



## **City of Roanoke**

### *Purchasing Division*

Noel C. Taylor Municipal Building  
215 Church Ave., SW  
Room 202  
Roanoke, VA 24011  
U.S.A.

## **Request for Information**

**RFI # 16-06-03**

for

## **CLASSIFICATION AND COMPENSATION STUDY**

**SUBMISSIONS DUE: January 8, 2016**

## **Introduction**

The City of Roanoke, Virginia through its Department of Human Resources may seek qualified and experienced vendors to conduct a Classification and Compensation Study of all positions in the organization to ensure that employee compensation is distributed equitably.

The City recognizes the need to periodically review, analyze, and update its job classification and compensation system and to periodically analyze its pay. The purpose of this Request for Information (RFI) is to solicit information from Providers that will allow the City to gain a better understanding of consultative services available to explore and assess the City's existing job classification system and pay plan that will ensure internal and external equity and consistency within the structure by which employees are compensated.

Respondents are also asked to address associated cost estimates for the consultative services and where feasible, should include cost estimates for all service components.

## **Background:**

The City of Roanoke's compensation plan is based on the principles of fair and consistent administration with salary adjustments based on the employee's performance. Each fiscal year, a compensation package is recommended by the City Manager and is adopted by City Council as part of the annual budget process. The compensation package is generally recommended by Human Resources upon completion of an annual Compensation Review, which benchmarks the City's positions with comparable positions that are competitive with its recruiting labor market – the Virginia First Cities. Over the years, adjustments have been made to the compensation plan to address salaries below the market, and pay compression.

The City has not conducted an overall job classification and compensation review of all City positions since 1999. However, classification specifications and reclassifications have been conducted on an "as requested" basis, ranging from a specific position when a vacancy occurs or major changes to job competencies to the reorganization of all positions assigned to a specific department/division.

## **Personnel Structure and Composition:**

As of Fiscal Year 2015/2016, the City had a total of 1,629 FTEs (Full Time Employees) under approximately 286 job classifications. These budgeted full-time positions are staffed within 59 City departments, inclusive of positions funded through the general fund and proprietary funds. A copy of a Three-Year Staffing Level History is provided as Attachment A, and positions by title, pay grade and classification code is provided as Attachment B.

The City has a single pay structure ("pay plan") consisting of seventeen (17) pay grades, to which all City positions are assigned. Each position has a hiring rate, a

minimum level, and maximum level, and mid-points are often calculated by Human Resources for the purposes of compensation analyses. A current copy of the salary schedule is included as Attachment C.

In FY 2015/2016, personnel costs (salary and fringe benefits) totaled over \$108.2 million. A salary increase was also recommended which totaled \$3.38 million for a 3 percent general wage increase and to implement a 5 percent employee contribution to the pension plan. To address market competitiveness, approximately \$208K was budgeted for jobs 90 percent or less of market average pay and/or with high turnover rates. An additional \$505K was approved for targeted funds to address market competitiveness and pay compression for public safety.

The City's workforce is inclusive of three public safety entities – Police, Fire-EMS, and the Sheriff / Jail Department, as well as Social Services. These four (4) departments comprise approximately 60 percent of the City's workforce with a breakdown as follows: 1) Police - 301 FTE; 2) Fire-EMS – 251; 3) Sheriff / Jail – 209 FTE; and 4) Social Services – 215 FTE.

**Goal of the RFI:**

The goal of this RFI is to obtain information regarding the services available for a comprehensive Compensation and Classification Study that identifies the City of Roanoke's competitive position in the labor market and assesses internal and external equity of all positions in the organization.

A thorough classification and compensation study and analysis of the City and those organizations that draw on a shared labor market will indicate the City's current position and its ability now and in the future to recruit and retain talented employees to provide quality services to the City of Roanoke. It is expected that the study will determine what actions should be taken, if any, to avoid loss of qualified staff and difficulties in recruiting new employees for City employment, while competitively compensating current employees. In addition, it is expected that the study will recommend adjustments, if needed, to the City's pay plan rules, policies, and salary structure to allow appropriate compensation and/or to rectify compression/equity issues.

**The City encourages providers to become involved with this project by responding to this RFI.**

This RFI is seeking information including, **but not limited to**, the information contained in the categories described below.

- A. The respondent's study objectives and methodology for conducting a qualitative and quantitative analysis of the City's positions and compensation structure. Project activities may include the following:
  - A project kick-off / initiation meeting.

- A communication strategy.
  - Employee outreach, such as interviews and focus group sessions designed to gather varied perspectives.
  - Job Assessment Tools (JATs).
  - Data collection of relevant background material.
- B. The respondent's completion of a Market Analysis which may include:
- A review of the City's methodology for assessing the competitiveness of its pay levels.
  - The methodology for testing the market competitiveness of selected positions.
  - Plans to conduct a market salary survey and provide feedback to the City regarding current market competitiveness.
    - A salary survey of external markets (such as the First Cities) that have similar characteristics, demographics, and service offerings.
    - Establishment of appropriate benchmarking standards, inclusive of a comparison and analysis of salaries and wages of similar jobs (external equity) of comparable local governments (First Cities).
- C. An analysis of job classifications within the City to assess internal equity, the efficiency of the current classification plan, placement in the organizational structure, and the establishment of pay ranges.
- A review of the manner in which the City assigns individual positions to grades within the pay plan.
  - Recommendations for strategic positioning using market data and best practices.
  - A position evaluation system that can easily accommodate organizational change and growth.
- D. A review of the administration of the pay plan by Human Resources.
- An assessment of the strengths and weaknesses of the current pay system.
  - Alternative approaches for consideration.
  - Development of a revised compensation structure, if needed, and implementation costs for said structure.
- E. Development and submittal of a final report of recommendations, including discussion of methods, techniques, and data used to develop the classification and compensation plan and other components as cited below:
- All classification and compensation survey results.
  - A report of the compensation system that compares the City and its relations to the market.
  - An analysis of the financial impact for various implementation dates of the new classification and compensation plan, if recommended.
  - Instructional information to allow the City's Department of Human Resources to conduct individual salary audits and recommend adjustments consistent with the study methodology.
  - A plan of action for implementation support and training as needed.

