/Medic*	FP-03	N	\$43,044	\$71,348
Firefighter/Medic Technician, Master*	FP-04	N	\$44,924	\$75,606
Firefighter/Medic Technician, Senior*	FP-02	N	\$42,393	\$71,348
Firefighter/Medic, Master*	FP-05	N	\$48,298	\$81,285
Firefighter/Medic, Senior*	FP-04	N	\$44,924	\$75,606
Police Captain*	FP-11	E	\$73,603	\$121,700
Police Lieutenant*	FP-09	E	\$65,168	\$109,678
Police Officer*	FP-03	N	\$43,044	\$71,348
Police Officer, Master*	FP-05	N	\$48,298	\$81,285
Police Officer, Senior*	FP-04	N	\$44,924	\$75,606
Police Sergeant*	FP-07	N	\$55,046	\$92,642

PART-TIME & TEMPORARY
Salary Schedule by Position

**PART-TIME & TEMPORARY SCHEDULE (X-PT)
NON-EXEMPT**

POSITION TITLE	ENTRY	STEP 1	STEP 2
Assistant Summer Center Supervisor	\$7.93	\$8.24	\$8.56
Automotive Aide	\$7.93	\$8.24	\$8.56
Bus Driver & Counselor	\$7.93	\$8.24	\$8.56
Child Care Assistant	\$7.93	N/A	N/A
Clerical Aide	\$7.61	\$7.67	\$7.72
Concessions Attendant	\$7.93	\$8.24	\$8.56
EOC Assistant	\$10.50	N/A	N/A
Facilitation Specialist	\$14 - \$20	N/A	N/A
Facility Attendant I	\$7.72	\$7.82	\$7.93
Facility Attendant II	\$7.93	\$8.24	\$8.56
Lead Concessions Attendant	\$8.56	\$8.87	\$9.19
Lead Facility Attendant	\$8.56	\$8.87	\$9.19
Lead Lifeguard I	\$11.76	\$12.08	N/A
Lead Lifeguard II	\$12.29	\$12.65	N/A
Library Page	\$7.61	\$7.67	\$7.72
Lifeguard I	\$9.35	N/A	N/A
Lifeguard II	\$9.66	\$10.03	N/A
Lifeguard, Senior	\$10.29	\$10.71	N/A
Maintenance Groundskeeper Aide I	\$7.72	\$7.82	\$7.93
Maintenance Groundskeeper Aide II	\$8.56	\$8.87	\$9.19
Marina Attendant I	\$7.93	\$8.24	\$8.56
Marina Attendant II	\$8.56	\$8.87	\$9.19
Marshal	\$7.61	\$7.67	\$7.72
Range & Cart Attendant	\$7.61	\$7.67	\$7.72
Ranger Aide I	\$7.93	\$8.24	\$8.56
Ranger Aide II	\$9.19	\$9.50	\$9.98
Recreation Leader	\$7.72	\$7.82	\$7.93
Recreation Program Facilitator	\$9.19	\$9.50	\$9.98
School Age Program Facilitator	\$9.19	\$9.50	\$9.98
School Age Program Leader	\$7.72	\$7.82	\$7.93
Shallow Water Attendant	\$8.61	\$8.93	N/A
Starter	\$7.61	\$7.67	\$7.72
Summer Center Supervisor	\$9.19	\$9.50	\$9.98
Tennis Center Attendant I	\$7.72	\$7.82	\$7.93
Tennis Center Attendant II	\$7.93	\$8.24	\$8.56
Tennis Center Supervisor	\$9.19	\$9.50	\$9.98
Traffic Counter	\$7.93	\$8.24	\$8.56
Water Instructor Trainer	\$21.00	\$23.10	\$25.20

CONSTITUTIONAL OFFICERS & ELECTED OFFICIALS
Salary Schedule by Position

SWORN EMPLOYEES OF THE SHERIFF

POSITION TITLE	GRADE	FLSA	ENTRY	STEP 1
Deputy I	DS-01	N	\$34,067	\$35,386

POSITION TITLE	GRADE	FLSA	ENTRY	MAX
Captain	DS-06	N	\$55,046	\$92,642
Colonel	DS-09	N	\$71,222	\$119,301
Corporal	DS-03	N	\$39,019	\$65,670
Deputy II	DS-02	N	\$35,645	\$62,220
Lieutenant	DS-05	N	\$51,672	\$86,963
Lieutenant - IT Analyst	DS-05	N	\$51,672	\$86,963
Lieutenant - Public Info Officer	DS-05	N	\$51,672	\$86,963
Major	DS-07	Y	\$61,794	\$103,999
Master Deputy	DS-03	N	\$39,019	\$65,670
Master Sergeant	DS-04	N	\$44,924	\$75,606
Sergeant	DS-04	N	\$44,924	\$75,606

NON-SWORN EMPLOYEES OF THE SHERIFF

POSITION TITLE	GRADE	FLSA	ENTRY	MAX
Secretary I	CS-01	N	\$22,327	\$45,310
Secretary II	CS-02	N	\$26,681	\$53,334
Substance Abuse Counselor	CS-04	E	\$30,970	\$51,204
Public Information Officer	CS-04	E	\$30,970	\$51,204

