

AN ORDINANCE NO. 24-10

To adopt a revised General Pay Plan Class and Salary Range that increases the minimum and maximum of each grade's salary range by a minimum of 1%; adds Code Enforcement Supervisor and Planner as new full-time positions; adds Assistant Fire Marshal, Permit Technician, Recreation Attendant, and Program Assistant as new part-time positions to the General Pay Plan Class and Salary Range; adopts the corresponding job descriptions and class specifications for such positions; increases the pay range for certain part-time positions; changes the salary grade, job description, starting salary, and class specifications of the Chief Deputy Sheriff, Lieutenant Deputy Sheriff, and Deputy Sheriff; changes the salary grade, job description, starting salary, and class specification for the conversion of the Administrative Services Deputy Sheriff to Sergeant Deputy Sheriff; changes the job description and class specifications of Assistant Commonwealth's Attorney to allow one Assistant Commonwealth's Attorney position to be designated as a Senior Assistant Commonwealth's Attorney; and adds the position of Chief Deputy Commonwealth's Attorney to the General Pay Plan Class and Salary Range and adopts the job descriptions and class specifications.

To adopt a revised Public Safety Pay Plan that increases by 1% the steps of each pay grade and increases by 2% the salary between the majority of steps.

WHEREAS, pursuant to City Charter §§ 9.7 and 9.8, "Classification Plan" and "Pay Plan", respectively, the City Manager has drafted a revised General Pay Plan Class and Salary Range ("Pay Plan") that includes the following:

1. A minimum 1% increase in the salary range for each grade for full-time employees with the starting salaries for Sheriff's Office supervisory positions being more than 1%;
2. Changes to the salary grade, job description, starting salary, and class specifications of the Chief Deputy Sheriff, Lieutenant Deputy Sheriff, and Deputy Sheriff, as well as changing the title of the Administrative Services Deputy Sheriff to Sergeant Deputy Sheriff and specifying the latter's salary grade, job description, starting salary, and class specifications; and
3. Changes to the job description and class specifications of one Assistant Commonwealth's Attorney, including the addition of duties for one Assistant Commonwealth's Attorney to be designated as a Senior Assistant Commonwealth's Attorney; and adds the position of Chief Deputy Commonwealth's Attorney to the Pay Plan and adopts the job descriptions; and

4. Changes to the salary grade, job description, and class specifications of the Permit Technician in making the position part-time; and creates the positions of Code Enforcement Supervisor and Planner as new full-time positions; and

5. Creates new part-time positions for an Assistant Fire Marshal, Recreation Attendant, and Program Assistant; and

6. Increases the pay range for certain part-time positions; and

WHEREAS, pursuant to City Charter §§ 9.7 and 9.8, "Classification Plan" and "Pay Plan", respectively, the City Manager has drafted a revised Public Safety Pay Plan that increases by 1% the steps of each pay grade; and increases by 2% the salary between the majority of steps; and

WHEREAS, the Council has reviewed the components of the General Pay Plan Class and Salary Range and the Public Safety Pay Plan; NOW, THEREFORE,

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. The General Pay Plan Class and Salary Range and the Public Safety Pay Plan referenced above are approved, and copies of both are attached to and made a part of this ordinance.

2. The revised job descriptions and class specifications of the Chief Deputy Sheriff, Lieutenant Deputy Sheriff, Deputy Sheriff, and Sergeant Deputy Sheriff are approved; and the revised job descriptions and class specifications are attached to and made a part of this ordinance.

3. The position of Chief Deputy Commonwealth's Attorney is approved and added to the Pay Plan; the revised job descriptions and class specifications of Assistant Commonwealth's Attorney (including the addition of one Assistant Commonwealth's Attorney to be designated as a Senior Assistant Commonwealth's Attorney) and the job description and class specification of

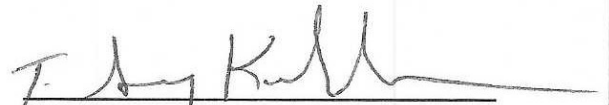
Chief Deputy Commonwealth's Attorney are approved, and attached to and made a part of this ordinance.

4. The revised job descriptions and class specifications of the part-time Permit Technician, and the new positions of Code Enforcement Supervisor and Planner are approved and attached to and made a part of this ordinance; and those positions are added to the Pay Plan.

5. The job descriptions and class specifications of the new part-time positions of Assistant Fire Marshal, Recreation Attendant, and Program Assistant are approved and attached to and made part of this ordinance; and the positions are approved and added to the Pay Plan.

6. This ordinance shall be in full force and effect on June 19, 2024.

Approved:

  
\_\_\_\_\_  
Mayor

Attest:

  
\_\_\_\_\_  
City Clerk

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I certify that the above ordinance was:

Adopted on its first reading on May 14, 2024

Ayes: 6 Nays: 0 Absent: 1 Abstain: 0

The Honorable Kenneth B. Frenier, Councilmember: Aye

The Honorable Elizabeth G. Luck, Councilmember: Aye

The Honorable, John E. Piotrowski, Councilmember: Aye

The Honorable Dr. Laura F. Poe, Councilmember: Absent

The Honorable John T. Wood, Councilmember: Aye

The Honorable Robert W. Wade, Vice-Mayor: Aye

The Honorable T. Gregory Kochuba, Mayor:

Aye

Adopted on its second reading on June 11, 2024

Ayes: 6 Nays: 0 Absent: 1 Abstain: 0

The Honorable Kenneth B. Frenier, Councilmember:

Aye

The Honorable Elizabeth G. Luck, Councilmember:

Aye

The Honorable, John E. Piotrowski, Councilmember:

Aye

The Honorable Dr. Laura F. Poe, Councilmember:

Absent

The Honorable John T. Wood, Councilmember:

Aye

The Honorable Robert W. Wade, Vice-Mayor:

Aye

The Honorable T. Gregory Kochuba, Mayor:

Aye

Pamela B. Wallace   
City Clerk

Approved as to form:

Hugh P. Zastrow, III   
City Attorney