## **Request for Proposal (RFP)**

- Information gained from this RFI may be used for project planning and may, or may not, be used in the development of an RFP.
- Cost estimates are requested, but no formal or binding price submittals.

## **Existing Standards**

If there are any existing standards, the City requests that each respondent include such standards in your response to this RFI.

## **Laws**

Respondents are asked to describe any significant laws or regulations that could have a significant impact upon the technology being proposed within their RFI response. This includes requirements, limitations, and specific laws which may pertain to the relative coverage area or component(s). It would also be beneficial to identify specific trends that are expected in the near future.

## **Instructions for Responding to this RFI**

### **General**

Organizations responding to this RFI shall designate a single contact within that organization for receipt of all subsequent information regarding this RFI, RFI responses, and any subsequent activities that may follow from this RFI.

Responses to this RFI must be received by Roanoke no later than 2 P.M., on January 8, 2016. Documentation submitted in response to this RFI will be reviewed by the City's project team.

### **Trade Secrets, Confidential Information**

If you consider any portion of your response to be privileged or confidential by statute, including trade secrets and commercial or financial information, clearly identify those portions. The City will honor your notations. Marking your entire response Confidential/Proprietary is not in the conformance with the Virginia Public Procurement Act (VPPA).

### **Format of RFI Responses (Required)**

The following outline is offered to assist in the development of your response. You should include:

#### **One (1) original and five (5) copies.**

1. A cover letter -- the cover letter must include a brief summary of your response.
2. Your response to any or all of the RFI objectives.
3. If necessary, please include a glossary which describes terms used in your RFI, and the application of each in the proposed solution(s).

Regarding size of the RFI response, no limit is made on the number of pages submitted. However, we do ask that your responses be provided as an introduction to, rather than a full explanation of, a proposed solution. Additional details will be requested in follow-up correspondence.

Supporting documentation will be accepted, but you must indicate which portions of the supporting document are relevant to this RFI.

NOTE: Because responses become public documents of Roanoke, we ask that proprietary and confidential material not be included in any response. If copyrighted, a statement waiving that copyright for use by Roanoke is required for the purposes of providing copies for review.

### **How to Submit (Required)**

Submitted material (**one (1) original and five (5) copies**) may be attached to a cover letter and mailed to the City's Purchasing Manager to the address provided below on or before 2 PM, January 8, 2016:

Purchasing Division  
Noel C. Taylor Municipal Building  
215 Church Avenue, S.W., Room 202  
Roanoke, Virginia 24011

### **Reimbursements**

The City of Roanoke will not reimburse submitters for any costs in conjunction with their responses to this RFI.

### **Access to Responses**

Submitters will be entitled to access all the submittals received in response to this RFI.

Requests for copies should be submitted via email to [faye.gilchrist@roanokeva.gov](mailto:faye.gilchrist@roanokeva.gov).

### **Response Review Process and Schedule**

#### **Process**

The Purchasing Division and the Department of Human Resources will coordinate the review of each RFI response and work with the Project Team to develop follow-up plans. Project Plans outlining the defined follow-up activities will be created based on the RFI contents and communication with the respondent(s).

#### **Clarification of Responses**

To fully comprehend the information contained within a response to this RFI, Purchasing may seek further clarification of your response. This clarification may come in the form of verbal communication over the telephone; written communication; electronic; or a request to make a presentation.

**About this document**

This document is a Request for Information. It differs from an Invitation to Bid or a Request for Proposal in that the City of Roanoke, VA is seeking to obtain information concerning the feasibility and practicality of deploying this technology in and around the City of Roanoke.

This document is not intended to in any way result in a contract.

No individual of any using department has the authority to legally and/or financially commit the City to any contract, agreement, or purchase order for good or services.

***Questions and Further Information***

Questions concerning the RFI shall be directed, in writing, to:

Faye Gilchrist, Buyer  
Noel C. Taylor Municipal Building  
215 Church Avenue, S.W., Room 252  
Roanoke, Virginia 24011

Email questions are accepted: [faye.gilchrist@roanokeva.gov](mailto:faye.gilchrist@roanokeva.gov)