CONSTITUTIONAL OFFICES AND ELECTED OFFICIALS

POSITION TITLE	FLSA	ENTRY	MAX
CLERK OF COURTS			
Assistant Chief Deputy Clerk	E	N/A	N/A
Chief Deputy Clerk II	E	N/A	N/A
Deputy Clerk I	N	N/A	N/A
Deputy Clerk II	N	N/A	N/A
Deputy Clerk III	N	N/A	N/A
Deputy Clerk IV	N	N/A	N/A
General Office Clerk	N	N/A	N/A
COMMISSIONER OF THE REVENUE			
Accounting Assistant I	N	\$22,927	\$39,623
Accounting Assistant II	N	\$25,862	\$44,688
Accounting Technician	N	\$29,174	\$50,386
Administrative Coordinator	N	\$32,939	\$56,929
Business Auditor I	E	\$39,543	\$70,469
Business Auditor II	E	\$47,408	\$84,475
Business Audit Supervisor	E	\$53,608	\$95,526
Chief Deputy Comm. of the Revenue	E	\$68,292	\$121,700
Deputy Comm. of the Revenue	N	\$35,012	\$62,395
Field Representative I	N	\$29,174	\$50,386
Field Representative II	N	\$32,939	\$56,929
Information Technology Analyst B	E	\$47,408	\$84,475
Office Assistant	N	\$20,323	\$35,178
Tax Management Specialist	E	\$50,384	\$89,799
COMMONWEALTH ATTORNEY			
Administrative Assistant II	N	\$25,862	\$44,688
Administrative Coordinator, Senior	N	\$37,196	\$66,273
Assistant Commonwealth Attorney I	E	\$53,000	\$80,000
Assistant Commonwealth Attorney II	E	\$60,000	\$95,000
Assistant Commonwealth Attorney, Senior	E	\$73,000	\$120,000
Chief Deputy Commonwealth Attorney	E	\$93,000	\$150,000
Commonwealth Attorney Technician I	N	\$27,468	\$47,448
Commonwealth Attorney Technician II	N	\$30,996	\$53,561
Community Outreach & Education Coordinator	N	\$32,939	\$56,929
Deputy Commonwealth Attorney	E	\$80,000	\$135,000
Director Victim Witness	E	\$42,016	\$74,864
Information Technology Analyst B	E	\$47,408	\$84,475
Investigative Assistant	N	N/A	N/A

Legal Coordinator	N	\$35,012	\$62,395
Legal Investigator	N	\$42,016	\$74,864
Office Assistant II	N	\$21,588	\$37,293
Paralegal	N	N/A	N/A
Paralegal, Senior	N	N/A	N/A
Victim Witness Program Coordinator	E	\$35,012	\$62,395

TREASURER

Accounting Assistant I	N	\$22,927	\$39,623
Accounting Assistant II	N	\$25,862	\$44,688
Accounting Assistant, Senior	N	\$27,468	\$47,448
Accounting Technician	N	\$29,174	\$50,386
Administrative Coordinator	N	\$32,939	\$56,929
Administrative Deputy Treasurer	E	\$50,384	\$89,799
Deputy Treasurer	N	\$35,012	\$62,395
Information Business Analyst	E	\$50,384	\$89,799
Office Assistant II	N	\$21,588	\$37,293

VOTER REGISTRAR

Assistant Registrar	N	\$24,350	\$42,056
Assistant Registrar, Senior	N	\$25,862	\$42,056
Deputy Registrar	N	\$29,174	\$50,386
Election Coordinator	N	\$32,939	\$56,929

NON-DEPARTMENT AGENCIES

POSITION TITLE	FLSA	ENTRY	MAX
CIRCUIT COURT			
Law Clerk	N	\$42,015	\$73,396
COURT APPOINTED SPECIAL ADVOCATES			
CASA Program Director	E	N/A	N/A
Program Case Coordinator	E	N/A	N/A
Volunteer Services Training Coordinator	E	N/A	N/A
COURT SERVICES			
Intake Officer	N	\$39,543	\$69,087
HEALTH DEPARTMENT			
Emergency Operations Technician	N	\$16.83	\$29.41
PENINSULA COUNCIL ON WORKFORCE DEVELOPMENT			
Administrative Specialist	N	N/A	N/A
Business Services Career Planner	E	N/A	N/A
Career Development Specialist	N	N/A	N/A
Career Information Specialist	N	N/A	N/A
Community Relations/Business Coordinator	E	N/A	N/A
Deputy Director	E	N/A	N/A
Disability Resource Coordinator	E	N/A	N/A
Disabled Veteran Ticket Coordinator	N	N/A	N/A
Executive Director	E	N/A	N/A
Information Management Specialist	E	N/A	N/A
Program Support Manager	E	N/A	N/A
REEP Employment Specialist	N	N/A	N/A
REEP Program Coordinator	N	N/A	N/A
REEP Project Manager	E	N/A	N/A
WIA Program Manager	E	N/A	N/A

