

## Table of Contents For Appendices

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A.	Compensation Philosophy.....	24-2
B.	General Salary Schedule.....	24-5
C.	Police Salary Schedule.....	24-6
D.	Sheriff Salary Schedule.....	24-7
E.	Fire Salary Schedule.....	24-8
F.	General Schedule Classification Plan.....	24-9
G.	Police Classification Plan.....	24-28
H.	Sheriff Classification Plan.....	24-29
I.	Fire Classification Plan.....	24-30
J.	FY 2010 City Holidays.....	24-31
K.	Managing for Results Initiative Overview.....	24-33

# City of Alexandria Compensation Philosophy

The City of Alexandria's Compensation Philosophy was recommended by the Council Committee on the Watson Wyatt Report during the FY 1998 budget deliberations. The final Compensation Philosophy was adopted by City Council on May 27, 1997. The City is currently reviewing the employee compensation philosophy as part of a consultant study of employee classification and pay systems and is likely to revise the current philosophy during FY 2009.

## Overview

The statement of compensation philosophy is intended to provide a broad framework for the City Council, management, employees and the citizens in order to understand and guide decisions that affect City employee compensation. It is designed to reflect the important role that public employees play in the delivery of services and programs to this community; the fair and equitable treatment of all employees, regardless of race, gender, or disability; and adherence to EEO/AA goals. In addition, this philosophy establishes the commitment and necessity to maintain comparability with jurisdictions who are most likely to affect recruitment and retention of employees.

## Competitiveness and Comparability

The intent of the compensation philosophy is to maintain a competitive compensation program in order to attract, retain and motivate qualified employees. To that end, the following principles govern compensation programs:

- Pay programs are intended to be competitive at a minimum with the minimum, mid-point and maximum salaries, with emphasis on the mid-point, of comparator organizations in the primary labor market. The primary labor market is currently defined as the Washington Metropolitan area Counties of Arlington, Fairfax, Prince William, Montgomery and Prince George's.
- The City Manager may recommend that other comparators should be used (e.g., Commonwealth of Virginia, agencies of the Federal government, or private sector employers or industry groups) where information from the primary labor market is considered insufficient to attract and retain specific positions or classification groups.
- The City will use benchmark jobs to obtain information on minimum, mid-point and maximum salary for an assessment of pay competitiveness through reliably published compensation survey data.
- At least every five years, the City Manager will request the Personnel Department to conduct a market study of benchmark positions to determine the competitive posture of the organization, and propose a plan of action, if needed, to bring any classes or classification series into competitive alignment and/or to address employee retention and turnover as needed. At any time the City Manager determines that any job classification needs to be reviewed more frequently than once every five years, necessary action may be taken to address the market position of such job.
- If a mid-point salary analysis shows that a position falls below market averages to the extent that attracting and retaining qualified employees may be jeopardized, the City Manager will propose action necessary to align the class with the competitive labor market for implementation at the next fiscal year or sooner, if financially feasible.

# City of Alexandria Compensation Philosophy

## General Salary Adjustments

Annually, the City Manager will recommend a budget for general salary adjustments that is based upon:

- Overall competitive posture of the organization.
- Cost-of-living changes, as determined by the CPI-U-DC (Consumer Price Index-Urban-for the Washington Metropolitan Area, published bi-monthly by the U.S. Department of Labor, Bureau of Labor Statistics).
- Comparator organizations in the primary labor market.
- Financial affordability.

## Pay Scales

The City Manager will promulgate four pay scales that include steps, one for general City employees, and one each for Police, Fire and Sheriff. The pay scales will provide information on salary increases within a particular grade that an employee may expect from year-to-year if performing satisfactorily.

For all employees, the percentage increases in the salary schedule from year-to-year will not be the same amount every year in a particular grade, but will have some variability to reflect length of service and base salaries. To attract and retain employees in the early years of service, while base salaries are still relatively low, the percentage increase may be higher than for more senior employees, who are performing satisfactorily, and gaining more experience and providing even greater value to the City, but have a higher base salary. However, in all cases, employees will know the number of years necessary to reach maximum pay in a particular grade, performance expectations to advance in-grade, and career development opportunities to advance to another grade.

The specific pay scales will be competitive with the minimum, mid-point and maximum salaries for the primary labor market, and will be adjusted whenever necessary to maintain market competitiveness.

## Pay Scale Progression

Salary increases from the pay scale are a function of satisfactory performance and are based on merit. All employees should be made aware that such increases are a recognition of performance that meets or exceeds expectations. Performance standards and supervisory evaluations should stress that merit increases are **not** automatic.

## Career Development Increases

The City Manager will direct the Personnel Department to develop a structure to provide salary increases to recognize the attainment of career levels and developmental milestones that assure that the City's career positions are paid comparably with those in the primary labor market. Such a structure enables existing employees in career ladder programs within the City to receive pay increases in addition to merit, and enables the City to target its pay to those employees who grow in skill and capability to meet increased job responsibilities.

# City of Alexandria Compensation Philosophy

## Education and Tuition Assistance

An objective in the compensation philosophy is to encourage and support advanced study, education and degree attainment for job-related courses and programs. The City Manager will direct the Personnel Department to prepare and disseminate procedures for applying for and receiving education and tuition assistance, including the academic grades or measures necessary for an employee to be reimbursed and the type of course work that is authorized.

## Incentives

It is also the intent of the compensation philosophy to provide significant financial incentives for extraordinary and exemplary performance in two categories. First, with the recommendation of the City Manager and the approval of the City Council, an employee may be given a taxable cash award ranging from \$1,000 to \$10,000. Such awards are to be given only in those instances where performance or contributions are deemed unique, truly extraordinary, and significantly beneficial to the City.

Second, there should be a program for rewarding employees at any time who demonstrate exemplary performance significantly beyond the job expectations. Taxable cash awards in this category may be given to a maximum of \$500, with typical awards being between \$100 and \$250. The City Manager should recommend a specific budget allocation to be made available for awards in this category, with procedures for determining selection of incentive awards.

In either category, these awards are one-time cash awards and should not be considered increases in base salary or benefits.

## Exceptions

Nothing in this compensation philosophy statement should be construed as a required benefit in the event that the City experiences a decline in revenue or revenue growth lower than the projected increase in expenses. "Revenue" is currently defined as the two largest components of operating revenue: the real property tax base and the projected total personal property tax base.

# General Salary Schedule

## GENERAL SALARY SCALE -- FY 2011

Year	<1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Ship Increase		5.00%				3.50%											
Ship	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Grade	GS1	GS2	GS3	GS4	GS5	GS6	GS7	GS8	GS9	GS10	GS11	GS12	GS13	GS14	GS15	GS16	GS17
Effective Pay Period Beginning: 7/1/2010	27,770.87	29,066.54	30,524.08	31,860.26	33,344.54	34,937.03	36,588.82	38,418.26	40,358.13	42,373.97	44,492.67	46,714.45	49,053.94	51,501.98	54,074.68	56,778.41	59,612.97
	29,159.41	30,519.87	32,050.28	33,652.79	35,325.93	36,882.23	38,726.34	40,739.94	42,936.04	45,307.30	47,841.60	50,443.81	53,198.88	56,098.83	59,142.81	62,331.17	65,663.11
	30,611.36	32,095.86	33,668.15	35,330.56	37,082.97	38,926.33	40,960.78	43,186.33	45,603.03	48,210.88	50,999.99	53,971.46	57,125.40	60,461.94	63,982.18	67,688.13	71,580.89
	32,148.25	33,748.25	35,384.15	37,156.12	39,065.13	41,111.29	43,304.66	45,645.24	48,134.03	50,771.13	53,557.54	56,494.26	59,582.29	62,821.63	66,212.50	69,756.91	73,456.87
	33,748.25	35,384.15	37,156.12	39,065.13	41,111.29	43,304.66	45,645.24	48,134.03	50,771.13	53,557.54	56,494.26	59,582.29	62,821.63	66,212.50	69,756.91	73,456.87	77,303.18
	35,384.15	37,156.12	39,065.13	41,111.29	43,304.66	45,645.24	48,134.03	50,771.13	53,557.54	56,494.26	59,582.29	62,821.63	66,212.50	69,756.91	73,456.87	77,303.18	81,296.58
	37,156.12	39,065.13	41,111.29	43,304.66	45,645.24	48,134.03	50,771.13	53,557.54	56,494.26	59,582.29	62,821.63	66,212.50	69,756.91	73,456.87	77,303.18	81,296.58	85,433.98
	39,065.13	41,111.29	43,304.66	45,645.24	48,134.03	50,771.13	53,557.54	56,494.26	59,582.29	62,821.63	66,212.50	69,756.91	73,456.87	77,303.18	81,296.58	85,433.98	89,712.37
	41,111.29	43,304.66	45,645.24	48,134.03	50,771.13	53,557.54	56,494.26	59,582.29	62,821.63	66,212.50	69,756.91	73,456.87	77,303.18	81,296.58	85,433.98	89,712.37	94,139.96
	43,304.66	45,645.24	48,134.03	50,771.13	53,557.54	56,494.26	59,582.29	62,821.63	66,212.50	69,756.91	73,456.87	77,303.18	81,296.58	85,433.98	89,712.37	94,139.96	98,712.37
	45,645.24	48,134.03	50,771.13	53,557.54	56,494.26	59,582.29	62,821.63	66,212.50	69,756.91	73,456.87	77,303.18	81,296.58	85,433.98	89,712.37	94,139.96	98,712.37	103,569.44
	48,134.03	50,771.13	53,557.54	56,494.26	59,582.29	62,821.63	66,212.50	69,756.91	73,456.87	77,303.18	81,296.58	85,433.98	89,712.37	94,139.96	98,712.37	103,569.44	108,736.76
	50,771.13	53,557.54	56,494.26	59,582.29	62,821.63	66,212.50	69,756.91	73,456.87	77,303.18	81,296.58	85,433.98	89,712.37	94,139.96	98,712.37	103,569.44	108,736.76	114,240.90
	53,557.54	56,494.26	59,582.29	62,821.63	66,212.50	69,756.91	73,456.87	77,303.18	81,296.58	85,433.98	89,712.37	94,139.96	98,712.37	103,569.44	108,736.76	114,240.90	119,911.21
	56,494.26	59,582.29	62,821.63	66,212.50	69,756.91	73,456.87	77,303.18	81,296.58	85,433.98	89,712.37	94,139.96	98,712.37	103,569.44	108,736.76	114,240.90	119,911.21	125,821.12
	59,582.29	62,821.63	66,212.50	69,756.91	73,456.87	77,303.18	81,296.58	85,433.98	89,712.37	94,139.96	98,712.37	103,569.44	108,736.76	114,240.90	119,911.21	125,821.12	131,897.82
	62,821.63	66,212.50	69,756.91	73,456.87	77,303.18	81,296.58	85,433.98	89,712.37	94,139.96	98,712.37	103,569.44	108,736.76	114,240.90	119,911.21	125,821.12	131,897.82	138,049.26
	66,212.50	69,756.91	73,456.87	77,303.18	81,296.58	85,433.98	89,712.37	94,139.96	98,712.37	103,569.44	108,736.76	114,240.90	119,911.21	125,821.12	131,897.82	138,049.26	144,399.77
	69,756.91	73,456.87	77,303.18	81,296.58	85,433.98	89,712.37	94,139.96	98,712.37	103,569.44	108,736.76	114,240.90	119,911.21	125,821.12	131,897.82	138,049.26	144,399.77	150,951.89
	73,456.87	77,303.18	81,296.58	85,433.98	89,712.37	94,139.96	98,712.37	103,569.44	108,736.76	114,240.90	119,911.21	125,821.12	131,897.82	138,049.26	144,399.77	150,951.89	157,702.15
	77,303.18	81,296.58	85,433.98	89,712.37	94,139.96	98,712.37	103,569.44	108,736.76	114,240.90	119,911.21	125,821.12	131,897.82	138,049.26	144,399.77	150,951.89	157,702.15	164,604.40
	81,296.58	85,433.98	89,712.37	94,139.96	98,712.37	103,569.44	108,736.76	114,240.90	119,911.21	125,821.12	131,897.82	138,049.26	144,399.77	150,951.89	157,702.15	164,604.40	171,606.54
	85,433.98	89,712.37	94,139.96	98,712.37	103,569.44	108,736.76	114,240.90	119,911.21	125,821.12	131,897.82	138,049.26	144,399.77	150,951.89	157,702.15	164,604.40	171,606.54	178,689.10
	89,712.37	94,139.96	98,712.37	103,569.44	108,736.76	114,240.90	119,911.21	125,821.12	131,897.82	138,049.26	144,399.77	150,951.89	157,702.15	164,604.40	171,606.54	178,689.10	185,846.85
	94,139.96	98,712.37	103,569.44	108,736.76	114,240.90	119,911.21	125,821.12	131,897.82	138,049.26	144,399.77	150,951.89	157,702.15	164,604.40	171,606.54	178,689.10	185,846.85	193,192.11
	98,712.37	103,569.44	108,736.76	114,240.90	119,911.21	125,821.12	131,897.82	138,049.26	144,399.77	150,951.89	157,702.15	164,604.40	171,606.54	178,689.10	185,846.85	193,192.11	200,722.11
	103,569.44	108,736.76	114,240.90	119,911.21	125,821.12	131,897.82	138,049.26	144,399.77	150,951.89	157,702.15	164,604.40	171,606.54	178,689.10	185,846.85	193,192.11	200,722.11	208,344.44
	108,736.76	114,240.90	119,911.21	125,821.12	131,897.82	138,049.26	144,399.77	150,951.89	157,702.15	164,604.40	171,606.54	178,689.10	185,846.85	193,192.11	200,722.11	208,344.44	216,129.44
	114,240.90	119,911.21	125,821.12	131,897.82	138,049.26	144,399.77	150,951.89	157,702.15	164,604.40	171,606.54	178,689.10	185,846.85	193,192.11	200,722.11	208,344.44	216,129.44	224,080.21