**Attachment A to RFI No. 16-06-03  
Classification and Compensation Study**

<b>Three-Year Staffing Level History</b>				
<b>Program</b>	<b>Budgeted Positions FY 2013-14</b>	<b>Budgeted Positions FY 2014-15</b>	<b>Budgeted Positions FY 2015-16</b>	<b>Position Increase (Decrease)</b>
<b>GENERAL FUND</b>				
Building Inspections	11.0	13.0	13.0	0.0
Circuit Court	6.0	6.0	6.0	0.0
City Attorney	8.0	8.0	8.0	0.0
City Clerk	6.0	6.0	6.0	0.0
City Council	7.0	7.0	7.0	0.0
City Manager	6.0	6.0	6.0	0.0
City Treasurer	18.0	18.0	18.0	0.0
Clerk of Circuit Court	25.0	25.0	25.0	0.0
Commissioner of the Revenue	17.0	17.0	17.0	0.0
Commonwealth's Attorney	19.0	19.0	19.0	0.0
Director of Finance	27.0	26.0	27.0	1.0
Director of General Services	2.0	2.0	2.0	0.0
Director of Public Works	1.0	1.0	1.0	0.0
E-911 Center	44.0	43.0	43.0	0.0
Economic Development	7.5	7.5	7.5	0.0
Electoral Board	3.0	3.0	3.0	0.0
Engineering	17.0	14.0	14.0	0.0
Environmental Management	3.0	3.0	3.0	0.0
Facilities Management - Building Maintenance	42.0	42.0	43.0	1.0
Facilities Management - Custodial Services	13.0	13.0	13.0	0.0
Fire/EMS – Administration	6.0	6.0	7.0	1.0
Fire/EMS – Emergency Management	1.0	1.0	1.0	0.0
Fire/EMS – Operations	234.0	237.0	234.0	(3.0)
Fire/EMS – Support	10.0	7.0	9.0	2.0
Human Resources	12.0	12.0	12.0	0.0
Human Services Support	1.0	1.0	1.0	0.0
Jail	175.0	175.0	173.0	(2.0)
Juvenile and Domestic Relations Court Services Unit	1.0	2.0	2.0	0.0
Libraries	45.0	44.0	44.0	0.0
Management & Budget	6.0	6.0	6.0	0.0
Municipal Auditing	6.0	6.0	6.0	0.0
Neighborhood Services	22.0	22.0	22.0	0.0
Neighborhood Support	1.0	1.0	1.0	0.0
Office of Communications	3.0	3.0	3.0	0.0
On-Street Parking <sup>1</sup>	4.0	0.0	0.0	0.0
Outreach Detention	4.0	4.0	4.0	0.0
Parks & Recreation - Administration	7.0	8.0	8.0	0.0
Parks & Recreation – Park Maintenance	41.0	39.0	38.0	(1.0)
Parks & Recreation – Recreation Operations	11.0	14.0	15.0	1.0
Planning, Building and Development	17.0	17.0	17.0	0.0
Police - Administration <sup>2</sup>	6.0	8.0	30.0	22.0
Police - Animal Control	8.0	8.0	7.0	(1.0)
Police – Investigation	56.0	59.0	33.0	(26.0)
Police – Patrol	177.0	176.0	189.0	13.0
Police – Services	46.0	41.0	36.0	(5.0)
Police – Training	8.0	8.0	6.0	(2.0)
Purchasing	6.0	6.0	6.0	0.0
Real Estate Valuation	12.0	12.0	12.0	0.0
Sheriff	34.0	34.0	36.0	2.0

**Attachment A to RFI No. 16-06-03  
Classification and Compensation Study**

<b>Three-Year Staffing Level History</b>				
<b>Program</b>	<b>Budgeted Positions FY 2013-14</b>	<b>Budgeted Positions FY 2014-15</b>	<b>Budgeted Positions FY 2015-16</b>	<b>Position Increase (Decrease)</b>
<b>GENERAL FUND</b>				
Social Services	213.5	213.5	215.0	1.5
Solid Waste Management	57.0	57.0	57.0	0.0
Transportation - Engineering & Operations	23.0	23.0	23.0	0.0
Transportation - Street Maintenance	62.0	43.0	43.0	0.0
Youth Haven I	8.0	6.0	6.0	0.0
<b>TOTAL – GENERAL FUND</b>	<b>1,606.0</b>	<b>1,579.0</b>	<b>1,583.5</b>	<b>4.5</b>
Fleet Management	26.0	26.0	26.0	0.0
Parking Fund <sup>3</sup>	1.5	0.5	0.5	0.0
Risk Management Fund	3.0	3.0	3.0	0.0
Storm Water Utility Fund <sup>4</sup>	0.0	29.0	33.0	4.0
Technology Fund	40.0	40.0	40.0	0.0
<b>TOTAL - PROPRIETARY FUNDS</b>	<b>70.5</b>	<b>98.5</b>	<b>102.5</b>	<b>4.0</b>
<b>TOTAL - ALL FUNDS</b>	<b>1,676.5</b>	<b>1,677.5</b>	<b>1,686.0</b>	<b>8.5</b>

Budgeted positions for FY 2014-2015 have been restated to reflect positions that had been added or reallocated during the year.

<sup>1</sup> For FY 2013-2014, the name of the Billings and Collections unit changed to On-Street Parking as it would only be responsible for on-street parking enforcement. The other functions previously performed by Billings and Collections transitioned to the City Treasurer's Office and to the Department of Finance. The budgeted staffing positions for FY 2013-2014 reflected those changes. For FY 2014-2015, the parking positions were eliminated with the contracting of on-street parking enforcement services.

<sup>2</sup> In January 2014, the Police Department was reorganized to implement geographical policing. Though the total staffing allotment did not change, different units had different staff counts than in previous years. Overall staffing to increase in FY 16 by 1 FTE with the addition of an Automation Support Assistant.

<sup>3</sup> The Parking Coordinator position appeared under Economic Development for FY 2010-2011 and FY 2011-2012. During FY 2012-2013, a Special Projects Coordinator position was allocated to the Parking Fund. In FY 2014-2015 that position transitioned back to the Dept of Finance and was re-classified as a Retirement Accountant.

<sup>4</sup> In FY 2014-2015 the City established the new Storm Water Utility Fund. Twenty-two FTE's transitioned from Public Works (18 from Street Maintenance, 1 from Traffic Engineering, & 3 from Engineering). Seven new FTE's were added. In FY 2015-2016, four additional positions are being added.

