



DANVILLE CITY COUNCIL WORK SESSION AGENDA

MUNICIPAL BUILDING

June 1, 2021

7:30 P.M.

MEETING CALLED TO ORDER

MINUTES

- A. Consideration of Approval of Minutes from Regular Work Session held on May 4, 2021.
Council Letter Number CL - 2557.

WORK SESSION ITEMS

- A. Consideration of Approving Changes to the City's Personnel System Regulations.
Council Letter Number CL - 2549.

PROGRAM UPDATE

ECONOMIC DEVELOPMENT UPDATE

COMMUNICATIONS FROM

- A. City Manager
- B. Deputy City Manager
- C. City Attorney
- D. City Clerk
- E. Roll Call

CLOSED MEETING

As Permitted by Subsection (A)(3) of Section 2.2-3711 of the Code of Virginia, 1950, as amended for discussion or consideration of the acquisition of real property or of the disposition of publicly held real property; and

As Permitted by Subsection (A)(5) of Section 2.2-3711 of the Code of Virginia, 1950, as amended for discussion concerning a prospective business or industry related to economic development.

- A. Motion to Convene in Closed Meeting
- B. Motion to Reconvene in Open Meeting
- C. Motion to Certify Closed Meeting

ADJOURNMENT

Council Letter

City of Danville, Virginia



CL-2557

A.

Work Session Meeting

Meeting Date: 06/01/2021

Subject: Consideration of Approval of Meeting Minutes

From: Susan M. DeMasi, City Clerk

COUNCIL ACTION

Work Session Meeting: 06/01/2021

SUMMARY

Consideration of Approval of Minutes from Regular Work Session held on May 4, 2021.

Council Letter Number CL - 2557.

Attachments

Meeting Minutes

May 4, 2021

A Regular Work Session of the Danville City Council convened on May 4, 2021 at 8:25 p.m. in the Council Chambers located on the Fourth Floor of the Municipal Building. Council Members present were: James B. Buckner, L.G. "Larry" Campbell Jr., Bryant Hood, Mayor Alonzo Jones, Barry P. Mayo, Vice Mayor Gary P. Miller, Sherman M. Saunders, J. Lee Vogler, Jr. and Madison J.R. Whittle (9).

Staff Members present were: City Manager Ken Larking, Deputy City Manager Earl B. Reynolds, Jr., City Attorney W. Clarke Whitfield Jr. and City Clerk Susan M. DeMasi.

Mayor Alonzo L. Jones presided.

MINUTES

Upon **Motion** by Council Member Buckner and second by Council Member Whittle, Minutes of the Regular Work Session held on April 6, 2021 were approved as presented. Draft copies were distributed to Council Members prior to the Meeting.

WORK SESSION ITEMS

CONSIDERATION OF APPROVING THE TRANSFER OF REAL PROPERTY FROM THE IDA AT 500 MAIN STREET

Council Members had no questions regarding this Agenda item and agreed to put it on an upcoming business agenda.

ECONOMIC DEVELOPMENT UPDATE

Director of Economic Development Corrie Bobe noted Dr. Miller had asked about making a change to parking restrictions on Lynn Street. Staff was already working on that, and the plan was to make it consistent with the secondary streets. The Parking Steering Committee will work to put a formal plan into place. Ms. Bobe stated they tried to hold a ribbon cutting for the pocket park this week, unfortunately weather prohibited them from doing so. Staff will reschedule that for May 12, 2021 at 10:00 a.m., and looked forward to seeing Council there.

CLOSED MEETING

At 8:28 p.m., Vice Mayor Miller **moved** that this meeting of the City Council of the City of Danville, Virginia be recessed and that Council immediately reconvene in a Closed Meeting for the following purposes: Discussion or consideration of the acquisition and/or disposition of real property for a public purpose where discussion in an open meeting would adversely impact the bargaining position of the City as permitted by Subsection (A) (3) of Section 2.2-3711 of the Code of Virginia, 1950, as amended and more specifically to consider: Discussion regarding the sale and potential purchase of a specific parcels of property for use by prospective industrial, commercial, and mixed use projects looking to locate to the City; and an Economic Development discussion and update concerning prospective business or industry where no previous announcement has been made and /or the expansion of an existing business or industry where no previous announcement has been made as permitted by Subsection (A) (5) of Section 2.2-3711 of the Code of Virginia, 1950, as amended and more specifically to consider: an update on multiple prospective commercial, mixed use, and industrial projects considering locating within the City and region.