Living Wage: The City does not anticipate changes.

# Police Salary Schedule

## POLICE SALARY SCALE -- FY 2011

Year	<1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Step Increase		5.00%				3.50%					2.30%						
Step	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Grade																	
PS1	29,925.57	31,421.85	32,992.94	34,642.59	36,374.72	37,647.84	38,965.51	40,329.30	41,740.83	43,201.76	44,195.40	45,211.89	46,251.76	47,315.55	48,403.81	49,517.10	50,655.99
PS2	31,235.55	32,797.33	34,437.20	36,159.06	37,967.01	39,295.86	40,671.22	42,094.71	43,568.02	45,092.90	46,130.04	47,191.03	48,276.42	49,386.78	50,522.68	51,684.70	52,873.45
PS3	32,710.33	34,345.85	36,063.14	37,866.30	39,759.62	41,151.21	42,591.50	44,082.20	45,625.08	47,221.96	48,308.07	49,419.16	50,555.80	51,718.58	52,908.11	54,125.00	55,369.88
PS4	34,251.99	35,964.59	37,762.82	39,650.96	41,633.51	43,090.68	44,598.85	46,159.81	47,775.40	49,447.54	50,584.83	51,748.28	52,938.49	54,156.08	55,401.67	56,675.91	57,979.46
PS5	35,871.99	37,664.96	39,548.21	41,525.62	43,601.90	45,127.97	46,707.45	48,334.21	50,034.19	51,785.39	52,976.45	54,194.91	55,441.39	56,716.54	58,021.02	59,355.50	60,720.68
PS6	37,682.66	39,566.79	41,545.13	43,622.39	45,803.51	47,406.63	49,065.86	50,783.17	52,560.58	54,400.20	55,651.40	56,931.38	58,240.80	59,580.34	60,950.69	62,352.56	63,786.67
PS7	39,561.37	41,539.44	43,616.41	45,797.23	48,087.09	49,770.14	51,512.09	53,315.01	55,181.04	57,112.38	58,425.96	59,769.76	61,144.46	62,550.78	63,989.45	65,461.21	66,966.82
PS8	41,543.11	43,620.27	45,801.28	48,091.34	50,495.91	52,263.27	54,092.48	55,985.72	57,945.22	59,973.30	61,352.69	62,763.80	64,207.37	65,684.14	67,194.88	68,740.36	70,321.39
PS9	43,617.60	45,798.48	48,088.40	50,492.82	53,017.46	54,873.07	56,793.63	58,781.41	60,838.76	62,968.12	64,416.39	65,897.97	67,413.62	68,964.13	70,550.30	72,172.96	73,832.94
PS10	45,802.01	48,092.11	50,496.72	53,021.56	55,672.64	57,621.18	59,637.92	61,725.25	63,885.63	66,121.63	67,642.43	69,198.21	70,789.77	72,417.93	74,083.54	75,787.46	77,530.57
PS11	48,087.75	50,492.14	53,016.75	55,667.59	58,450.97	60,496.75	62,614.13	64,805.63	67,073.83	69,421.41	71,018.10	72,651.52	74,322.50	76,031.92	77,780.65	79,569.60	81,399.70
PS12	50,489.40	53,013.87	55,664.56	58,447.79	61,370.18	63,518.14	65,741.27	68,042.21	70,423.69	72,888.52	74,564.96	76,279.95	78,034.39	79,829.18	81,665.25	83,543.55	85,465.05
PS13	53,014.39	55,665.11	58,448.37	61,370.79	64,439.33	66,694.71	69,029.02	71,445.04	73,945.62	76,533.72	78,294.00	80,094.76	81,936.94	83,821.49	85,749.38	87,721.62	89,739.22
PS14	55,661.04	58,444.09	61,366.29	64,434.60	67,656.33	70,024.30	72,475.15	75,011.78	77,637.19	80,354.49	82,202.64	84,093.30	86,027.45	88,006.08	90,030.22	92,100.92	94,219.24
PS15	58,445.36	61,367.63	64,433.01	67,657.81	71,040.70	73,527.12	76,100.57	78,764.09	81,520.83	84,374.06	86,314.66	88,299.90	90,330.80	92,408.41	94,533.80	96,708.08	98,932.37
PS16	61,364.72	64,432.96	67,654.61	71,037.34	74,589.21	77,199.83	79,901.82	82,698.38	85,592.82	88,588.57	90,626.11	92,710.51	94,842.85	97,024.24	99,255.80	101,538.68	103,874.07
PS17	64,426.35	67,647.67	71,030.05	74,581.55	78,310.63	81,051.50	83,888.30	86,824.39	89,863.24	93,008.45	95,147.64	97,336.04	99,908.51	102,206.41	104,557.16	106,961.97	109,422.10
PS18	67,650.00	71,032.50	74,584.14	78,313.34	82,229.01	85,107.03	88,085.78	91,168.78	94,359.69	97,662.28	99,908.51	102,206.41	104,557.16	106,961.97	109,422.10	111,938.81	114,513.40
PS19	70,837.11	74,378.97	78,097.92	82,002.82	86,102.92	89,116.56	92,235.64	95,463.89	98,805.13	102,263.31	104,615.37	107,021.52	109,483.01	112,001.12	114,577.15	117,212.42	119,908.31
PS20	74,378.94	78,097.89	82,002.78	86,102.92	90,408.07	93,517.35	96,847.38	100,237.04	103,745.34	107,376.43	109,846.09	112,372.55	114,957.12	117,601.13	120,305.96	123,073.00	125,903.68
PS21	78,100.78	82,005.82	86,106.11	90,411.42	94,931.99	98,254.61	101,693.52	105,252.79	108,936.64	112,749.42	115,342.66	117,995.54	120,709.44	123,485.76	126,325.93	129,231.43	132,203.75
PS22	82,001.62	86,101.70	90,406.79	94,927.13	99,673.49	103,162.06	106,772.73	110,509.78	114,377.62	118,380.84	121,103.60	123,888.98	126,738.43	129,653.41	132,635.44	135,686.06	138,806.84
PS23	86,101.70	90,406.79	94,927.13	99,673.49	104,657.16	108,320.16	112,111.37	116,035.27	120,096.50	124,299.88	127,158.78	130,083.43	133,075.35	136,136.08	139,267.21	142,470.36	145,747.18
PS24	90,406.79	94,927.12	99,673.49	104,657.16	109,890.02	113,376.17	117,176.93	121,837.03	126,101.33	130,514.88	133,516.72	136,587.60	139,729.12	142,942.88	146,230.57	149,593.88	153,034.54
PS25	94,927.13	99,673.48	104,657.16	109,890.02	115,384.52	119,422.98	123,602.78	127,928.88	132,406.39	137,040.62	140,192.55	143,416.98	146,715.58	150,090.03	153,542.10	157,073.58	160,686.27
PS26	99,673.48	104,657.15	109,890.02	115,384.52	121,153.75	125,394.13	129,782.92	134,325.33	139,026.71	143,892.65	147,202.18	150,587.83	154,051.35	157,594.53	161,219.21	164,927.25	168,720.58
PS27	104,657.16	109,890.01	115,384.52	121,153.75	127,211.44	131,663.84	136,272.07	141,041.59	145,978.05	151,087.28	154,562.29	158,117.22	161,753.92	165,474.26	169,280.17	173,173.62	177,156.61