**Attachment B to RFI No. 16-06-03  
Classification and Compensation Study  
City Job Postings - PositionTitle**

Job Title	Department	Pay Grade	FLSA	Class Code
Account Clerk		08	Nonexempt	144
Account Technician		09	Nonexempt	146
Accountant	Finance	12	Exempt	153
Accounting Supervisor	Finance	15	Exempt	147
Accounts Payable Clerk	Finance	08	Nonexempt	145
Accounts Payable Systems Coordinator	Human Services/Social Services	13	Exempt	018
Accreditation Coordinator	Police	12	Exempt	854
Administrative Assistant I		05	Nonexempt	003
Administrative Assistant II		07	Nonexempt	004
Administrative Assistant III		09	Nonexempt	005
Administrative Assistant IV		10	Nonexempt	006
Administrative Assistant IV (Judicial Secretary)	Circuit Court	10	Nonexempt	006
Administrative Assistant IV (Legal Secretary)	City Attorney	10	Nonexempt	006
Administrative Assistant Supervisor	Planning	10	Nonexempt	007
	Building & Development			
	Sheriff			
Animal Warden / Animal Control Unit	Police	10	Nonexempt	835
Application Administrator	Technology	17	Exempt	192
Application Developer I	Technology	12	Exempt	115
Application Developer II	Technology	13	Exempt	116
Application Developer III	Technology	14	Exempt	117
Application Project Leader	Technology	15	Exempt	100
Application Project Manager	Technology	16	Exempt	119
Appraiser Aide	Real Estate Valuation	08	Nonexempt	171
Appraiser I	Real Estate Valuation	12	Exempt	173
Appraiser II	Real Estate Valuation	14	Exempt	174
Architect I	Engineering	14	Exempt	220
Architect II	Engineering	16	Exempt	223
Arts and Culture Coordinator	Economic Development	13	Exempt	661
Assistant City Attorney I	City Attorney	16	Exempt	084
Assistant City Attorney II	City Attorney	17	Exempt	085
Assistant City Attorney III	City Attorney	18	Exempt	086 (Temporary)
Assistant City Manager For Community Development	City Manager	20	Exempt	899
Assistant City Manager For Operations	City Manager	20	Exempt	399
Assistant Commonwealth Attorney I	Commonwealth Attorney	16	Exempt	888
Assistant Commonwealth Attorney I	Commonwealth Attorney (Domestic Violence)	16	Exempt	888
Assistant Commonwealth Attorney II	Commonwealth Attorney	17	Exempt	889
Assistant Deputy City Clerk	City Clerk	12	Exempt	023
Assistant Director of Finance	Finance	17	Exempt	158
Assistant Director of Technology	Technology	17	Exempt	104
Assistant Municipal Auditor	Municipal Auditing	16	Exempt	168
Assistant Registrar	Registrar	09	Nonexempt	032
Assistant to the City Manager	City Manager	14	Exempt	299
Auditor	Municipal Auditing	11	Exempt	165
Automation Coordinator	Fire-EMS	12	Nonexempt	108
	Social Services			
	Library			
	Treasurer			
Automation Support Assistant	Police	09	Nonexempt	035
	Social Services			
Benefit Program Specialist I	Human Services/Social Services	09	Nonexempt	775
Benefit Program Specialist II	Human Services/Social Services	10	Nonexempt	776
Benefit Program Supervisor	Human Services/Social Services	13	Exempt	778
Budget Administrator	Management & Budget	16	Exempt	093
Budget Analyst	Management & Budget	12	Exempt	095
	Police			
Budget/Business Analyst	Management & Budget	14	Exempt	090
	Technology			
Building Commissioner	Planning	16	Exempt	261
	Building and Development			

**Attachment B to RFI No. 16-06-03  
Classification and Compensation Study  
City Job Postings - PositionTitle**

Job Title	Department	Pay Grade	FLSA	Class Code
Building Inspector	Planning Building and Development	10	Nonexempt	257
Business License Inspector/Auditor	Commissioner of the Revenue	12	Exempt	055
Buyer	Purchasing	10	Nonexempt	060
Captain Deputy Sheriff	Sheriff	17	Exempt	817
Chief Benefit Program Supervisor	Human Services/Social Services	15	Exempt	779
Chief Deputy Commissioner Of Revenue	Commissioner of the Revenue	15	Exempt	058
Chief Deputy Court Clerk	Clerk Circuit Court	15	Exempt	029
Chief Deputy Treasurer	City Treasurer	15	Exempt	164
Chief of Fire & Emergency Medical Services	Fire-EMS	19	Exempt	878
Chief Social Work Supervisor	Human Services/Social Services	15	Exempt	789
City Attorney	City Attorney office	UC	Exempt	UC
City Engineer	Engineering	17	Exempt	229
City Manager	City Manager's Office	UC		
City Planner I	Planning Building and Development	12	Exempt	235
City Planner II	Planning Building and Development	13	Exempt	236
City Traffic Engineer	Transportation	16	Exempt	546
Civil Engineer I	Engineering Stormwater	14	Exempt	225
Civil Engineer II	Engineering	16	Exempt	227
Claims Specialist	General Services/Sustainability	10	Nonexempt	076
Client Services Assistant	Human Services/Social Services	06	Nonexempt	041
Client Services Supervisor	Human Services/Social Services	13	Exempt	043
Code Compliance Attorney	Commonwealth Attorney	16	Exempt	893
Codes Compliance Coordinator	Neighborhood Services	15	Exempt	265
Codes Compliance Inspector I	Neighborhood Services	10	Nonexempt	260
Codes Compliance Inspector II	Neighborhood Services	11	Nonexempt	263
Collection Inspector	Solid Waste	08	Nonexempt	463
Collection Specialist	City Treasurer Commonwealth Attorney's Office Finance	10	Nonexempt	887
Collector	City Treasurer	08	Nonexempt	128
Combination Inspector I	Planning Building and Development	11	Nonexempt	262
Combination Inspector II	Planning Building and Development	12	Nonexempt	270
Communications and Media Coordinator	Office of Communications	13	Exempt	061
Communications and Media Officer	Office of Communications	15	Exempt	092
Communications Supervisor	Technology	12	Nonexempt	824
Communications Supervisor/Cad System Administrator	Technology	13	Nonexempt	828
Community Relations Specialist	Sheriff	12	Exempt	808
Community Resources Program Administrator	Planning Building & Development	15	Exempt	045
Community Resources Program Specialist	Planning Building & Development	12	Exempt	024
Community Resources Program Specialist II	Planning Building & Development	13	Exempt	094
Community Service Coordinator	Human Services/Social Services	10	Nonexempt	728
Construction Cost Technician	Engineering Stormwater	10	Nonexempt	105
Container Distributor	Solid Waste	08	Nonexempt	436
Contract Specialist	Purchasing	10	Nonexempt	956
Corrections Cook	Group Home	05	Nonexempt	815
Corrections Education Specialist	Sheriff	12	Exempt	807
Corrections Librarian	Sheriff	11	Exempt	809
Corrections Rehabilitation Counselor	Sheriff	11	Exempt	811
Crime Analyst	Police	12	Nonexempt	855
Crime Analyst Supervisor	Police	14	Exempt	954
Crime Prevention Specialist	Police	12	Exempt	859
Cross Connection Control Coordinator	Planning Building and Development	11	Nonexempt	255