May 4, 2021

The Motion was **seconded** by Council Member Mayo and carried by the following vote:

VOTE: 9-0
AYE: Buckner, Campbell, Hood, Jones, Mayo,
Miller, Saunders, Vogler and Whittle (9)
NAY: None

Upon unanimous vote at 9:06 p.m., Council reconvened in open session and Vice Mayor Miller **moved** for adoption of the following Resolution:

CERTIFICATE OF CLOSED MEETING

WHEREAS, the Council convened in Closed Meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Freedom of Information Act; and

WHEREAS, Section 2.1-344.1 of the Code of Virginia, 1950, as amended, requires a Certification by the Council that such Closed Meeting was conducted in conformity with Virginia Law;

NOW, THEREFORE, BE IT RESOLVED that the Council hereby certifies that, to the best of each Member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements of Virginia Law under Section 2.2-3711 were heard, discussed or considered, and (ii) only such public business matters as were identified in the Motion by which the Closed Meeting was convened were heard, discussed or considered by the Committee.

The Motion was **seconded** by Council Member Vogler and carried by the following vote:

VOTE: 9-0
AYE: Buckner, Campbell, Hood, Jones, Mayo,
Miller, Saunders, Vogler and Whittle (9)
NAY: None

MEETING ADJOURNED AT 9:07 P.M.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

Council Letter

City of Danville, Virginia



CL-2549

Work Session A.

Work Session Meeting

Meeting Date: 06/01/2021

Subject: Personnel Ordinance

From: Sara Weller, Director of Human Resources

COUNCIL ACTION

Work Session Meeting: 06/01/2021

SUMMARY

Amendments to the City of Danville's Personnel System are submitted no less than annually to City Council for adoption. Proposed changes for Fiscal Year 2022 include revisions to the City of Danville's Personnel System Regulations, compensation plan, and classification plan.

BACKGROUND

The original Personnel System of the City of Danville was adopted in 1983. The System includes the City's Personnel System Regulations, compensation plan, and classification plan. Since initial adoption, the System has been continually revised as legal or business needs require.

Changes to the Personnel System are recommended for Fiscal Year 2022, as follows:

Personnel System Regulations

There are very few changes to the Personnel System Regulations recommended this year. The majority of the changes are updates to reflect current City practices. One change to note is the removal of the Fire Department's promotional process from the Regulations. The Fire Department has a promotional committee that reviews and modifies their promotional procedures, with assistance from Human Resources. Moving forward, these procedures will be outlined in a departmental policy and procedure rather than the Regulations. This provides more flexibility to make changes to the process when a need arises. Human Resources and the Fire Department continue to work together on promotions to ensure an equitable process for candidates.

Compensation System

Changes to the compensation system include the assignment of new classifications to pay grades and grade reassignment for a few current positions.

Classification System

The City continues to review, update, and reformat current job descriptions to maintain alignment with the classification and compensation systems throughout the year. Job descriptions for new positions requested through the Fiscal Year 2022 budget are included for review and adoption.

RECOMMENDATION

It is recommended that City Council adopt the attached ordinance reflecting changes to the City of Danville's Personnel System Regulations.

Attachments

Ordinance
Personnel Regulations
Schematic List
Job Descriptions

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2021-____.____

AN ORDINANCE AMENDING THE PERSONNEL SYSTEM OF THE CITY OF DANVILLE PROVIDING FOR THE CLASSIFICATION, COMPENSATION, AND EMPLOYEE DEVELOPMENT FOR EMPLOYMENT POSITIONS OF THE CITY.

WHEREAS, certain revisions need to be made to the Personnel System of the City of Danville for the purpose of providing for the Classification of and Compensation for the employment positions of the City, responsibilities hereunder and the administration thereof, and to make other appropriate changes in the provisions of the Personnel System of the City of Danville, as adopted and ordained in Ordinance No. 83-11.16, adopted November 28, 1983.