Effective Pay Period Beginning: 7/1/2010

# Sheriff Salary Schedule

## SHERIFF SALARY SCALE -- FY 2011

Year	<1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Step Increase		5.00%				3.50%					2.30%						
Step	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Grade																	
PS1	29,925.57	31,421.85	32,992.94	34,642.59	36,374.72	37,647.84	38,965.51	40,329.30	41,740.83	43,201.76	44,195.40	45,211.89	46,251.76	47,315.55	48,403.81	49,517.10	50,655.99
PS2	31,235.55	32,797.33	34,437.20	36,159.06	37,967.01	39,295.86	40,671.22	42,094.71	43,568.02	45,092.90	46,130.04	47,191.03	48,276.42	49,386.78	50,522.68	51,684.70	52,873.45
PS3	32,710.33	34,345.85	36,063.14	37,866.30	39,759.62	41,151.21	42,591.50	44,082.20	45,625.08	47,221.96	48,308.07	49,419.16	50,555.80	51,718.58	52,908.11	54,125.00	55,369.88
PS4	34,251.99	35,964.59	37,762.82	39,650.96	41,633.51	43,090.68	44,598.85	46,159.81	47,775.40	49,447.54	50,584.83	51,748.28	52,938.49	54,156.08	55,401.67	56,675.91	57,979.46
PS5	35,871.39	37,664.96	39,548.21	41,525.62	43,601.90	45,127.97	46,707.45	48,342.21	50,034.19	51,785.39	52,976.45	54,194.91	55,441.39	56,716.54	58,021.02	59,355.50	60,720.68
PS6	37,682.66	39,566.79	41,545.13	43,622.39	45,803.51	47,406.63	49,005.86	50,783.17	52,560.58	54,400.20	55,651.40	56,931.38	58,240.80	59,580.34	60,950.69	62,352.56	63,786.67
PS7	39,561.37	41,539.44	43,616.41	45,797.23	48,087.09	49,770.14	51,512.09	53,315.01	55,181.04	57,112.38	58,425.96	59,769.76	61,144.46	62,550.78	63,989.45	65,461.21	66,966.82
PS8	41,543.11	43,620.27	45,801.28	48,091.34	50,495.91	52,263.27	54,092.48	55,985.72	57,945.22	59,973.30	61,352.69	62,763.80	64,207.37	65,684.14	67,194.88	68,740.36	70,321.39
PS9	43,617.60	45,798.48	48,088.40	50,492.82	53,017.46	54,873.07	56,793.63	58,781.41	60,838.76	62,968.12	64,416.39	65,897.97	67,413.62	68,964.13	70,550.30	72,172.96	73,832.94
PS10	45,802.01	48,092.11	50,496.72	53,021.56	55,672.64	57,621.18	59,637.92	61,725.25	63,885.63	66,121.63	67,642.43	69,198.21	70,789.77	72,417.93	74,083.54	75,787.46	77,530.57
PS11	48,087.75	50,492.14	53,016.75	55,667.59	58,450.97	60,496.75	62,614.13	64,805.63	67,073.83	69,421.41	71,018.10	72,651.52	74,322.50	76,031.92	77,780.65	79,569.60	81,399.70
PS12	50,489.40	53,013.87	55,664.56	58,447.79	61,370.18	63,518.14	65,741.27	68,042.21	70,423.69	72,888.52	74,564.96	76,279.95	78,034.39	79,829.18	81,665.25	83,543.55	85,465.05
PS14	55,661.04	58,444.09	61,366.29	64,434.60	67,656.33	70,024.30	72,475.15	75,011.78	77,637.19	80,354.49	82,202.64	84,093.30	86,027.45	88,006.08	90,030.22	92,100.92	94,219.24
PS13	53,014.39	55,665.11	58,448.37	61,370.79	64,439.33	66,694.71	69,029.02	71,445.04	73,945.62	76,533.72	78,294.00	80,094.76	81,936.94	83,821.49	85,749.38	87,721.62	89,739.22
PS15	58,445.36	61,367.63	64,432.96	67,654.61	71,037.34	74,589.21	78,100.57	81,676.09	85,309.82	88,588.57	90,626.11	92,710.51	94,842.85	97,024.24	99,255.80	101,538.68	103,874.07
PS16	61,364.72	64,432.96	67,654.61	71,037.34	74,589.21	77,199.83	79,100.57	81,520.83	83,888.30	86,824.39	89,863.24	93,008.45	95,147.64	97,336.04	99,574.77	101,864.99	104,207.88
PS17	64,426.35	67,647.67	71,030.05	74,581.55	78,310.63	81,051.50	83,888.30	86,824.39	89,863.24	93,008.45	95,147.64	97,336.04	99,574.77	101,864.99	104,207.88	106,604.66	109,056.57
PS18	67,650.00	71,032.50	74,584.14	78,313.34	82,229.01	85,107.03	88,085.78	91,168.78	94,359.69	97,662.28	99,908.51	102,206.41	104,557.16	106,961.97	109,422.10	111,938.81	114,513.40
PS19	70,837.11	74,378.97	78,097.92	82,002.82	86,102.96	89,116.56	92,235.64	95,463.89	98,805.13	102,263.31	104,615.37	107,021.52	109,483.01	112,001.12	114,577.15	117,212.42	119,908.31
PS20	74,378.94	78,097.89	82,002.78	86,102.92	90,408.07	93,572.35	96,847.38	100,237.04	103,745.34	107,376.43	109,846.09	112,372.55	114,957.12	117,601.13	120,305.96	123,073.00	125,903.68
PS21	78,100.78	82,005.82	86,106.11	90,411.42	94,931.99	98,254.61	101,693.52	105,252.79	108,936.64	112,749.42	115,342.66	117,995.54	120,709.44	123,485.76	126,325.93	129,231.43	132,203.75
PS22	82,001.62	86,101.70	90,406.79	94,927.13	99,673.49	103,162.06	106,772.73	110,509.78	114,377.62	118,380.84	121,103.60	123,888.98	126,738.43	129,653.41	132,635.44	135,686.06	138,806.84
PS23	86,101.70	90,406.79	94,927.13	99,673.49	104,657.16	108,320.16	112,111.37	116,035.27	120,096.50	124,299.88	127,158.78	130,083.43	133,075.35	136,136.08	139,267.21	142,470.36	145,747.18
PS24	90,406.79	94,927.12	99,673.49	104,657.16	109,890.02	113,736.17	117,716.93	121,837.03	126,101.33	130,514.88	133,516.72	136,587.60	139,729.12	142,942.88	146,230.57	149,593.88	153,034.54
PS25	94,927.13	99,673.48	104,657.16	109,890.02	115,384.52	119,422.98	123,602.78	127,928.88	132,406.39	137,040.62	140,192.55	143,416.98	146,715.58	150,090.03	153,542.10	157,073.58	160,686.27
PS26	99,673.48	104,657.15	109,890.02	115,384.52	121,153.75	125,394.13	129,782.92	134,325.33	139,026.71	143,892.65	147,202.18	150,587.83	154,051.35	157,594.53	161,219.21	164,927.25	168,720.58
PS27	104,657.16	109,890.01	115,384.52	121,153.75	127,211.44	131,663.84	136,272.07	141,041.59	145,978.05	151,087.28	154,562.29	158,117.22	161,753.92	165,474.26	169,280.17	173,173.62	177,156.61

Effective Pay Period Beginning: 7/1/2010

# Fire Salary Schedule

## FIRE SALARY SCALE -- FY 2011

Year	<1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Step Increase		5.00%				3.50%					2.30%						
Step	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Grade																	
PS1	29,925.57	31,421.85	32,992.94	34,642.59	36,374.72	37,647.84	38,965.51	40,329.30	41,740.83	43,201.76	44,195.40	45,211.89	46,251.76	47,315.55	48,403.81	49,517.10	50,655.99
PS2	31,235.55	32,797.33	34,437.20	36,159.06	37,967.01	39,295.86	40,671.22	42,094.71	43,568.02	45,092.90	46,130.04	47,191.03	48,276.42	49,386.78	50,522.68	51,684.70	52,873.45
PS3	32,710.33	34,345.85	36,063.14	37,866.30	39,759.62	41,151.21	42,591.50	44,082.20	45,625.08	47,221.96	48,308.07	49,419.1	50,555.80	51,718.58	52,908.11	54,125.00	55,369.88
PS4	34,251.	35,964.59	37,762.82	39,650.96	41,633.51	43,090.68	44,598.85	46,159.81	47,775.40	49,447.54	50,584.83	51,748.28	52,938.49	54,156.08	55,401.67	56,675.91	57,979.46
PS5	99,871.39	37,664.96	39,548.21	41,525.62	43,601.90	45,127.97	46,707.45	48,342.21	50,034.19	51,783.39	52,976.45	54,191.91	55,441.39	56,716.54	58,021.02	59,355.50	60,720.68
PS6	37,682.66	39,566.79	41,545.13	43,622.39	45,803.51	47,406.63	49,065.86	50,783.17	52,560.58	54,400.20	55,651.40	56,931.38	58,240.80	59,580.34	60,950.69	62,352.56	63,786.67
PS7	39,561.37	41,539.44	43,616.41	45,797.23	48,087.09	49,770.14	51,518.04	53,315.01	55,181.04	57,112.38	58,425.96	59,769.76	61,144.46	62,550.78	63,989.45	65,461.21	66,966.82
PS8	41,543.11	43,620.27	45,801.28	48,091.34	50,495.91	52,263.27	54,092.48	55,985.72	57,945.22	59,973.30	61,352.69	62,763.80	64,207.37	65,684.14	67,194.88	68,740.36	70,321.39
PS9	43,617.60	45,798.48	48,088.40	50,492.82	53,017.46	54,873.07	56,793.63	58,781.41	60,838.76	62,968.12	64,416.39	65,897.97	67,413.62	68,964.13	70,550.30	72,172.96	73,832.94
PS10	45,802.01	48,092.11	50,496.72	53,021.56	55,672.64	57,621.18	59,637.92	61,725.25	63,885.63	66,121.63	67,642.43	69,198.21	70,789.77	72,417.93	74,083.54	75,787.46	77,530.57
PS11	48,087.75	50,492.14	53,016.75	55,667.59	58,450.97	60,496.75	62,614.13	64,805.63	67,073.83	69,421.41	71,018.10	72,651.52	74,322.50	76,031.92	77,780.65	79,569.60	81,399.70
PS12	50,489.40	53,013.87	55,664.56	58,448.37	61,370.79	63,518.14	65,741.27	68,042.21	70,423.69	72,888.52	74,564.96	76,279.95	78,034.39	79,829.18	81,665.25	83,543.55	85,465.05
PS13	53,014.39	55,665.11	58,448.37	61,370.79	64,439.33	66,694.71	69,029.02	71,445.04	73,945.62	76,533.72	78,294.00	80,094.76	81,936.94	83,821.49	85,749.38	87,721.62	89,739.22
PS14	55,661.04	58,444.09	61,366.29	64,434.60	67,656.33	70,024.30	72,475.15	75,011.78	77,637.19	80,354.49	82,202.64	84,093.30	86,027.45	88,006.08	90,030.22	92,100.92	94,219.24
PS15	58,445.36	61,367.63	64,436.01	67,657.81	71,040.70	73,527.12	76,100.57	78,764.09	81,520.83	84,374.06	86,314.66	88,299.90	90,330.80	92,408.41	94,533.80	96,708.08	98,932.37
PS16	61,364.72	64,432.96	67,654.61	71,037.34	74,589.21	77,199.83	79,901.82	82,698.38	85,592.82	88,588.57	90,626.11	92,710.51	94,842.85	97,024.24	99,255.80	101,538.68	103,874.07
PS17	64,426.35	67,647.67	71,030.05	74,581.55	78,310.63	81,051.50	83,888.30	86,824.39	89,863.24	93,008.45	95,147.64	97,336.04	99,574.77	101,864.99	104,207.88	106,604.66	109,056.57
PS18	67,650.00	71,032.50	74,584.14	78,313.34	82,229.01	85,107.03	88,085.78	91,168.78	94,359.69	97,662.28	99,908.51	102,206.41	104,557.16	106,961.97	109,422.10	111,938.81	114,513.40
PS19	70,837.11	74,378.97	78,097.92	82,002.82	86,102.96	89,116.56	92,235.64	95,463.89	98,805.13	102,263.31	104,615.37	107,021.52	109,483.01	112,001.12	114,577.15	117,212.42	119,908.31
PS20	74,378.94	78,097.89	82,002.78	86,102.92	90,408.07	93,572.35	96,847.38	100,237.04	103,745.34	107,376.43	109,846.09	112,372.55	114,957.12	117,601.13	120,305.96	123,073.00	125,903.68
PS21	78,100.78	82,005.82	86,106.11	90,411.42	94,931.99	98,254.61	101,693.52	105,252.79	108,936.64	112,749.42	115,342.66	117,995.54	120,709.44	123,485.76	126,325.93	129,231.43	132,203.75
PS22	82,001.62	86,101.70	90,406.79	94,927.13	99,673.49	103,162.06	106,772.73	110,509.78	114,377.62	118,380.84	121,103.60	123,888.98	126,738.43	129,653.41	132,635.44	135,686.06	138,806.84
PS23	86,101.70	90,406.79	94,927.13	99,673.49	104,657.16	108,320.16	112,111.37	116,035.27	120,096.50	124,299.88	127,158.78	130,083.43	133,075.35	136,136.08	139,267.21	142,470.36	145,747.18
PS24	90,406.79	94,927.12	99,673.49	104,657.16	109,890.02	113,736.17	117,716.93	121,837.03	126,101.33	130,514.88	133,516.72	136,587.60	139,729.12	142,942.88	146,230.57	149,593.88	153,034.54
PS25	94,927.13	99,673.48	104,657.16	109,890.02	115,384.52	119,422.98	123,602.78	127,928.88	132,406.39	137,040.62	140,192.55	143,416.98	146,715.58	150,090.03	153,542.10	157,073.58	160,686.27
PS26	99,673.48	104,657.15	109,890.02	115,384.52	121,153.75	125,394.13	129,782.92	134,325.33	139,026.71	143,892.65	147,202.18	150,587.83	154,051.35	157,594.53	161,219.21	164,927.25	168,720.58
PS27	104,657.16	109,890.01	115,384.52	121,153.75	127,211.44	131,663.84	136,272.07	141,041.59	145,978.05	151,087.28	154,562.29	158,117.22	161,753.92	165,474.26	169,280.17	173,173.62	177,156.61