**Attachment B to RFI No. 16-06-03  
Classification and Compensation Study  
City Job Postings - PositionTitle**

Job Title	Department	Pay Grade	FLSA	Class Code
Cross Connection Inspector	Planning	10	Nonexempt	272
CSA Utilization Management Coordinator	Building and Development			
CSA/FAPT Coordinator	Human Services/Social Services	13	Exempt	798
Custodian	Human Services/Social Services	13	Exempt	797
Custodian Supervisor	Facilities Management	05	Nonexempt	405
Customer Service Specialist	Facilities Management	09	Nonexempt	408
Database Administrator	Solid Waste	07	Nonexempt	819
Deputy Building Commissioner	Technology	15	Exempt	110
Deputy City Clerk	Planning	13	Exempt	256
Deputy Court Clerk I	Building and Development			
Deputy Court Clerk II	City Clerk	13	Exempt	022
Deputy Court Clerk III	Clerk Circuit Court	08	Nonexempt	026
Deputy Court Clerk Supervisor	Clerk Circuit Court	09	Nonexempt	025
Deputy Director of Real Estate Valuation	Clerk Circuit Court	10	Nonexempt	027
Deputy Fire Marshal	Clerk Circuit Court	12	Exempt	028
Deputy Police Chief	Real Estate Valuation	16	Exempt	178
Deputy Registrar	Fire-EMS	14	Nonexempt	871
Deputy Sheriff	Police	18	Exempt	857
Deputy Tax Clerk I	Registrar	10	Nonexempt	033
Deputy Tax Clerk II	Sheriff	11	Nonexempt	812
Detention Review Specialist	Commissioner of the Revenue	06	Nonexempt	140
Development Inspector	Commissioner of the Revenue	07	Nonexempt	141
Development Review Coordinator	Department of Juvenile Justice	12	Exempt	913
Development Review Engineer I	Planning	11	Nonexempt	242
Development Review Engineer II	Building and Development			
Digital Evidence Technician	Planning	15	Exempt	238
Director of Economic Development	Building and Development			
Director of Finance	Planning	13	Exempt	237
Director of General Services/Sustainability	Building and Development			
Director of Human Resources	Planning	14	Exempt	231
Director of Human Services/Social Services	Building and Development			
Director of Libraries	Police	09	Nonexempt	968
Director of Management and Budget	Economic Development	19	Exempt	247
Director of Parks And Recreation	Finance	20	Exempt	159
Director of Planning, Building and Development	General Services	18	Exempt	497
Director of Public Works	Human Resources	18	Exempt	079
Director of Real Estate Valuation	Human Services/Social Services	19	Exempt	799
Director of Technology	Library	18	Exempt	629
E-Business Developer	Management & Budget	18	Exempt	091
E911 Manager	Parks & Recreation	18	Exempt	649
E911 Operations Specialist	Planning	19	Exempt	239
E911 Systems Coordinator	Building and Development			
E911 Training Coordinator	Public Works	19	Exempt	297
Economic Development Manager	Real Estate Valuation	18	Exempt	179
Economic Development Specialist	Technology	19	Exempt	555
Electrical Inspector	Technology	14	Exempt	051
Emergency Management Coordinator	Technology	16	Exempt	825
Employment Services Supervisor	Technology	12	Nonexempt	810
Employment Services Worker	Technology	12	Nonexempt	823
EMS Training Specialist	Technology	12	Nonexempt	829
Engineering Aide	Economic Development	16	Exempt	248
Engineering Technician I	Economic Development	14	Exempt	246
Engineering Technician II	Temp		Nonexempt	
	Fire-EMS	15	Exempt	885
	Human Services/Social Services	13	Exempt	773
	Human Services/Social Services	11	Exempt	771
	Fire-EMS	12	Nonexempt	870
	Engineering	08	Nonexempt	214
	Engineering	10	Nonexempt	221
	Transportation			
	Transportation	12	Exempt	222
	Engineering			