WHEREAS, revisions to the Classification system including formatting, editing, and creation of new class descriptions is necessary for alignment with the Compensation system the City Manager upon recommendation of the Director of Human Resources may, during the fiscal year, make necessary adjustments to the Classification system without presentation of each class description to the Council of the City of Danville.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia, that the Personnel System of the City of Danville be, and is hereby, amended and reordained, as attached hereto and made a part hereof as if fully set out herein; and

BE IT FURTHER ORDAINED that all Chapters, Sections, Subsections, Sub-subsections, Paragraphs, Subparagraphs, Class Descriptions, and provisions of said Personnel System of the City of Danville, as heretofore amended, which are not amended or repealed by this Ordinance, shall continue in full force and effect unless and until the same be, and are hereby, reordained; and

BE IT FINALLY ORDAINED that this Ordinance shall become and be effective
on and as of July 1, 2021.

APPROVED:

MAYOR

ATTEST:

CLERK

Approved as to
Form and Legal Sufficiency:

City Attorney

City of Danville Personnel System Regulations

Proposed Revisions Effective 7/1/21

4.9. Compensation for Temporary Acting Appointments

Any employee temporarily assigned to a higher position, shall be compensated in accordance with 4.2.2.1 of this Section. To qualify for the higher rate of pay, the temporary assignment must be regular and continuous for 30 calendar days.

If an employee is subsequently assigned to such higher position on a permanent basis, the employee shall be compensated in accordance with 4.2.2.1. of this Section.

If an employee is classified as non-exempt and is temporarily promoted to an exempt position, then the employee shall continue to earn overtime as a non-exempt employee. If the employee is subsequently promoted into the exempt position, then the employee shall be classified as an exempt employee on the date the promotion takes effect.

When an employee temporarily accepts higher level duties and/or responsibilities and no classified position exists to place the employee, his or her rate of pay may be increased by five percent for the time he or she is performing at the higher level. To qualify for this higher rate of pay the temporary assignment must be regular and continuous in character for 30 calendar days.

An employee may be temporarily assigned to the work of the same or lower position without a reduction in pay.

In unique circumstances, as a result of a vacancy, an employee may be temporarily assigned significant responsibilities from another position in same pay grade as the employee's regularly assigned position. If the temporary assignment is regular and continuous in character for 30 calendar days and the employee also maintains his or her regular responsibilities, then, with approval from the Director of Human Resources, the employee may receive up to a 10% temporary increase in pay.

5.9.2.2.2. Death in the Family

Leave for a death in the family of an employee shall be limited to a maximum of three consecutive days, one day of which must be the day of the funeral, for each occurrence. An employee's family for this purpose shall be as follows ***(also includes step relationships)***: an employee's children's spouse, grandchildren, brother or sister, brother or sister-in-law, aunt or uncle, parents-in-law, grandparents, spouse's grandparents, spouse's brother or sister, spouse's aunt or uncle. If extenuating circumstances exist whereby this time would be insufficient to meet the needs of the employee, the employee may use Annual Leave, Compensatory Leave, or unused Holidays.

Leave for a death in the family of an employee's spouse, parent, or child shall be limited to a maximum of five days for each occurrence. If extenuating circumstances exist whereby this time would be insufficient to meet the needs of the employee, the employee may use Annual Leave, Compensatory Leave, or unused Holidays.

When Sick Leave is used for a death in the family it shall be reported as Bereavement Leave.

5.23.4. Forfeiture of Holiday Pay

An employee who is entitled to compensation for any designated holiday, shall forfeit their right to compensation if they are Absent Without Leave for any portion of such employee's last regularly scheduled work day preceding such holiday, **any portion of the holiday the employee is scheduled or called-in to work**, or for any portion of such employee's next regularly scheduled work day following such holiday or if such employee is suspended for more than five working days or suspended indefinitely and the suspension is in effect either on the day preceding the holiday or the employee's next regularly scheduled work day following such holiday.