Effective Pay Period Beginning: 7/1/2010

# General Schedule Classification Plan

## JOB TITLE

## OCCUPATIONAL GROUP

### **PAY PLAN: Administratively Determined**

Admin. Aide/City Council	Administrative, Clerical and Office Services
Assistant Court Administrator	Legal, Paralegal and Kindred
City Attorney	Legal, Paralegal and Kindred
City Clerk and Clerk of Council	Administrative, Clerical and Office Services
City Manager	Policy Determining
Clerk of the Circuit Court	Legal, Paralegal and Kindred
Commonwealth's Attorney	Legal, Paralegal and Kindred
Council Member	Policy Determining
Court Administrator	Legal, Paralegal and Kindred
Deputy City Clerk	Administrative, Clerical and Office Services
Deputy Court Administrator	Legal, Paralegal and Kindred
Director/Public Health	Medical, Dental, Hospital and Public Health
Intern	Miscellaneous Occupations
Mayor	Policy Determining
Special City Architect	Engineering and Architecture
Vice Mayor	Policy Determining
Workshop Participant	Miscellaneous Occupations

### **GRADE : 01**

Clinical Psychologist Trainee

**SALARY: \$27,613 to \$35,091**

Social Science and Welfare

### **GRADE : 02**

Clerk I  
Custodian  
Laborer I  
Library Page  
Locker Room Attendant  
Messenger

**SALARY: \$27,875 to \$36,663**

Administrative, Clerical and Office Services  
Equipment, Facilities and Services  
Equipment, Facilities and Services  
Library and Archives  
Equipment, Facilities and Services  
Administrative, Clerical and Office Services

### **GRADE : 03**

Assistant Registrar I  
Delivery Clerk  
Driver  
Library Aide  
Refuse Collector

**SALARY: \$28,182 to \$38,364**

Miscellaneous Occupations  
Administrative, Clerical and Office Services  
Equipment, Facilities and Services  
Library and Archives  
Equipment, Facilities and Services

# General Schedule Classification Plan

## JOB TITLE

## OCCUPATIONAL GROUP

### **GRADE : 04**

Apprentice Tree Trimmer

Clerk II

Clerk Typist I

Motor Vehicle Operator

Receptionist/Telephone Operator

Records Center Clerk

Traffic Services Worker I

**SALARY: \$28,080 to \$40,137**

Equipment, Facilities and Services

Administrative, Clerical and Office Services

Administrative, Clerical and Office Services

Equipment, Facilities and Services

Administrative, Clerical and Office Services

Administrative, Clerical and Office Services

Equipment, Facilities and Services

### **GRADE : 05**

Account Clerk I

Assistant Registrar II

Automotive Parts Driver

Data Entry Operator I

Laborer II

Mail Distribution/Duplication Clerk

Program Aide I

Recreation Leader I

School Crossing Guard

Security Monitor

**SALARY: \$27,974 to \$41,985**

Accounting, Budget and Finance

Miscellaneous Occupations

Equipment, Facilities and Services

Automatic Data Processing

Equipment, Facilities, and Services

Administrative, Clerical and Office Services

Social Science and Welfare

Recreation

Public Safety and Education

Public Safety and Education

### **GRADE : 06**

Clerk Typist II

Cook

Data Entry Operator II

Medical Records Assistant

Personnel Clerk I

Property Clerk

Rod and Chain Operator

**SALARY: \$27,862 to \$43,908**

Administrative, Clerical and Office Services

Equipment, Facilities and Services

Automatic Data Processing

Administrative, Clerical and Office Services

Personnel Management and Employee Relations

Public Safety and Enforcement

Engineering and Architecture

# General Schedule Classification Plan

## JOB TITLE

## OCCUPATIONAL GROUP

### **GRADE : 07**

Account Clerk II  
 Assistant Food Services Specialist  
 Automotive Services Worker  
 Automotive Parts Specialist  
 Bus Driver  
 Case Aide  
 Clerk Typist III  
 Equipment Operator I  
 Library Assistant I  
 Museum Aide I  
 Pharmacy Assistant  
 Program Aide II  
 Records Clerk  
 Supply Clerk  
 Traffic Services Worker II

### **SALARY: \$27,771 to \$45,952**

Accounting, Budget and Finance  
 Equipment, Facilities and Services  
 Equipment, Facilities and Services  
 Equipment, Facilities and Services  
 Equipment, Facilities and Services  
 Social Science and Welfare  
 Administrative, Clerical and Office Services  
 Equipment, Facilities and Services  
 Library and Archives  
 Information and Arts  
 Medical, Dental, Hospital and Public Health  
 Social Science and Welfare  
 Administrative, Clerical and Office Services  
 Procurement & Supply  
 Equipment, Facilities and Services

### **GRADE : 08**

Building Services Assistant  
 Client Intake Services Worker  
 Computer Operator I  
 Horticultural Assistant  
 Library Assistant II  
 Maintenance Worker  
 Personnel Clerk II  
 Parking Enforcement Officer I  
 Recreation Leader II  
 Residential Detox Counselor I  
 Secretary I  
 X-ray Technician  
 Youth Advisor

### **SALARY: \$29,067 to \$48,096**

Engineering and Architecture  
 Administrative, Clerical and Office Services  
 Automatic Data Processing  
 Biological Sciences  
 Library and Archives  
 Equipment, Facilities and Services  
 Personnel Management and Employee Relations  
 Public Safety and Enforcement  
 Recreation  
 Social Science and Welfare  
 Administrative, Clerical & Office Services  
 Medical, Dental, Hospital and Public Health  
 Social Science and Welfare

# General Schedule Classification Plan

## JOB TITLE

## OCCUPATIONAL GROUP

### **GRADE : 09**

**SALARY: \$30,524 to \$50,507**

Assistant Impounding Officer I

Public Safety and Enforcement

Assistant Registrar III

Miscellaneous Occupations

Communication Clerk/T &ES

Administrative, Clerical and Office Services

Coordinator/Fleet Maintenance

Equipment, Facilities and Services

Equipment Operator II

Equipment, Facilities and Services

Lab Aide

Medical, Dental, Hospital & Public Health

Laborer III

Equipment, Facilities and Services

Mental Health/Mental Retardation Tech I

Social Science and Welfare

Museum Aide II

Information and Arts

Museum Technician

Information and Arts

Planning Assistant I

Planning and Urban Development

Police Services Clerk

Public Safety and Enforcement

Public Health Nurse Aide

Medical, Dental, Hospital & Public Health

Sign Fabricator

Equipment, Facilities and Services

Supervisory Custodian

Equipment, Facilities and Services

### **GRADE : 10**

**SALARY: \$31,860 to \$52,718**

Account Clerk III

Accounting, Budget and Finance

Computer Operator II

Automatic Data Processing

Dental Assistant

Medical, Dental, Hospital & Public Health

Equipment Maintenance Specialist

Equipment, Facilities and Services

Horticultural Specialist I

Biological Sciences

Legal Secretary I

Administrative, Clerical and Office Services

Library Assistant III

Library and Archives

Licensed Practical Nurse

Medical, Dental, Hospital and Public Health

Medical Records Technician

Administrative, Clerical and Office Services

Offset Press Operator I

Equipment, Facilities and Services

Parking Enforcement Officer II

Public Safety and Enforcement

Recreation Leader III

Recreation

Sanitation Inspector

Public Safety and Enforcement

Secretary II

Administrative, Clerical and Office Services

Supervisory Bus Driver

Equipment, Facilities and Services

Supervisor/Shelter

Social Science and Welfare

Traffic Services Worker III

Equipment, Facilities and Services

Transit Services Assistant

Transportation and Environmental Services

# General Schedule Classification Plan

## JOB TITLE

## OCCUPATIONAL GROUP

### **GRADE : 11**

**SALARY: \$33,365 to \$55,207**

Administrative Technician	Administrative, Clerical and Office Services
Assistant Impounding Officer II	Public Safety and Enforcement
Carpenter	Equipment, Facilities and Services
Coordinator/Building Services I	Equipment, Facilities and Services
Crime Prevention Technician	Public Safety and Enforcement
Customer Service Technician	Administrative, Clerical and Office Services
Eligibility Worker I	Social Science and Welfare
Engineering Aide I	Engineering and Architecture
Fire Training Assistant	Personnel Management and Employee Relations
Heavy Equipment Operator	Equipment, Facilities and Services
Library Associate I	Library and Archives
Management Information Clerk	Automatic Data Processing
Mental Health/Mental Retardation Tech II	Social Science and Welfare
Personnel Assistant	Personnel Management and Employee Relations
Pharmacy Technician	Medical, Dental, Hospital and Public Health
Planning Assistant II	Planning and Urban Development
Parking Enforcement Officer III	Public Safety and Enforcement
Purchasing Technician	Procurement and Supply
Residential Counselor	Social Science and Welfare
Residential Detox Counselor II	Social Science and Welfare
Revenue Collection Specialist I	Business and Industry
Tree Trimmer	Equipment, Facilities and Services

### **GRADE : 12**

**SALARY: \$34,937 to \$57,809**

Account Clerk IV	Accounting, Budget and Finance
Apprentice Mechanic	Equipment, Facilities and Services
Assistant Dockmaster	Business and Industry
Computer Operator III	Automatic Data Processing
Community Services Specialist I	Social Science and Welfare
Coordinator/Building Services II	Equipment, Facilities and Services
ITS Scheduler/Operations Librarian	Automatic Data Processing
Offset Press Operator II	Equipment, Facilities and Services
Park Facilities Specialist	Equipment, Facilities and Services
Planning Technician	Planning and Urban Development
Police Driving Instructor	Public Safety and Enforcement

# General Schedule Classification Plan

## JOB TITLE

## OCCUPATIONAL GROUP

### **GRADE : 12**

Rehabilitation Vocational Counselor I  
 Secretary III  
 Special Police Officer  
 Supervisory Account Clerk  
 Supervisory/School Crossing Guard  
 Therapeutic Recreation Leader  
 Traffic Signal Repair Technician

### **SALARY: \$34,937 to \$57,809**

Social Science and Welfare  
 Administrative, Clerical and Office Services  
 Public Safety and Enforcement  
 Accounting, Budget and Finance  
 Public Safety and Enforcement  
 Medical, Dental, Hospital and Public Health  
 Equipment, Facilities and Services

### **GRADE : 13**

Administrative Assistant  
 Assessment Records Specialist  
 Building Systems Technician  
 Caseworker  
 Code Enforcement Inspector I  
 Coordinator/Family Advocacy Project  
 Coordinator/Public Works Services  
 Curator I  
 Eligibility Worker II  
 Employment and Training Specialist  
 Engineering Aide II  
 Epidemiology Program Representative  
 Executive Secretary  
 Facilities Maintenance Specialist  
 Food Services Specialist  
 Impounding Officer  
 Legal Secretary II  
 Library Associate II  
 Personnel Technician  
 Real Estate Appraiser I  
 Recreation Leader IV  
 Relocation Advisor I  
 Revenue Collection Specialist II  
 Sewer Inspector (TV)  
 Supervisory Administrative Technician  
 Supervisory/Battered Women Shelter  
 Supervisor/Labor

### **SALARY: \$36,589 to \$60,543**

Administrative Clerical and Office Services  
 Business and Industry  
 Equipment, Facilities and Services  
 Social Science and Welfare  
 Engineering and Architecture  
 Social Science and Welfare  
 Equipment, Facilities and Services  
 Information and Arts  
 Social Science and Welfare  
 Social Science and Welfare  
 Engineering and Architecture  
 Medical, Dental, Hospital and Public Health  
 Administrative Clerical and Office Services  
 Equipment, Facilities and Services  
 Equipment, Facilities and Services  
 Public Safety and Enforcement  
 Administrative Clerical and Office Services  
 Library and Archives  
 Personnel Management and Employee Relations  
 Business and Industry  
 Recreation  
 Housing  
 Business and Industry  
 Equipment, Facilities and Services  
 Administrative, Clerical and Office Services  
 Social Science and Welfare  
 Equipment, Facilities and Services