**Attachment B to RFI No. 16-06-03  
Classification and Compensation Study  
City Job Postings - PositionTitle**

Job Title	Department	Pay Grade	FLSA	Class Code
Enterprise Technology Coordinator	Technology	17	Exempt	826
Environmental Administrator	Director of Public Works	15	Exempt	277
Environmental Specialist	Environmental Management	12	Exempt	276
Equipment/Service Inspector		Temp	Nonexempt	
Facilities Maintenance Business Coordinator	Facilities Management	12	Exempt	535
Facilities Manager	Facilities Management	16	Exempt	539
Facilities Superintendent	Facilities Management	14	Exempt	538
Family Services Aide	Human Services/Social Services	06	Nonexempt	782
Family Services Specialist	Human Services/Social Services	11	Exempt	785
Family Services Supervisor	Human Services/Social Services	13	Exempt	788
Financial Analyst	Finance	14	Exempt	132
Financial Systems Accountant	Finance	13	Exempt	156
	Social Services			
Financial Systems Technician	Finance	11	Nonexempt	155
Fingerprint Technician	Police	12	Nonexempt	953
Fire-EMS Battalion Chief	Fire-EMS	16	Exempt	874
Fire-EMS Captain	Fire-EMS	14	Nonexempt	866
Fire-EMS Deputy Chief	Fire-EMS	18	Exempt	877
Fire-EMS First Lieutenant	Fire-EMS	13	Nonexempt	865
Fire-EMS Lieutenant	Fire-EMS	12	Nonexempt	864
Fire-EMS Support Administrator	Fire-EMS	15	Exempt	876
Fire Marshal	Fire-EMS	16	Exempt	869
Fire Prevention Specialist	Fire-EMS	12	Exempt	873
Fire Protection Specialist	Fire-EMS	12	Nonexempt	872
Fire Safety Inspector	Fire-EMS	Temp	Nonexempt	
Firefighter/EMT	Fire-EMS	11	Nonexempt	862
Firefighter/Paramedic	Fire-EMS	11	Nonexempt	881
Fleet Management Support Administrator	General Services and Sustainability	12	Exempt	587
Fleet Manager	Fleet Management	16	Exempt	589
Forestry Supervisor	Parks & Recreation	Temp	Exempt	416
FPM & VEMAT Coordinator	Human Services/Social Services	12	Exempt	964
Fraud Investigator	Human Services/Social Services	11	Nonexempt	774
Fraud Investigator Supervisor	Human Services/Social Services	13		780
General Registrar	Registrar	Unclassified	Exempt	34
GIS Analyst I	Technology	11	Exempt	125
GIS Analyst II	Technology	12	Exempt	126
GIS Application Project Leader	Technology	15	Exempt	127
GIS Project Manager	Technology	16	Exempt	193
GIS Specialist	Engineering	12	Exempt	213
GIS Technician	Engineering	10	Nonexempt	211
HAT Case Manager (Grant)	Human Services/Social Services	10	Nonexempt	713
Human Resources Analyst	Human Resources	14	Exempt	073
Human Resources Consultant	Human Resources	14	Exempt	071
Human Resources Manager	Human Resources	16	Exempt	077
Human Resources Recruiter	Human Resources	12	Exempt	048
Human Resources Technician	Human Resources	09	Nonexempt	070
Human Services Administrator	Human Services/Social Services	15	Exempt	795
Human Services Business Administrator	Human Services/Social Services	15	Exempt	793
Human Services Support Supervisor	Human Services/Social Services	11	Exempt	959
HVAC Supervisor	Facilities Management	13	Exempt	528
Information Systems Auditor	Municipal Auditing	15	Exempt	167
Information Systems Security Technician	Technology	14	Exempt	111
Information Systems Support Supervisor	Human Services/Social Services	14	Exempt	784
Intake Worker - Grant-Funded	Human Services/Social Services	11	Nonexempt	
Interpreter/Translator	Human Services/Social Services	12	Exempt	791
Junior Accountant		10	Nonexempt	152
Landscape Gardener	Parks & Recreation	07	Nonexempt	422
Lead Custodian	Facilities Management	06	Nonexempt	406
Lead HVAC Technician	Facilities Management	11	Nonexempt	526
Lead Safe Roanoke Program Manager (Grant)	Neighborhood Services	12	Exempt	

**Attachment B to RFI No. 16-06-03  
Classification and Compensation Study  
City Job Postings - PositionTitle**

Job Title	Department	Pay Grade	FLSA	Class Code
Lead Safe Roanoke Program Support Specialist (Grant)	Neighborhood Services	10	Nonexempt	
Learning Specialist	Human Resources	12	Exempt	078
Librarian I	Library	12	Exempt	624
Librarian II	Library	13	Exempt	625
Librarian III	Library	15	Exempt	626
Library Assistant I	Library	07	Nonexempt	615
Library Assistant II	Library	08	Nonexempt	616
Library Associate I	Library	09	Nonexempt	619
Library Associate II	Library	11	Nonexempt	622
Library Community Services Assistant	Library	12	Exempt	621
Lieutenant Deputy Sheriff	Sheriff	16	Exempt	816
Literacy Teacher/Reading Specialist	Library	Temp		
Maintenance Superintendent	Fleet Management	14	Exempt	483
Maintenance Superintendent	Transportation	14	Exempt	483
Maintenance Supervisor	Transportation (Signals)	13	Exempt	481
Maintenance Supervisor	Solid Waste	13	Exempt	481
	Facilities Management			
	Transportation			
	Fleet Management			
Maintenance Technician I	Facilities Management	07	Nonexempt	475
	Transportation			
	Parks & Recreation			
Maintenance Technician II	Facilities Management	08	Nonexempt	476
	Fleet			
	Transportation			
	Parks & Recreation			
Maintenance Technician III	Facilities Management	09	Nonexempt	477
	Fleet			
	Transportation			
	Parks & Recreation			
	Solid Waste			
Maintenance Technician IV	Facilities Management	10	Nonexempt	478
	Fleet			
	Transportation			
	Stormwater Utility			
	Parks & Recreation			
Maintenance Worker I	Transportation	04	Nonexempt	471
Maintenance Worker II	Transportation	05	Nonexempt	472
	Parks & Recreation			
	Facilities			
Maintenance Worker III	Transportation	06	Nonexempt	473
	Stormwater			
	Parks & Recreation			
	Fleet			
	Facilities Management			
Major Deputy Sheriff	Sheriff	18	Exempt	818
Manager of Billings & Collections	Billings & Collections	16	Exempt	139
Manager of Transportation	Transportation	17	Exempt	558
Marketing and Outreach Coordinator	Parks and Recreation	13	Exempt	952
Master Deputy	Sheriff	11	Nonexempt	813
Mechanical & Plumbing Inspector		Temp	Nonexempt	
Neighborhood Services Coordinator	Neighborhood Services	14	Exempt	230
Network Engineer	Technology	15	Exempt	123
Network Technician	Technology	14	Exempt	121
Organizational Development & Learning Coordinator	Human Resources	15	Exempt	074
Outreach Coordinator	Outreach Detention	13	Exempt	764
Parks and Recreation Business Coordinator	Parks and Recreation	12	Exempt	645
Parks and Recreation Manager	Parks & Recreation	16	Exempt	648
Parks & Greenways Planner	Parks & Recreation	14	Exempt	646
Parks & Recreation Coordinator	Parks & Recreation	13	Exempt	644
Payroll and Collections Administrator	Finance	15	Exempt	148
Payroll Clerk	Sheriff	08	Nonexempt	149
Payroll Technician	Finance	09	Nonexempt	142