5.23.6. Holidays for Fire Department Personnel

The provisions of 5.23. above, shall not apply to non-exempt employees of the Fire Department whose normal duty cycle consists of 159 hours of duty within a period of 21 consecutive days and exempt employees assigned to the 21 day shift cycle. Such employees, in lieu of holidays, shall be entitled to ~~420~~ **180** hours of Holiday Leave annually at the beginning of each calendar year to be scheduled by the Fire Chief.

Any holidays granted to regular City employees, in addition to those designated in 5.23. above, shall be provided to Fire Department employees on a proportionate basis to those granted regular City employees.

An employee on leave for family and/or medical reasons in accordance with the provisions of the Family Medical Leave Act, shall exhaust all accrued holidays prior to being placed on Leave Without Pay.

6.3.3. Promotion Within the Fire Department

6.3.3.1. General

It is recognized that professionally developed tests when used in conjunction with other personnel procedures, may significantly aid in the overall development and proper utilization of human resources. Therefore, promotions within the Fire Department shall be made on the basis of written examinations, skill tests, panel interviews, longevity, and supervisory and performance evaluations, as required.

The Fire Chief, in consultation with the Director of Human Resources, is responsible for the creation and maintenance of the Fire Department's promotional procedures through departmental policies and procedures. At least one member of Human Resources staff shall be present during promotional processes to assist with and/or oversee the process.

~~Personnel participating in promotional testing will be exempt from the Task Book completion requirement until June 30, 2023. On July 1, 2023, and thereafter, all non-appointed personnel in this ordinance will be required to complete their respective Task Book prior to participating in promotional testing.~~

~~The Fire Department will conduct annual promotion testing during the 2nd quarter of the year. In the event of a vacancy, and no valid test in effect, testing shall take place, a list of qualified candidates established, and promotion made within 120 days. If a vacancy occurs, and a valid test is in effect, promotions shall be made within 30 days of its availability. A list of all eligible candidates shall be posted at least 30 days prior to any written examination.~~

~~Final results from the testing process, establishing a list of qualified candidates, shall be valid for a period of 12 months from the date of the written test. However, a candidate may elect to extend their final score for a total of 24 months from the date of their written exam. After 24 months the candidate must retest to be considered for additional promotions.~~

~~Each candidate's test results shall be available for examination and review by that candidate, with the following limitations:~~

~~Review of written examination must be made within three business days from the date test results are received.~~

~~Review will be limited to one session, not to exceed 90 minutes.~~

~~Panel interviewer rating sheets are confidential and shall not be subject for review by any person.~~

~~Answer keys will be available for review unless prohibited by security agreement.~~

~~All passing scores shall be posted for each section of the promotional procedure after all interested candidates have reviewed their written examination within the three business days allowed.~~

~~All candidates must correctly answer at least 70 percent of the questions on any written examination to be eligible for further consideration for promotion.~~

The following classes are appointive at the discretion of the Fire Chief and City Manager:

Assistant Fire Chief
Battalion Chief
Fire Marshal
Assistant Fire Marshal
Fire Lieutenant/Assistant Training Officer

The Fire Chief shall be appointed by the City Manager.

6.3.3.2. Promotion to Fire Fighter/Engineer

~~Fire Fighters, meeting the following criteria shall be eligible for consideration to the class of Fire Fighter/Engineer:~~

- ~~• Successfully completed the DFD Task Book 60 days prior to the date of the promotional process written test. This is to insure sufficient time to establish eligible candidates.~~
- ~~• Completed five years or more continuous years of service with the Danville Fire Department, effective as of the promotional process written test.~~

~~Fire Fighter/ Engineer candidate test scores shall be based on one hundred (100) points allocated as follows:~~

Written Examination	40 Points
Longevity	10 Points
Skill Test (Rodeo)	50 Points
Total	100 Points

~~Example of written test scoring: If the test has one hundred (100) questions, the questions shall count one point per question; 200 points shall count one half point per question.~~

~~Longevity shall be allocated on the basis of one-half point for each year of continuous service with the Danville Fire Department effective as of the date of the start of the written testing process for a maximum total of 10 points.~~

~~All candidates passing the written exam shall be scheduled for a skills test.~~