# General Schedule Classification Plan

## JOB TITLE

## OCCUPATIONAL GROUP

### **GRADE : 13**

Supervisory/Parking Enforcement Officer  
 Supervisor/Records  
 Supervisor/Recreation Leader I  
 Surveillance Officer  
 Survey Instrument Operator  
 Traffic Survey Technician  
 Victim-Witness Specialist I  
 Workplace Safety Specialist

### **SALARY: \$36,589 to \$60,543**

Public Safety and Enforcement  
 Administrative, Clerical and Office Services  
 Recreation  
 Engineering and Architecture  
 Engineering and Architecture  
 Transportation and Environmental Services  
 Legal, Paralegal and Kindred  
 Business and Industry

### **GRADE : 14**

Accounting Technician  
 Assistant Superintendent/Solid Waste  
 Automotive Mechanic  
 Automotive Services Advisor  
 Code Enforcement Inspector II  
 Coordinator/Building Services III  
 Customer Support Engineer I  
 Emergency Communications Technician  
 Emergency Mgmt Outreach Specialist  
 Fleet Services Technician I  
 Horticultural Specialist II  
 Law Clerk  
 Law Clerk I  
 Museum Education Specialist  
 Outreach/Prevention Specialist  
 Senior Eligibility Worker  
 Senior Planning Technician  
 Senior Residential Counselor  
 Supervisory Cartographer  
 Supervisor Detox Center  
 Supervisor/Equipment Maintenance  
 Supervisor/Facilities Maintenance  
 Supervisor/Mail Distribution/Duplication  
 Supervisor/Maintenance Project  
 Supervisory Secretary III  
 Therapist I  
 Traffic Signal Repair Technician  
 Traffic Operations Technician

### **SALARY: \$38,436 to \$63,600**

Accounting, Budget and Finance  
 Equipment, Facilities and Services  
 Equipment, Facilities and Services  
 Equipment, Facilities and Services  
 Engineering and Architecture  
 Equipment, Facilities and Services  
 Automatic Data Processing  
 Public Safety and Enforcement  
 Public Safety and Enforcement  
 Equipment, Facilities and Services  
 Biological Sciences  
 Legal, Paralegal and Kindred  
 Legal, Paralegal and Kindred  
 Information and Arts  
 Social Science and Welfare  
 Social Science and Welfare  
 Planning and Urban Development  
 Social Science and Welfare  
 Planning and Urban Development  
 Social Science and Welfare  
 Equipment, Facilities and Services  
 Equipment, Facilities and Services  
 Administrative, Clerical and Office Services  
 Equipment, Facilities and Services  
 Administrative, Clerical and Office Services  
 Social Science and Welfare  
 Equipment, Facilities and Services  
 Transportation and Environmental Services

# General Schedule Classification Plan

## JOB TITLE

## OCCUPATIONAL GROUP

### **GRADE : 14**

Victim-Witness Specialist II  
 Volunteer Developer  
 Zoning Inspector

### **SALARY: \$38,436 to \$63,600**

Legal, Paralegal and Kindred  
 Social Science and Welfare  
 Planning and Urban Development

### **GRADE : 15**

Accountant I  
 Administrative Assistant/Mayor  
 Administrative Officer I  
 Assistant Director/ADHCC  
 Asst Superintendent/Construction & Maint  
 Assistant Superintendent/Transportation  
 Buyer I  
 Community Services Specialist II  
 Consumer & Citizens' Affairs Investigator  
 Contract Administrator  
 Contract Procurement Specialist  
 Coordinator/Employment Services  
 Coordinator/Youth Services  
 Eligibility Fraud Investigator  
 Fire Inspector I  
 Fiscal Analyst  
 Hack Inspector  
 Human Rights Investigator  
 Landscape Architect  
 Librarian I  
 Landlord/Tenant Investigator  
 Nutritionist  
 Police Personnel Recruiter  
 Police Range Officer  
 Polygraph Examiner  
 Public Information Specialist  
 Recycling Program Specialist  
 Research Historian  
 Safety Officer  
 Supervisory Administrative Assistant  
 Telecommunications Specialist

### **SALARY: \$40,353 to \$66,770**

Accounting, Budget and Finance  
 Administrative, Clerical and Office Services  
 Administrative, Clerical and Office Services  
 Social Science and Welfare  
 Equipment, Facilities and Services  
 Transportation and Environmental Services  
 Procurement and Supply  
 Social Science and Welfare  
 Business and Industry  
 Procurement and Supply  
 Business and Industry  
 Social Science and Welfare  
 Public Safety and Enforcement  
 Social Science and Welfare  
 Engineering and Architecture  
 Accounting, Budget and Finance  
 Public Safety and Enforcement  
 Legal, Paralegal and Kindred  
 Engineering and Architecture  
 Library and Archives  
 Housing  
 Medical, Dental, Hospital and Public Health  
 Personnel Management and Employee Relations  
 Public Safety and Enforcement  
 Public Safety and Enforcement  
 Information and Arts  
 Transportation and Environmental Services  
 Library and Archives  
 Business and Industry  
 Administrative, Clerical and Office Services  
 Equipment Facilities, and Services

# General Schedule Classification Plan

## JOB TITLE

## OCCUPATIONAL GROUP

### **GRADE : 15**

T&ES Inspector I  
 Traffic Computer Specialist  
 Urban Planner I  
 Vocational Services Specialist  
 Youth Services Program Specialist

### **SALARY: \$40,353 to \$66,770**

Engineering and Architecture  
 Automatic Data Processing  
 Planning and Urban Development  
 Social Science and Welfare  
 Social Science and Welfare

### **GRADE : 16**

Assistant Superintendent/Parks & Facilities  
 Assistant Superintendent/Tree Maint  
 Automotive Parts Manager  
 Behavior Management Specialist  
 Coordinator/Employee Development Prgm  
 Coordinator/Police Emergency Comm Trng  
 Coordinator/Pool Site  
 Customer Supporter Engineer II  
 Deputy Registrar  
 Fleet Services Specialist  
 Fleet Services Technician II  
 Health & Community Education Specialist  
 Infant Development Specialist  
 Latent Print Examiner  
 Lease Management Assistant  
 Management Analyst I  
 Park Manager  
 Personnel Analyst I  
 Public Health Nurse I  
 Registered Nurse  
 Rehabilitation Vocational Counselor II  
 Revenue Collection Specialist III  
 Sanitarian I  
 Supervisor/Therapeutic Rec Leader I  
 Supervisor/Traffic Signal Repair  
 Survey Party Chief  
 T&ES Inspector II  
 Therapeutic Recreation Specialist  
 Therapist II  
 Transit Specialist

### **SALARY: \$42,374 to \$70,115**

Equipment, Facilities and Services  
 Equipment, Facilities and Services  
 Equipment, Facilities and Services  
 Social Science and Welfare  
 Personnel Management & Employee Relations  
 Public Safety and Enforcement  
 Recreation  
 Automatic Data Processing  
 Miscellaneous Occupations  
 Equipment, Facilities and Services  
 Equipment, Facilities and Services  
 Information and Arts  
 Social Science and Welfare  
 Public Safety and Enforcement  
 Business and Industry  
 Administrative, Clerical & Office Services  
 Equipment, Facilities and Services  
 Personnel Management and Employee Relations  
 Medical, Dental, Hospital and Public Health  
 Medical, Dental, Hospital and Public Health  
 Social Science and Welfare  
 Business and Industry  
 Medical, Dental, Hospital and Public Health  
 Medical, Dental, Hospital and Public Health  
 Equipment, Facilities and Services  
 Engineering and Architecture  
 Engineering and Architecture  
 Medical, Dental, Hospital and Public Health  
 Social Science and Welfare  
 Transportation and Environmental Services

# General Schedule Classification Plan

## JOB TITLE

## OCCUPATIONAL GROUP

### **GRADE : 17**

Arborist  
 Audiologist  
 Civil Engineer I  
 Code Enforcement Inspector III  
 Coordinator/Jury  
 Coordinator/Volunteer Services  
 Curator II  
 Dockmaster  
 Fire Inspector II  
 Fire Protection System Specialist  
 Inmate Classification Counselor  
 Internal Auditor I  
 Law Clerk II  
 Librarian II  
 Maintenance and Renovation Specialist  
 Master Electrician  
 Medical Laboratory Technician  
 Naturalist I  
 Police Personnel Specialist  
 Real Estate Appraiser II  
 Relocation Advisor II  
 Revenue Collection Specialist IV  
 Social Worker I  
 Supervisory Administrative Officer I  
 Supervisory Emergency Comm Tech  
 Supervisor/Employment and Training  
 Supervisor/Horticulture  
 Supervisory Nutritionist  
 Supervisor/Recreation Leader II  
 Supervisor/Technical  
 Superintendent/Refuse Collection  
 Superintendent/Refuse Disp & St Cleaning

### **SALARY: \$44,490 to \$73,616**

Biological Sciences  
 Medical, Dental, Hospital and Public Health  
 Engineering and Architecture  
 Engineering and Architecture  
 Legal, Paralegal and Kindred  
 Social Science and Welfare  
 Information and Arts  
 Business and Industry  
 Engineering and Architecture  
 Engineering and Architecture  
 Public Safety and Enforcement  
 Accounting, Budget and Finance  
 Legal, Paralegal and Kindred  
 Library and Archives  
 Engineering and Architecture  
 Equipment, Facilities and Services  
 Medical, Dental, Hospital and Public Health  
 Biological Sciences  
 Personnel Management and Employee Relations  
 Business and Industry  
 Housing  
 Business and Industry  
 Social Science and Welfare  
 Administrative, Clerical and Office Services  
 Public Safety and Enforcement  
 Social Science and Welfare  
 Biological Sciences  
 Medical, Dental, Hospital and Public Health  
 Recreation  
 Equipment, Facilities and Services  
 Equipment, Facilities and Services  
 Equipment, Facilities and Services

### **GRADE : 18**

Assistant Vocational Services Manager  
 Buyer II  
 Computer Programmer

### **SALARY: \$46,718 to \$77,303**

Social Science and Welfare  
 Procurement and Supply  
 Automatic Data Processing

# General Schedule Classification Plan

## JOB TITLE

## OCCUPATIONAL GROUP

### **GRADE : 18**

**SALARY: \$46,718 to \$77,303**

Computer Systems Analyst I	Automatic Data Processing
Construction Field Representative	Engineering and Architecture
Coordinator/ASAP	Legal, Paralegal and Kindred
Coordinator I/Community Svc Programs	Social Science and Welfare
Coordinator I/Rehabilitation Loan	Housing
Coordinator/Special Services	Recreation
Customer Support Engineer III	Automatic Date Processing
Law Librarian	Library and Archives
Network Engineer I	Automatic Data Processing
Pharmacist I	Medical, Dental, Hospital and Public Health
Plans Examiner	Engineering and Architecture
Senior Contract Administrator	Procurement and Supply
Supervisor/Fleet Services	Equipment, Facilities and Services
Supervisory Graphic Artist	Information and Arts
Supervisor/Personal Property Tax	Business and Industry
T&ES Inspector III	Engineering and Architecture
Transportation Information Specialist	Transportation and Environmental Services

### **GRADE : 19**

**SALARY: \$49,050 to \$81,161**

Accountant II	Accounting, Budget and Finance
Budget/Management Analyst I	Accounting, Budget and Finance
Communications Officer	Information and Arts
Computer Programmer/Analyst I	Automatic Data Processing
Computer Systems Analyst II	Automatic Data Processing
Coordinator/Assisted Residential Services	Social Science and Welfare
Coordinator/Housing Program	Housing
Coordinator/Vocational & Pre-vocational Svc's	Social Science and Welfare
Epidemiologist	Medical, Dental, Hospital and Public Health
Fiscal Officer I	Accounting, Budget and Finance
Housing Analyst	Housing
Land Survey Analyst	Engineering and Architecture
Librarian III	Library and Archives
Personnel Analyst II	Personnel Management and Employee Relations
Program Analyst	Administrative, Clerical and Office Services
Probation Officer	Public Safety and Enforcement
Public Health Nurse II	Medical, Dental, Hospital and Public Health