**Attachment B to RFI No. 16-06-03  
Classification and Compensation Study  
City Job Postings - PositionTitle**

Job Title	Department	Pay Grade	FLSA	Class Code
Permit Center Coordinator	Planning Building and Development	12	Exempt	252
Permit Technician I	Planning Building and Development	08	Nonexempt	250
Permit Technician II	Planning Building and Development	10	Nonexempt	251
Permit Technician III	Planning Building and Development	11	Nonexempt	252
Permits and Business Administrator	Transportation	14	Exempt	484
Planning Coordinator	Planning Building and Development	12	Exempt	241
Plans Examiner I	Planning Building and Development	11	Exempt	273
Plans Examiner II	Planning Building and Development	12	Exempt	274
Police Captain	Police	17	Exempt	856
Police Chief	Police	19	Exempt	858
Police Lieutenant	Police	16	Exempt	852
Police Officer	Police	11	Nonexempt	842
Police Officer II	Police	12	Nonexempt	844
Police Program Specialist	Police	12	Exempt	834
Police Sergeant	Police	14	Nonexempt	846
Police Support Supervisor	Police	12	Exempt	839
Police Support Technician I	Police	08	Nonexempt	830
Police Support Technician II	Police	10	Exempt	831
Police Technology Business Analyst	Police	14	Exempt	960
Procurement Technician	Purchasing	09	Nonexempt	066
Project Coordinator	Facilities Management	13	Exempt	529
Property & Evidence Technician	Police	09	Nonexempt	832
Public Infrastructure Inspector	Transportation	10	Nonexempt	479
Purchasing Manager	Purchasing	16	Exempt	069
Purchasing Supervisor	Purchasing	14	Exempt	064
Radio Technology Administrator	Technology	16	Exempt	112
Radio Technology Coordinator	Technology	13	Nonexempt	962
Radio Technology Technician I	Technology	11	Nonexempt	550
Radio Technology Technician II	Technology	12	Nonexempt	551
Real Estate Appraisal Analyst	Real Estate Valuation	15	Exempt	176
Recreation Driver	Parks & Recreation	\$9.00/HR	Nonexempt	
Recreation Program Supervisor	Parks & Recreation	11	Nonexempt	637
Regional Center for Animal Control and Protection (RCACP) Executive Director	RCACP	UC		
Risk Manager	Risk Management	15	Exempt	068
Safety Specialist	Risk Management	12	Exempt	275
Sanitation Driver/Leader	Solid Waste	08	Nonexempt	432
Sanitation Worker	Solid Waste	06	Nonexempt	431
Seasonal Maintenance Worker I	Parks & Recreation Transportation	04	Nonexempt	471
Seasonal Maintenance Worker II	Parks & Recreation Transportation	05	Nonexempt	472
Security Officer		09	Nonexempt	833
Senior Accountant	Finance	13	Exempt	154
Senior Application Project Manager	Technology	16	Exempt	052
Senior Assistant City Attorney	City Attorney	19	Exempt	086
Senior Assistant Commonwealth Attorney	Commonwealth Attorney	19	Exempt	890
Senior Auditor	Municipal Auditing	13	Exempt	166
Senior Benefit Program Specialist	Human Services/Social Services	11	Nonexempt	777
Senior Buyer	Purchasing	13	Exempt	054
Senior City Planner	Planning Building and Development	15	Exempt	234
Senior Client Service Assistant	Human Services/Social Services	07	Nonexempt	042
Senior Codes Compliance Inspector	Neighborhood Services	12	Nonexempt	264
Senior Collector	City Treasurer	09	Nonexempt	129
Senior Employment Services Worker	Human Services/Social Services	12	Exempt	772