~~The scoring for the skill test shall be:~~

~~Pumping ability~~	~~20 points~~
~~Driver Skills Test~~	~~15 points~~
~~Incident Command~~	~~15 points~~
~~Total~~	~~50 points~~

~~Skill test scores shall be available on an individual basis within 24 hours of completion of test or as soon thereafter as possible.~~

~~Scores from the written examination, longevity, Pumping Ability, Driver Skills, and Incident Command shall be combined. The selection shall come from those candidates with the five highest total points and ties. After a promotion is made, a new name shall be added to the top five list so that there are always five candidates to select from, or the list is exhausted.~~

~~Selection(s) for promotion shall be made from this list for a period of 12 months from the date of the written test.~~

~~The Fire Chief shall confer with the department's Chief Officers and the promotional decision shall be made.~~

6.3.3.3. Promotion for Fire Captain

~~Firefighter/Engineers, and Fire employees holding the rank of Lieutenant, meeting the following criteria are eligible to apply for the position of Fire Captain:~~

- ~~• Successfully completed the DFD Task Book 60 days prior to the date of written test portion of the promotional process. This is to insure sufficient time to establish eligible candidates.~~
- ~~• Completed 2 years or more continuous years of service with the Danville Fire Department, effective as of the written test portion of the promotional process.~~

~~Fire Captain Candidate test scores shall be based on one hundred (100) points allocated as follows:~~

~~Written Examination~~	~~30 Points~~
~~Longevity~~	~~10 Points~~
~~Assessment Center (Skill Test)~~	~~40 Points~~
~~Oral Examination~~	~~10 Points~~
~~In Box/Out Box~~	~~10 Points~~
~~Total~~	~~100 Points~~

~~Written examination scoring shall be the same for the Fire Fighter/Engineer examination.~~

~~Longevity shall be allocated on the basis of one-half point for each year of continuous service with the Danville Fire Department effective as of the date of the start of the written testing process for a maximum total of 10 points.~~

~~All candidates passing written exam shall continue to the assessment, or skills test, and oral interview.~~

~~The structured assessment center (skills test) shall be conducted by a three-member panel. Two of those members should be from an outside fire agency. The center shall include a fire ground scenario where the candidate is placed in the role of Incident Commander. Emphasis should be on size-up, strategy and tactics, resource management, communications, and addressing incident priorities; Life Safety, Incident Stabilization, and Property Conservation. At the completion of this scenario, the candidate will then participate in an evaluation Danville Fire Department In-Box/Out-Box exercise. The In-Box/Out-Box exercise will measure candidates' competency in managing business or administrative related scenarios. The same assessors shall be used for all candidates.~~

~~After completion of the assessment center, candidates shall go before an oral interview board. The interview board shall consist of a three-member panel consisting of people outside the department, skilled in human resource management/supervision, public relations and handling citizen complaints. The same interview panel shall be used for all candidates.~~

~~Once the assessment center and oral interview are completed, the scores of the written examination, longevity, assessment center, oral interview, and In-Box/Out-Box exercise shall be combined, and the top five and ties be posted. After a promotion is made, a new name shall be added to the top five list so that there are always five candidates to select from, or the list is exhausted.~~

~~The selection for promotion shall be made from this list for a period of 12 months from the date of the written test.~~

~~The Fire Chief shall confer with the department's Chief Officers and the promotional decision shall be made.~~