# General Schedule Classification Plan

## JOB TITLE

## OCCUPATIONAL GROUP

### **GRADE : 19**

**SALARY: \$49,050 to \$81,161**

Public Safety Information Officer	Information and Arts
Quality Assurance Specialist	Social Science and Welfare
Real Estate Officer	Housing
Records Administrator/Archivist	Administrative, Clerical and Office Services
Records Manager	Administrative, Clerical and Office Services
Retirement Specialist	Personnel Management and Employee Relations
Revenue Collection Specialist V	Business and Industry
Sanitarian II	Medical, Dental, Hospital and Public Health
Supervisor Alex Community Corrections Prgm's	Public Safety and Enforcement
Supervisor/Code Enforcement Field	Information and Arts
Supervisor/Community Affairs	Information and Arts
Supervisor/Eligibility	Social Science and Welfare
Supervisor/Recreation Leader III	Recreation
Supervisory Registered Nurse	Medical, Dental, Hospital and Public Health
Superintendent/Parks & Facilities Maintenance	Equipment, Facilities and Services
Superintendent/Transportation	Transportation and Environmental Services
Urban Planner II	Planning and Urban Development

### **GRADE : 20**

**SALARY: \$51,499 to \$85,214**

Administrative Officer II	Administrative, Clerical and Office Services
Archaeologist	Information and Arts
City Arborist	Biological Sciences
Civil Engineer II	Engineering and Architecture
Computer Systems Analyst III	Automatic Data Processing
Coordinator/Community and Family Advocacy	Social Science and Welfare
Coordinator/Emergency Planning	Public Safety and Enforcement
Coordinator/Grants	Accounting, Budget and Finance
Coordinator/Information Technology Services	Automatic Data Processing
Program Coordinator	Social Science and Welfare
Coordinator II /Rehabilitation Loan	Housing
Coordinator/Site Plan/Administrative Assistant	Planning and Urban Development
Coordinator/Telecommunications	Equipment, Facilities, and Services
Coordinator/Victim-Witness Assistance	Legal, Paralegal and Kindred
Director/Adult Day Services Center	Social Science and Welfare

# General Schedule Classification Plan

## JOB TITLE

## OCCUPATIONAL GROUP

### **GRADE : 20**

**SALARY: \$51,499 to \$85,214**

Early Childhood Development Training Specialist	Social Science and Welfare
Emergency Management Planner	Public Safety and Enforcement
Emergency Mgmt/Citizen Corporation Liaison	Public Safety and Enforcement
Fiscal Officer II	Accounting, Budget and Finance
Inmate Records/Classification Manager	Public Safety and Enforcement
Librarian IV	Library and Archives
Naturalist II	Biological Sciences
Network Engineer II	Automatic Data Processing
Nurse Practitioner	Medical, Dental, Hospital and Public Health
Personnel Analyst III	Personnel Management and Employee Relations
Psychiatric Nurse	Medical, Dental, Hospital and Public Health
Public Health Nurse III	Medical, Dental, Hospital and Public Health
Social Worker II	Social Science and Welfare
Space Planner	Planning and Urban Development
Senior Probation Officer	Public Safety and Enforcement
Senior Real Estate Appraiser	Business and Industry
Supervisory Admin Assistant to Counsel	Administrative, Clerical and Office Services
Supervisor/Electronic Publishing Office	Automatic Data Processing
Supervisor/Business and Professional License	Business and Industry
Supervisor/Fire Personnel	Personnel Management and Employee Relations
Supervisor/Identification	Public Safety and Enforcement
Supervisor/Police Personnel and Training	Personnel Management and Employee Relations
Supervisor/Recreation Leader IV	Recreation
Supervisor/Revenue	Business and Industry
Supervisor/Tax Services & Enforcement	Business and Industry
Supervisor/Therapeutic Recreation Leader II	Medical, Dental, Hospital and Public Health
Superintendent/Construction and Maintenance	Equipment, Facilities and Services
Systems Programmer Specialist	Automatic Data Processing
Transportation Planner	Transportation and Environmental Services

### **GRADE : 21**

**SALARY: \$54,075 to \$89,476**

Air Pollution Control Specialist	Transportation and Environmental Services
Architect	Engineering and Architecture
Assistant City Attorney I	Legal, Paralegal and Kindred
Assistant Commonwealth's Attorney I	Legal, Paralegal and Kindred

# General Schedule Classification Plan

## JOB TITLE

## OCCUPATIONAL GROUP

### **GRADE : 21**

**SALARY: \$54,075 to \$89,476**

Budget/Management Analyst II	Accounting, Budget and Finance
Buyer III	Procurement and Supply
Circuit Court Law Clerk	Legal, Paralegal and Kindred
Code Enforcement Engineer I	Engineering and Architecture
Computer Programmer/Analyst II	Automatic Data Processing
Coordinator II/Community Services Program	Social Science and Welfare
Coordinator/Fire Emergency Comm	Public Safety and Enforcement
Coordinator/Residential Services	Social Science and Welfare
Coordinator/Transportation	Transportation and Environmental Services
Director/Museum	Information and Arts
Division Chief/Communications	Equipment, Facilities and Services
Elections Administrator	Policy Determining
Librarian V	Library and Archives
Mechanical Engineer	Engineering and Architecture
Pharmacist II	Medical, Dental, Hospital and Public Health
Registrar	Policy Determining
Supervisor/Business Tax Audit	Business and Industry
Supervisor/Crime Analysis	Automatic Data Processing
Supervisor/Financial Reporting	Accounting, Budget and Finance
Supervisor/Fire Maintenance	Public Safety and Enforcement
Supervisor/Public Health Nurse	Medical, Dental, Hospital and Public Health
Supervisor/Recreation Leader V	Recreation
Supervisory/Sanitarian	Medical, Dental, Hospital and Public Health
Supervisor/Treasury	Accounting, Budget and Finance
Therapist III	Social Science and Welfare
Urban Designer	Planning and Urban Development
Urban Planner III	Planning and Urban Development
Water Quality Comp Specialist	Transportation and Environmental Services

### **GRADE : 22**

**SALARY: \$56,774 to \$93,943**

Chief of Surveys	Engineering and Architecture
City Archaeologist	Information and Arts
Civil Engineer III	Engineering and Architecture
Code Enforcement Engineer II	Engineering and Architecture
Computer Systems Analyst IV	Automatic Data Processing

# General Schedule Classification Plan

## JOB TITLE

## OCCUPATIONAL GROUP

### **GRADE : 22**

**SALARY: \$56,774 to \$93,943**

Consumer Affairs Administrator	Business and Industry
Coordinator/Domestic Violence Program	Social Science and Welfare
Coordinator/Long-Term Care Services	Social Science and Welfare
Director/Alternative Programs	Public Safety and Enforcement
Director/Residential Programs	Social Science and Welfare
Division Chief/ITS Customer Services	Automatic Data Processing
Gang Prevention & Intervention Liaison	Social Science and Welfare
Human Services Program Administrator	Social Science and Welfare
Internal Auditor II	Accounting, Budget and Finance
Lotus Notes Support Engineer	Automatic Data Processing
Network Engineer III	Automatic Data Processing
Risk Manager	Business and Industry
Senior Circuit Court Law Clerk	Legal, Paralegal and Kindred
Supervisory Administrative Officer II	Administrative, Clerical and Office Services
Supervisor/Court Services I	Legal, Paralegal and Kindred
Supervisor/Laboratory	Medical, Dental, Hospital and Public Health
Supervisor/PIE Program	Social Science and Welfare
Supervisory Program Analyst	Administrative, Clerical and Office Services
Supervisory Social Worker	Social Science and Welfare
Supervisory Therapist	Social Science and Welfare
Traffic Signal Systems Engineer	Engineering and Architecture
Watershed Program Administrator	Engineering and Architecture

### **GRADE : 23**

**SALARY: \$59,614 to \$98,642**

Assistant to the City Manager	Administrative, Clerical and Office Services
Business Facilitator	Business and Industry
Clinical Psychologist I	Social Science and Welfare
Code Enforcement Engineer III	Engineering and Architecture
Computer Programmer/Analyst III	Automatic Data Processing
Day Support Services Coordinator	Social Science and Welfare
Database Administrator I	Automatic Data Processing
Energy Management Engineer	Engineering and Architecture
Radio System Manager	Public Safety and Enforcement
Supervisor/Clinical Substance Abuse Services	Social Science and Welfare
Supervisory Urban Planner	Planning and Urban Development
Web Architect	Automatic Data Processing

# General Schedule Classification Plan

## JOB TITLE

## OCCUPATIONAL GROUP

**GRADE : 24**

**SALARY: \$62,592 to \$103,569**

Assistant City Attorney II	Legal, Paralegal and Kindred
Assistant Commonwealth's Attorney II	Legal, Paralegal and Kindred
Budget/Management Analyst III	Accounting, Budget and Finance
Civil Engineer IV	Engineering and Architecture
Clinical Psychologist II	Social Science and Welfare
Computer Programmer/Analyst IV	Automatic Data Processing
Coordinator/CJIS	Automatic Data Processing
Coordinator/Emergency Management	Public Safety and Enforcement
Coordinator/Organizational Development	Policy Determining
Coordinator/Special Project/Recreation	Administrative, Clerical and Office Services
Database Administrator II	Automatic Data Processing
Director/Aging and Adult Services	Social Science and Welfare
Director/Alexandria Works!	Social Science and Welfare
Director/Office for Early Childhood Dvlpmnt	Social Science and Welfare
Director/Office of Community Services	Social Science and Welfare
Director/Office of Employment and Training	Social Science and Welfare
Director/Office on Youth	Social Science and Welfare
Division Chief/Administrative Services	Administrative, Clerical and Office Services
Division Chief/Capital Projects	Engineering and Architecture
Division Chief/Facilities Maintenance	Equipment, Facilities and Services
Division Chief/Fleet Services	Equipment, Facilities and Services
Division Chief/GIS	Planning and Urban Development
Division Chief/Housing Prgm Implementation	Housing
Division Chief/Housing Prgm Admin	Housing
Division Chief/Landlord-Tenant Relations	Housing
Division Chief/Maintenance	Equipment, Facilities and Services
Division Chief/Real Estate	Business and Industry
Division Chief/Solid Waste	Equipment, Facilities and Services
Division Chief/Special Events & CA	Recreation
Division Chief/Treasury	Accounting, Budget and Finance
Pension Administrator	Personnel Management and Employee Relations
Principal Planner	Planning and Urban Development
Supervisor/Chief of Eligibility	Social Science and Welfare
Supervisor/Court Services II	Legal, Paralegal and Kindred
Supervisor/Environmental Quality Program	Transportation and Environmental Services
Supervisor/Mental Health Team	Social Science and Welfare

# General Schedule Classification Plan

## JOB TITLE

## OCCUPATIONAL GROUP

### **GRADE : 25**

**SALARY: \$65,715 to \$108,737**

City Architect	Engineering and Architecture
Coordinator/Special Projects/Personnel Svc's	Personnel Management and Employee Relations
Director/Acute Care Emergency Svc's Division	Social Science and Welfare
Director/Community Support Program	Social Science and Welfare
Director/Outpatient Program/Mental Health	Social Science and Welfare
Director/Research and Evaluation	Social Science and Welfare
Division Chief/Construction	Engineering and Architecture
Division Chief/Design	Engineering and Architecture
Division Chief/Park Planning	Engineering and Architecture
Division Chief/Personnel Services	Personnel Management and Employee Relations
Division Chief/Planning & Zoning	Planning and Urban Development
Division Chief/Recreation	Recreation
Division Chief/Revenue Administration	Business and Industry
Division Chief/T ransit Services	Transportation and Environmental Services
Division Chief/T ransportation	Transportation and Environmental Services
Fiscal Officer III	Accounting, Budget and Finance
Supervisor/Engineer	Engineering and Architecture
Supervisor/Extended Care Services	Social Science and Welfare