**Attachment B to RFI No. 16-06-03  
Classification and Compensation Study  
City Job Postings - PositionTitle**

Job Title	Department	Pay Grade	FLSA	Class Code
Senior Family Services Specialist	Human Services/Social Services	12	Exempt	787
Senior Financial Systems Accountant	Finance	14	Exempt	157
Senior Network Engineer	Telecommunications	16	Exempt	552
Senior Network Engineer	Technology	16	Exempt	120
Senior Payroll Technician	Finance	10	Nonexempt	150
Senior Police Officer	Police	12	Nonexempt	843
Senior Systems Programmer	Technology	16	Exempt	102
Senior Tax Compliance Administrator	Finance	12	Exempt	135
Senior Tax Compliance Administrator	City Treasurer	12	Exempt	135
Sergeant Deputy Sheriff	Sheriff	14	Nonexempt	814
Signal Technician Aide	Transportation	07	Nonexempt	540
Signal Technician I	Transportation	09	Nonexempt	541
Signal Technician II	Transportation	10	Nonexempt	542
Signal Technician III	Transportation	11	Nonexempt	547
Social Services Budget Coordinator	Human Services/Social Services	13	Exempt	792
Social Services Training Coordinator	Human Services/Social Services	13	Exempt	786
Solid Waste Equipment Operator	Solid Waste	9	Nonexempt	433
Solid Waste Manager	Solid Waste	16	Exempt	469
Special Projects Coordinator	Economic Development	15	Exempt	097
	Human Resources			
Specialized Probation Counselor	Social Services/CSU 23-A	14	Exempt	781
Stormwater Manager	Stormwater	17	Exempt	961
Substance Abuse Counselor	Court Services	10	Nonexempt	743
Supervising Appraiser	Real Estate Valuation	15	Exempt	175
Sustainability and Outreach Coordinator	General Services	12	Exempt	495
Systems Programmer	Technology	15	Exempt	118
Tax Compliance Administrator	Finance	11	Exempt	134
Tax Compliance Auditor	Commissioner of the Revenue	12	Exempt	057
Tax Compliance Supervisor	Finance	13	Exempt	130
Technical Services Administrator	Technology	17	Exempt	103
Technology Support Coordinator	Technology	16	Exempt	122
Technology Support Specialist I	Technology	11	Nonexempt	109
Technology Support Specialist II	Technology	12	Nonexempt	191
Technology Support Specialist III	Technology	13	Exempt	101
Telecommunicator I	Technology	10	Nonexempt	822
Telecommunicator II	Technology	11	Nonexempt	827
Telecommunicator Trainee	Technology	09	Nonexempt	820
Telephony Analyst	Technology	14	Exempt	821
Telephony Technician I	Technology	11	Nonexempt	113
Traffic Engineer I	Transportation	14	Exempt	543
Traffic Operations Supervisor	Transportation	11	Nonexempt	545
Training Assistant	Police	09	Nonexempt	790
Treasurer Clerk I	City Treasurer	06	Nonexempt	161
Treasurer Clerk II	City Treasurer	07	Nonexempt	162
Treasurer Clerk III	City Treasurer	08	Nonexempt	163
Tree Trimmer	Parks & Recreation	08	Nonexempt	421
Victim/Witness Assistant	Commonwealth Attorney	10	Nonexempt	754
Victim/Witness Coordinator	Commonwealth Attorney	12	Exempt	755
Water Quality Administrator	Stormwater	15	Exempt	280
Work Coordinator/Estimator	Facilities Management	10	Nonexempt	267
	Transportation			
Youth Care Administrator	Human Services/Social Services	16	Exempt	768
Youth Counselor I	Group Home	09	Exempt	760
Youth Counselor I	Youth Haven	09	Exempt	760
	Outreach Detention			
Youth Counselor II	Group Home	10	Exempt	761
Youth Counselor II	Youth Haven	10	Exempt	761
	Outreach Detention			
Youth Counselor III	Group Home	11	Exempt	762
Youth Counselor Supervisor	Group Home	13	Exempt	748

**Attachment B to RFI No. 16-06-03  
Classification and Compensation Study  
City Job Postings - PositionTitle**

<b>Job Title</b>	<b>Department</b>	<b>Pay Grade</b>	<b>FLSA</b>	<b>Class Code</b>
Zoning Administrator	Planning Building and Development	15	Exempt	268

**Attachment C to RFI No. 16-06-03  
Classification and Compensation Study**

<i>Pay Plan July 1, 2015</i>				
<i>Pay Grade</i>	<i>Minimum Biweekly (Hourly)</i>	<i>Minimum Annual Salary</i>	<i>Maximum Annual Salary</i>	<i>Maximum Biweekly (Hourly)</i>
4	\$758.24 9.478	\$19,714.24	\$31,542.94	\$1,213.19 15.1649
5	\$796.17 9.9521	\$20,700.42	\$33,120.36	\$1,273.86 15.9233
6	\$855.84 10.698	\$22,251.84	\$35,603.36	\$1,369.36 17.117
7	\$921.95 11.5244	\$23,970.70	\$38,353.12	\$1,475.12 18.439
8	\$1,018.61 12.7326	\$26,483.86	\$42,374.28	\$1,629.78 20.3723
9	\$1,125.54 14.0693	\$29,264.04	\$46,822.88	\$1,800.88 22.511
10	\$1,243.82 15.5478	\$32,339.32	\$51,742.60	\$1,990.10 24.8763
11	\$1,331.43 16.6429	\$34,617.18	\$55,387.54	\$2,130.29 26.6286
12	\$1,484.53 18.5566	\$38,597.78	\$61,756.50	\$2,375.25 29.6906
13	\$1,655.29 20.6911	\$43,037.54	\$68,859.96	\$2,648.46 33.1058
14	\$1,845.60 23.07	\$47,985.60	\$76,777.22	\$2,952.97 36.9121
15	\$2,057.86 25.7233	\$53,504.36	\$85,607.08	\$3,292.58 41.1573
16	\$2,324.51 29.0564	\$60,437.26	\$96,699.98	\$3,719.23 46.4904
17	\$2,591.81 32.3976	\$67,387.06	\$107,819.66	\$4,146.91 51.8364
18	\$2,889.86 36.1233	\$75,136.36	\$120,218.80	\$4,623.80 57.7975
19	\$3,262.22 40.7778	\$84,817.72	\$135,708.04	\$5,219.54 65.2443
20	\$3,637.36 45.467	\$94,571.36	\$151,314.02	\$5,819.77 72.7471