FY22 Schematic List

Class Code	Job Title	GRADE	MINIMUM	MIDPOINT	MAXIMUM
1002	FILE CLERK	GN1	\$ 21,479	\$ 27,923	\$ 34,367
1003	ADMINISTRATIVE SPECIALIST	GN2	\$ 23,198	\$ 30,157	\$ 37,116
1005	SENIOR ADMINISTRATIVE SPECLT	GN4	\$ 27,058	\$ 35,175	\$ 43,292
1007	SECRETARY	GN5	\$ 29,222	\$ 37,989	\$ 46,756
1009	SENIOR SECRETARY	GN6	\$ 31,560	\$ 41,028	\$ 50,496
1011	EXECUTIVE SECRETARY	GN8	\$ 36,812	\$ 47,855	\$ 58,899
1015	EXECUTIVE ASSISTANT	GE4	\$ 40,550	\$ 52,715	\$ 64,880
1025	LEGAL SECRETARY	GN6	\$ 31,560	\$ 41,028	\$ 50,496
1028	LEGAL ASSISTANT	GE3	\$ 36,864	\$ 47,923	\$ 58,982
1029	JUDICIAL ASSISTANT	GE4	\$ 40,550	\$ 52,715	\$ 64,880
1032	ADMINISTRATIVE ASSISTANT	GN7	\$ 34,085	\$ 44,310	\$ 54,536
1039	LAW CLERK	GE5	\$ 44,605	\$ 57,987	\$ 71,368
1042	DEPUTY CLERK	GN6	\$ 31,560	\$ 41,028	\$ 50,496
1045	DEPUTY REGISTRAR	GN4	\$ 27,058	\$ 35,175	\$ 43,292
1046	ASSISTANT DEPUTY REGISTRAR	GN1	\$ 21,479	\$ 27,923	\$ 34,367
1047	CLERK OF COUNCIL	GE7	\$ 53,972	\$ 70,164	\$ 86,356
1049	SENIOR ADMINISTRATIVE ASSISTNT	GE6	\$ 49,066	\$ 63,786	\$ 78,505
1075	INTERN	GN1	\$ 21,479	\$ 27,923	\$ 34,367
1099	INTAKE DIVERSION SPECIALIST	GE3	\$ 36,864	\$ 47,923	\$ 58,982
1101	CASHIER	GN4	\$ 27,058	\$ 35,175	\$ 43,292
1102	SENIOR CASHIER	GN6	\$ 31,560	\$ 41,028	\$ 50,496
1105	COLLECTIONS CLERK I	GN2	\$ 23,198	\$ 30,157	\$ 37,116
1106	COLLECTIONS CLERK II	GN5	\$ 29,222	\$ 37,989	\$ 46,756
1107	SENIOR COLLECTIONS CLERK	GN6	\$ 31,560	\$ 41,028	\$ 50,496
1108	CUSTOMER ACCOUNT REPRESENTATIV	GN5	\$ 29,222	\$ 37,989	\$ 46,756
1111	DELINQUENT COLLECTIONS CORDNTR	GE7	\$ 53,972	\$ 70,164	\$ 86,356
1120	DIV DIR OF CUSTOMER ACCOUNTS	GE9	\$ 65,307	\$ 84,899	\$ 104,491
1121	COLLECTIONS CUST ACCT MANAGER	GE8	\$ 59,370	\$ 77,181	\$ 94,991
1122	SERV/BILL CUST ACCT MANAGER	GE8	\$ 59,370	\$ 77,181	\$ 94,991
1131	UTILITY BILLING CLERK	GN6	\$ 31,560	\$ 41,028	\$ 50,496