### **GRADE : 26**

**SALARY: \$69,003 to \$114,178**

Assistant City Attorney III	Legal, Paralegal and Kindred
Assistant Commonwealth's Attorney III	Legal, Paralegal and Kindred
Deputy Building Official	Engineering and Architecture
Deputy Director/General Services	Equipment, Facilities and Services
Deputy Director/Library	Library and Archives
Deputy Director/Office of Housing	Housing
Deputy Finance Director/Comptroller	Accounting, Budget and Finance
Director/Dental Services	Medical, Dental, Hospital and Public Health
Director/Nursing	Medical, Dental, Hospital and Public Health
Division Chief/Database Management	Automatic Data Processing
Division Chief/Network Services	Automatic Data Processing
Supervisor/Chief Social Worker	Social Science and Welfare

# General Schedule Classification Plan

## JOB TITLE

## OCCUPATIONAL GROUP

### **GRADE : 27**

**SALARY: \$72,254 to \$119,557**

Associate Director/Acute & Emergency Svc's	Social Science and Welfare
Associate Director/Administrative Services	Administrative, Clerical and Office Services
Associate Director/Child Family & Prv Svc's	Social Science and Welfare
Associate Director/Extended Care Services	Social Science and Welfare
Assistant City Attorney IV	Legal, Paralegal and Kindred
Assistant Commonwealth's Attorney IV	Legal, Paralegal and Kindred
Deputy Director/Office of Code Enforcement	Engineering and Architecture
Deputy Director/Personnel Services	Personnel Management and Employee Relations
Deputy Director/Planning and Zoning	Planning and Urban Development
Deputy Director/Public Health	Administrative, Clerical and Office Services
Deputy Director/Real Estate Assessments	Business and Industry
Deputy Director/Recreation Services	Recreation
Dep Dir/Rec & Nat Resources & Cap Projects	Recreation
Deputy Director/Recreation/Prgm Operations	Recreation
Director/Court Services	Legal, Paralegal and Kindred
Director/Office on Human Rights	Legal, Paralegal and Kindred
Director/Office on Women	Social Science and Welfare
Division Chief/Applications	Automatic Data Processing
Division Chief/Environmental Health	Medical, Dental, Hospital and Public Health
Division Chief/Environmental Services	Transportation and Environmental Services
Division Chief/Network and Security Service	Automatic Data Processing
Legislative Director	Policy Determining
Purchasing Agent	Procurement and Supply
Special Assistant/City Manager	Policy Determining
Special Assistant/Parks and Recreation	Recreation

### **GRADE : 28**

**SALARY: \$75,867 to \$125,534**

Assistant City Attorney V	Legal, Paralegal and Kindred
Assistant Commonwealth's Attorney V	Legal, Paralegal and Kindred
Deputy Director/Human Services	Social Science and Welfare
Deputy Director/IT S	Automatic Data Processing
Deputy Director/T &ES Engineering	Engineering and Architecture
Deputy Director/T &ES Operations	Transportation and Environmental Services
Deputy Director/T &ES Transportation & Transit	Transportation and Environmental Services
Director/Division of Job Link	Social Science and Welfare
Director/Juvenile & Domestic Relations Court	Legal, Paralegal and Kindred
Director/Social Services Division	Social Science and Welfare

# General Schedule Classification Plan

## JOB TITLE

## OCCUPATIONAL GROUP

### **GRADE : 29**

Clinical Psychiatrist  
Deputy Commonwealth's Attorney  
Director/Communications  
Medical Supervisor

**SALARY: \$79,663 to \$131,816**

Medical, Dental, Hospital and Public Health  
Legal, Paralegal and Kindred  
Policy Determining  
Medical, Dental, Hospital and Public Health

### **GRADE : 30**

Director/Finance  
Director/General Services  
Director/Library  
Director/Management & Budget  
Director/Office of Citizen Assistance  
Director/Office of Code Enforcement  
Director/Office of Historic Alexandria  
Director/Office of Housing  
Director/Personnel Services  
Director/Real Estate Assessments  
Director/Recreation, Parks & Cultural Activities  
Senior Clinical Psychiatrist

**SALARY: \$83,642 to \$138,400**

Accounting, Budget and Finance  
Equipment, Facilities, and Services  
Library and Archives  
Accounting, Budget and Finance  
Policy Determining  
Engineering and Architecture  
Information and Arts  
Housing  
Personnel Management and Employee Relations  
Business and Industry  
Recreation  
Medical, Dental, Hospital and Public Health

### **GRADE : 31**

Director/Human Services  
Director/ITS  
Director/MH, MR & SA  
Director/Planning and Zoning  
Director/T & ES  
Fire Chief  
Chief of Police  
Sheriff

**SALARY: \$87,818 to \$145,310**

Social Science and Welfare  
Automatic Data Processing  
Social Science and Welfare  
Planning and Urban Development  
Transportation and Environmental Services  
Public Safety and Enforcement  
Public Safety and Enforcement  
Public Safety and Enforcement

### **GRADE : 32**

Deputy City Manager

**SALARY: \$92,209 to \$152,576**

Policy Determining

### **GRADE : 33**

**SALARY: \$96,819 to \$160,204**

### **GRADE : 34**

**SALARY: \$101,660 to \$168,215**

### **GRADE : 35**

**SALARY: \$106,743 to \$176,625**

# Police Classification Plan

## JOB TITLE

## OCCUPATIONAL GROUP

**GRADE : 09**

Police Officer I

Police Officer II

**SALARY: \$43,618 to \$72,173**

Public Safety and Enforcement

Public Safety and Enforcement

**GRADE : 11**

Police Officer III

**SALARY: \$48,088 to \$79,570**

Public Safety and Enforcement

**GRADE : 12**

Police Officer IV

**SALARY: \$50,489 to \$83,544**

Public Safety and Enforcement

**GRADE : 14**

Police Sergeant

**SALARY: \$55,661 to \$92,101**

Public Safety and Enforcement

**GRADE : 16**

Police Lieutenant

**SALARY: \$61,365 to \$101,539**

Public Safety and Enforcement

**GRADE : 19**

Police Captain

**SALARY: \$70,837 to \$117,212**

Public Safety and Enforcement

**GRADE : 22**

Deputy Chief/Police

**SALARY: \$82,002 to \$135,686**

Public Safety and Enforcement

**NOTE: The Chief of Police position is reflected in the General Schedule Classification Plan. It should also be noted that this schedule does not reflect any possible changes as a result of a Benchmark Analysis with comparator jurisdictions currently being conducted.**

# Sheriff Classification Plan

## JOB TITLE

## OCCUPATIONAL GROUP

**GRADE : 09**

Deputy Sheriff I

Deputy Sheriff II

**SALARY: \$43,618 to \$72,173**

Public Safety and Enforcement

Public Safety and Enforcement

**GRADE : 11**

Deputy Sheriff III

**SALARY: \$48,088 to \$79,570**

Public Safety and Enforcement

**GRADE : 12**

Deputy Sheriff IV

**SALARY: \$50,489 to \$83,544**

Public Safety and Enforcement

**GRADE : 14**

Deputy Sheriff/Sergeant

**SALARY: \$55,661 to \$92,101**

Public Safety and Enforcement

**GRADE : 16**

Deputy Sheriff/Lieutenant

**SALARY: \$61,365 to \$101,539**

Public Safety and Enforcement

**GRADE : 19**

Deputy Sheriff/Captain

**SALARY: \$70,837 to \$117,212**

Public Safety and Enforcement

**GRADE : 21**

Deputy Sheriff/Chief

**SALARY: \$78,101 to \$129,231**

Public Safety and Enforcement

**GRADE : 22**

Undersheriff

**SALARY: \$82,002 to \$135,686**

Public Safety and Enforcement

**NOTE: The Sheriff position is reflected in the General Schedule Classification Plan. It should also be noted that this schedule does not reflect any possible changes as a result of a Benchmark Analysis with comparator jurisdictions currently being conducted.**

# Fire Classification Plan

**JOB TITLE**

**OCCUPATIONAL GROUP**

<p><b>GRADE : 08</b> Medic/Emergency Rescue Technician I</p>	<p><b>SALARY: \$41,543 to \$68,740</b> Medical, Dental, Hospital &amp; Public Health</p>
<p><b>GRADE : 09</b> Fire Fighter I</p>	<p><b>SALARY: \$43,618 to \$72,173</b> Public Safety and Enforcement</p>
<p><b>GRADE : 10</b> Fire Fighter II Medic/Emergency Rescue Technician II</p>	<p><b>SALARY: \$45,802 to \$75,787</b> Public Safety and Enforcement Medical, Dental, Hospital &amp; Public Health</p>
<p><b>GRADE : 11</b> Deputy Fire Marshal I</p>	<p><b>SALARY: \$48,088 to \$79,570</b> Public Safety and Enforcement</p>
<p><b>GRADE : 13</b> Deputy Fire Marshal II</p>	<p><b>SALARY: \$53,015 to \$87,722</b> Public Safety and Enforcement</p>
<p><b>GRADE : 14</b> Fire Lieutenant Medic/Emergency Rescue Technician III</p>	<p><b>SALARY: \$55,661 to \$92,101</b> Public Safety and Enforcement Medical, Dental, Hospital &amp; Public Health</p>
<p><b>GRADE : 15</b> Deputy Fire Marshal III</p>	<p><b>SALARY: \$58,445 to \$96,708</b> Public Safety and Enforcement</p>
<p><b>GRADE : 16</b> Asst Fire Marshal Fire Captain</p>	<p><b>SALARY: \$61,365 to \$101,539</b> Public Safety and Enforcement Public Safety and Enforcement</p>
<p><b>GRADE : 18</b> Fire Marshal</p>	<p><b>SALARY: \$67,650 to \$111,939</b> Public Safety and Enforcement</p>
<p><b>GRADE : 20</b> Fire Battalion Chief</p>	<p><b>SALARY: \$74,379 to \$123,073</b> Public Safety and Enforcement</p>
<p><b>GRADE : 22</b> Asst Fire Chief</p>	<p><b>SALARY: \$82,002 to \$135,686</b> Public Safety and Enforcement</p>

**NOTE: The Fire Chief position is reflected in the General Schedule Classification Plan. It should also be noted that this schedule does not reflect any possible changes as a result of a Benchmark Analysis with comparator jurisdictions currently being conducted.**

## FY 2010 City Compensated Holidays

July 1, 2010 through June 30, 2011

Independence Day	Monday	July 5, 2010
Labor Day	Monday	September 9, 2010
Columbus Day (observed)	Monday	October 11, 2010
Thanksgiving Day	Thursday	November 25, 2010
Thanksgiving Day (in lieu of Veteran's Day)	Friday	November 26, 2010
Christmas Eve	Thursday	December 23, 2010
Christmas Day	Friday	December 24, 2010
New Year's Holiday	Friday	December 31, 2010
Martin Luther King, Jr., Day (observed)	Monday	January 17, 2011
Presidents' Day (observed)	Monday	February 14, 2011
Memorial Day (observed)	Monday	May 30, 2011

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# City of Alexandria's



## Managing for Results Initiative

Alexandria initiated in 2006 a Managing for Results initiative (MFRI) to achieve City Council's vision for results-focused, financially sustainable, and accountable government. Managing for results is both a management philosophy and a process used to focus government on achieving the results the community values.

*Managing for results is both a management philosophy and a process used to focus government on achieving the results the community values.*

### **City Council's Mission Statement for the City:**

*Alexandria City Government is financially sustainable, provides excellent services that are valued by its customers, and engages the entire community as it plans for its future*

### **City Council's Strategic Plan Goal #5**

***The City Government is Financially Sustainable, Efficient, Community Oriented and Values its Employees***

## ***What is MFRI?***

***Identifies community needs***

***Develops plans for addressing the needs***

***Establishes policies, programs and services according to plans***

***Tracks performance and costs***

***Evaluates and revises plans and services based on performance results***

***MFRI is a long-term investment and effort***

## **What is the Managing for Results Initiative?**

Alexandria joins a growing number of government organizations who are adopting results-focused management systems. According to the Government Accounting Standards Board (GASB):

“the ideas behind (managing for results) are basic: to identify the needs a government is trying to address; to develop an overall plan (mission, goals, objectives, and strategies) for addressing those needs; to come up with policies, programs, and services to meet those needs; to organize and implement budgeting, accounting, and management systems that support the strategies, goals, and objectives laid out in the overall plan; and finally to develop and track cost and performance data that allow the government to gauge its progress in reaching its goals and objectives, and tweaking (or changing) strategies, programs, policies, management systems, or budgets when necessary. Approaching government operations in such terms can have powerful impacts on government decision making and results.”<sup>[1]</sup>

Developing a managing for results system is a long term investment where managing for results elements will be brought on line over time, and organizational capacity will increase with experience.

While the overall premise of managing for results is quite simple, execution of the practices will be challenging. The experience of other organizations has demonstrated that a long term commitment to building systems, engaging stakeholders and changing organizational culture is needed in order to achieve sustained success. With this in mind, the City Manager’s Office began the initiative early in 2006 working with a team of consultants highly experienced in managing for results to assess current practices, identify assets in place and establish strategies for success honed by lessons learned from other organizations.

The MFRI is a long term commitment to develop lasting systems that consistently deliver valued results for Alexandria.

<sup>[1]</sup> [http://www.seagov.org/aboutpmg/mfr\\_intro.pdf](http://www.seagov.org/aboutpmg/mfr_intro.pdf) current on 1/09/07. The Governmental Accounting Standards Board (GASB) is the entity responsible for establishing the standards by which government organizations report their financial condition to stakeholders.

## ***How MFRI Works:***

*Plans for Services*

*Measures Performance*

*Uses Results to Inform Budget Decisions*

*Uses Plans and Performance Data to Manage Programs & Activities*

*Continuously Improves through Assessment of Results*

*Provides Accountability to the Community*

## **How Does the System Achieve Results?**

Alexandria's system has seven major components illustrated in the model below.

City Council's strategic plan and policy direction provide the overall guidance, and the City Manager's Office will translate that guidance into action by developing "business plans" for major results areas in the government.

### **The City of Alexandria's Managing for Results Initiative**



Development of a performance information and cost data system will provide a fundamental foundation that enables the City to define the major programs and activities it provides; assign and track the costs; and measure the quantity, quality and impact of these services.

Budgeting will be informed by the cost and performance information, and decision makers at all levels can align investment of budget dollars with the results Council wants to achieve for the community.

Managers will use goals, objectives, targets and data systems to manage, monitor and ultimately deliver the planned results.

Performance information will help everyone with a role in achieving results find ways to continuously improve performance and efficiency.

Finally, reports to Council and the public will demonstrate accountability for achieving results. As the model's cyclical pattern illustrates, future strategic direction and plans will be informed and enriched by the lessons learned in prior cycles.

## ***Why MFRI:***

***Focus on Services  
Provided to the  
Community***

***Identify Levels of Service  
Provided and Areas for  
Improvement***

***Reallocate Resources for  
Better Services***

***Modify Programs,  
Activities & Policies as  
Needed***

***Improve Government  
Effectiveness and  
Efficiency***

***Communicate More  
Clearly***

## **What Benefits are Expected?**

Managing for results delivers many benefits to governments adopting the practices. According to GASB,

“the advantages of (managing for results) are straightforward: (managing for results) allows governments to organize around an evaluation of what they are trying to accomplish, and what is working and what is not based on program performance and cost information. Is the government efficiently and effectively achieving its goals and objectives? Reasons that individual governments may consider pursuing (managing for results) include:

- To focus government more clearly on citizens (including citizens as “customers” or “clients”) and the services they need or want, and less on organization and process
- To establish goals and objectives and to track whether those goals and objectives are being achieved
- To answer such questions as: How efficient and effective are the government’s services? What are the services’ quality levels and how can they be improved?
- To allocate resources, set policies, and organize government in as close accord as possible with desired outcomes
- To determine the degree to which programs and services are aligned with the results the government is trying to achieve
- To modify policies, programs, services, or budgets in midstream based on performance data and results as they flow in
- To compare the government’s performance to itself over time, or with that of other governments (or in certain circumstances, the private sector if such a comparison is appropriate)
- To better communicate to the public and legislative bodies what government is accomplishing, the extent to which goals and objectives are being achieved, and how efficiently and effectively government is functioning “[1]

[1] [http://72.3.167.245/aboutpmg/mfr\\_why.pdf](http://72.3.167.245/aboutpmg/mfr_why.pdf) current on 1/09/07.

**Implementation Steps:**

*Assessment of Current Practices – Completed in FY 2006*

*Identification of Programs and Activities with Performance Measures – Completed in FY 2007*

*Development of Reporting Tools – Began in FY 2007*

*Development of Business Plans – Began in FY 2008*

*Cycle of Re-evaluation and Improvement – Ongoing*

**How Will the City Move Forward with MFRI?**

The City is implementing its results-management system in planned phases so it can reap immediate benefits while the long-term development work of MFRI continues.

**Assessment of Current Practices**

After an assessment of practices and capacity with the consulting team, the City Manager's Office and the Office of Management and Budget agreed to make the first step in identification of all programs and activities delivered by all departments.

***MFRI Implementation Schedule***

Calendar Year	Period	Program/Perform Budget	Qtrly Perf Reporting	Business Plans (Selected Areas)	Dept Use of Perform Measures	Annual Rpt to Public/Council	Modify/Refine Strategic Plan		
2006	July - Dec	Develop							
	Jan - June	Use	Develop		Train				
2007	July - Dec	Refine	Use & Refine	Develop	Use & Refine				
	Jan - June	Use				Develop			
2008	July - Dec	Refine						Use, Refine & Expand	Change as Approp
	Jan - June	Use				Develop & Use			
2009	July - Dec	Refine							
	Jan - June	Use							
2010	July - Dec	Refine							
	Jan - June	Use							

**Identification of Programs & Activities with Performance Measures**

Following a briefing session for the City's senior management staff, departments embarked on identifying services and developing and/or refining a set of performance measures for each of those services.

***As a result of Phase II, the City government has been divided into 165 different programs, each with its own goal, budget and performance measures.***

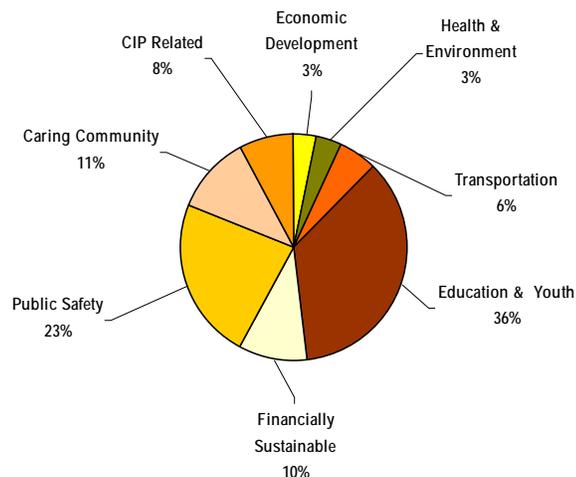
***FY 2011 Proposed Program and Activity Budget by Strategic Plan Goal***

***The 165 programs are subdivided into 467 individual activities, each with its own goal, budget and performance measures.***

## Connecting Budgets to Results

Once the services and measures were in place, the consultants and the Office of Management and Budget assisted departments in allocating costs to the services (programs and activities). These important steps will provide the initial foundation for the City's performance and cost infrastructure. The first benefit of this information was evident during preparation of the FY 2008 budget, where the services and their costs are presented for the first time. This ability to connect resources to results is the first step in budgeting for results and will enable managers, Council and the public to assess the investment of resources and the intended goals of services. In subsequent budget years as more complete cost and performance data are available, services are being evaluated both for alignment with the City's goals and for the effectiveness and quality they deliver.

### The Operating Budget & Strategic Plan Goals



Building the performance and cost data infrastructure is one of the greatest challenges in results management; this capability requires a number of years and considerable effort to build. In many cases, individual departments have not been requested to detail program input, outcome and service quality data as rigorously or consistently as now required for it to be useful for management and budget purposes. The Office of Management and Budget worked with departments during the first half of calendar year 2007 to assess data availability and develop plans to collect and track data consistently and accurately. In particular, departmental cost data that has been historically budgeted and expended by organization has been reallocated and accounted for on a program and activity basis. This includes accounting for payroll data on a program and activity basis, as well as charging vendor payments and other non-personnel costs to appropriate program and activity categories.

### Regular Reporting of Performance Information

This is an essential capability for measuring proper performance and managing programs as well as for accountability and continuous improvement. While departments have always reported their performance to the City Manager's Office, the form and usefulness of these reports have varied. The set of measures for each program and activity includes output, efficiency, service quality and outcome measures.

#### *Types of Performance Measures*

Type	Definition	Example
Output	Amount of Service Provided	# of lane miles resurfaced
Efficiency	Cost Per Unit of Service	Cost per lane mile resurfaced
Service Quality	Quality of Service Provided	% streets resurfaced on schedule
Outcome	Impact on the Community	% of streets in good to excellent condition

The complete set of measures is intended to measure the volume of service provided to the community (output), the unit cost of the service (efficiency), the quality of the service provided (service quality), and the impact the service has on the community (outcome). Outcome measures focus on the broader impact of the programs and activities on the community as a whole, such as teen pregnancy rates, criminal investigation cases closed, or the percent of the waste stream diverted through recycling. By implementing the full set of measures, staff and the community are able to evaluate programs and activities from multiple perspectives.

Once internal management reporting is well established, attention will be turned to translating relevant performance information into reports that will be useful and informative to Council and ultimately to the public.

**Business Plans for City services began to be developed in FY 2008**

**Business Planning Links Strategic Plan Goals to Departmental Service Efforts**

**Business Planning**

When pursuing results of the significance and magnitude reflected in City Council's strategic plan, it is clear that efforts beyond single departments and often beyond the government alone will be required. The role of the City Manager's Office is to integrate and manage strategies, projects and programs so they achieve the results Council and the community want. In FY 2008, the City began developing coordinated business plans for key results areas that support Council's strategic plan and policies. Development of business plans to encompass key results areas will require at least several years to cover the breadth of topics. During their development, the business plans will provide an opportunity for dialogue with Council when validating Approved strategies and objectives. These plans should prove useful when Council updates its own Strategic Plan in future years and will accelerate the cycle of achieving better results.



***Managing for results is a philosophy and process rather than a project with a beginning or end. City Council, the City Manager's Office and departments will all play an important role in advancing the MFRI. All share the commitment to implementing lasting systems that deliver the very best results for the community we serve.***

### Continuous Improvement

Moving from collecting performance information to managing performance requires a combination of improvements in many areas. Advancements to systems, learning and organizational culture must be continually driven by committed leadership.

Continuous improvement requires the setting of goals and measurable objectives, the use of feedback mechanisms that enable organizations to become more proficient and efficient, and the practice of regular, interactive forums to evaluate performance.

The City Manager's Office and the Office of Management and Budget will establish a series of training, knowledge sharing, and development opportunities to help managers at all levels understand and successfully practice results management. As evidenced by the initial assessment, many departments have well functioning, exemplary practices in place in some program areas. This knowledge base can be tapped and extended.

Additionally, the City will continue to work with the International City and County Management Association (ICMA) and other professional organizations to learn and adapt best practices.

Managing for results is a philosophy and process rather than a project with a beginning or end. City Council, the City Manager's Office and departments will all play an important role in advancing the MFRI. All share the commitment to implementing lasting systems that deliver the very best results for the community we serve.

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