1133 UTILITY SPECIAL BILLING CLERK	GN7	\$ 34,085	\$ 44,310	\$ 54,536
1134 SENIOR UTILITY BILLING CLERK	GN8	\$ 36,812	\$ 47,855	\$ 58,899
1137 AMI SUPPORT TECHNICIAN	GN7	\$ 34,085	\$ 44,310	\$ 54,536
1139 SR CUS SERVICE/TRAINING REP	GN6	\$ 31,560	\$ 41,028	\$ 50,496
1201 ACCOUNT CLERK	GN5	\$ 29,222	\$ 37,989	\$ 46,756
1203 SENIOR ACCOUNT CLERK	GN6	\$ 31,560	\$ 41,028	\$ 50,496
1211 PAYROLL TECHNICIAN	GN7	\$ 34,085	\$ 44,310	\$ 54,536
1220 ACCOUNTANT III	GE7	\$ 53,972	\$ 70,164	\$ 86,356
1221 ACCOUNTANT I	GE4	\$ 40,550	\$ 52,715	\$ 64,880
1223 ACCOUNTANT II	GE6	\$ 49,066	\$ 63,786	\$ 78,505
1224 BUSINESS SYSTEMS ACCOUNTANT	GE8	\$ 59,370	\$ 77,181	\$ 94,991
1226 INTERNAL AUDITOR	GE8	\$ 59,370	\$ 77,181	\$ 94,991
1227 STAFF AUDITOR	GE6	\$ 49,066	\$ 63,786	\$ 78,505
1228 SENIOR INTERNAL AUDITOR	GE9	\$ 65,307	\$ 84,899	\$ 104,491
1229 ASSISTANT DIRECTOR OF FINANCE	GE10	\$ 71,837	\$ 93,388	\$ 114,940
1241 REAL ESTATE ASSESSMENT CLERK	GN3	\$ 25,053	\$ 32,569	\$ 40,086
1242 SENIOR REAL ESTATE ASSEST CLK	GN5	\$ 29,222	\$ 37,989	\$ 46,756
1246 REAL ESTATE APPRAISER I	GN6	\$ 31,560	\$ 41,028	\$ 50,496
1247 REAL ESTATE APPRAISER II	GN8	\$ 36,812	\$ 47,855	\$ 58,899
1248 REAL ESTATE APPRAISER III	GE7	\$ 53,972	\$ 70,164	\$ 86,356
1249 DIVISN DIR OF REAL ESTATE ASSE	GE8	\$ 59,370	\$ 77,181	\$ 94,991
1303 PRINTER	GN5	\$ 29,222	\$ 37,989	\$ 46,756
1305 SENIOR PRINTER	GN6	\$ 31,560	\$ 41,028	\$ 50,496
1309 PRINT SHOP TECHNICIAN	GN7	\$ 34,085	\$ 44,310	\$ 54,536
1311 PRINT SHOP SUPERVISOR	GE5	\$ 44,605	\$ 57,987	\$ 71,368
1321 PURCHASING CLERK	GN5	\$ 29,222	\$ 37,989	\$ 46,756
1323 SENIOR PURCHASING CLERK	GN7	\$ 34,085	\$ 44,310	\$ 54,536
1325 BUYER	GE4	\$ 40,550	\$ 52,715	\$ 64,880
1327 DIVISION DIR OF PURCHASING	GE8	\$ 59,370	\$ 77,181	\$ 94,991
1329 DIR OF FINANCE	EXEC	\$ 99,678	\$ 149,517	\$ 199,356
1401 HR TECHNICIAN	GN7	\$ 34,085	\$ 44,310	\$ 54,536
1404 HR CONSULTANT	GE6	\$ 49,066	\$ 63,786	\$ 78,505
1408 ORGANIZATION DEVELOPMENT CNSLT	GE6	\$ 49,066	\$ 63,786	\$ 78,505
1409 DIRECTOR OF HUMAN RESOURCES	EXEC	\$ 99,678	\$ 149,517	\$ 199,356

1505 TRAINING & SAFETY MANAGER	GE5	\$ 44,605	\$ 57,987	\$ 71,368
1509 APPLICATIONS SPECIALIST III	GE7	\$ 53,972	\$ 70,164	\$ 86,356
1510 SOLUTIONS INTEGRATION DEVELOPR	GE9	\$ 65,307	\$ 84,899	\$ 104,491
1511 TECHNICAL SUPPORT SPECIALST II	GN9	\$ 39,757	\$ 51,684	\$ 63,611
1512 CLIENT SOLUTION SPECIALIST III	GE7	\$ 53,972	\$ 70,164	\$ 86,356
1514 TECHNICAL SUPPORT SPECIALIST I	GN8	\$ 36,812	\$ 47,855	\$ 58,899
1516 CLIENT SOLUTIONS SPECIALIST II	GE6	\$ 49,066	\$ 63,786	\$ 78,505
1517 SERVICE DESK ANALYST III	GN10	\$ 43,732	\$ 56,852	\$ 69,972
1521 PROGRAMMER I	GE5	\$ 44,605	\$ 57,987	\$ 71,368
1524 DIV DIR APPLICATION SOLUTIONS	GE10	\$ 71,837	\$ 93,388	\$ 114,940
1525 PROGRAMMER III	GE7	\$ 53,972	\$ 70,164	\$ 86,356
1526 GIS SPECIALIST II	GE6	\$ 49,066	\$ 63,786	\$ 78,505
1527 APPLICATIONS SPECIALIST IV	GE8	\$ 59,370	\$ 77,181	\$ 94,991
1529 NETWORK ADMINISTRATOR I	GE5	\$ 44,605	\$ 57,987	\$ 71,368
1530 APPLICATIONS SPECIALIST I	GE5	\$ 44,605	\$ 57,987	\$ 71,368
1531 TECHNICAL SUPPORT MANAGER	GE7	\$ 53,972	\$ 70,164	\$ 86,356
1532 DIVN DIR OF INFRA & OPERATIONS	GE10	\$ 71,837	\$ 93,388	\$ 114,940
1533 NETWORK ADMINISTRATOR III	GE7	\$ 53,972	\$ 70,164	\$ 86,356
1534 SYSTEM ADMINISTRATOR III	GE7	\$ 53,972	\$ 70,164	\$ 86,356
1535 NETWORK ENGINEER	GE8	\$ 59,370	\$ 77,181	\$ 94,991
1537 PROJECT MANAGER	GE8	\$ 59,370	\$ 77,181	\$ 94,991
1539 DEP. CHIEF INFORMATION OFFICER	GE12	\$ 88,511	\$ 115,064	\$ 141,617
1540 CHIEF INFORMATION OFFICER	EXEC	\$ 99,678	\$ 149,517	\$ 199,356
1541 DIV DIR OF CLIENT SERVICES	GE8	\$ 59,370	\$ 77,181	\$ 94,991
1543 CLIENT SOLUTIONS SPECIALIST I	GN11	\$ 48,106	\$ 62,537	\$ 76,969
1547 SERVICE DESK ANALYST II	GN9	\$ 39,757	\$ 51,684	\$ 63,611
1549 SERVICE DESK ANALYST I	GN8	\$ 36,812	\$ 47,855	\$ 58,899
1560 SOLUTIONS INTEGRATION SPEC	GE9	\$ 65,307	\$ 84,899	\$ 104,491
1563 APPLICATIONS SPECIALIST II	GE6	\$ 49,066	\$ 63,786	\$ 78,505
1565 PROGRAMMER IV	GE8	\$ 59,370	\$ 77,181	\$ 94,991
1567 PROGRAMMER II	GE6	\$ 49,066	\$ 63,786	\$ 78,505
1569 GIS SPECIALIST IV	GE8	\$ 59,370	\$ 77,181	\$ 94,991
1571 GIS SPECIALIST I	GE5	\$ 44,605	\$ 57,987	\$ 71,368
1573 CHIEF SEC OFFICER	GE9	\$ 65,307	\$ 84,899	\$ 104,491

1575 NETWORK ADMINISTRATOR II	GE6	\$ 49,066	\$ 63,786	\$ 78,505
1577 SYSTEMS ENGINEER	GE9	\$ 65,307	\$ 84,899	\$ 104,491
1579 SYSTEMS ADMINISTRATOR IV	GE8	\$ 59,370	\$ 77,181	\$ 94,991
1581 SYSTEMS ADMINISTRATOR II	GE6	\$ 49,066	\$ 63,786	\$ 78,505
1583 SYSTEMS ADMINISTRATOR I	GE5	\$ 44,605	\$ 57,987	\$ 71,368
1585 TECHNICAL SUPPORT SPEC III	GN10	\$ 43,732	\$ 56,852	\$ 69,972
1730 GIS TECHNICIAN	GN9	\$ 39,757	\$ 51,684	\$ 63,611
1731 GIS COORDINATOR	GE9	\$ 65,307	\$ 84,899	\$ 104,491
1732 GIS SPECIALIST III	GE7	\$ 53,972	\$ 70,164	\$ 86,356
1734 IT SCADA SYSTEMS ANALYST	GE7	\$ 53,972	\$ 70,164	\$ 86,356
1810 ASSISTANT CITY ATTORNEY I	GE7	\$ 53,972	\$ 70,164	\$ 86,356
1811 ASSISTANT CITY ATTORNEY II	GE10	\$ 71,837	\$ 93,388	\$ 114,940
1812 DEPUTY CITY ATTORNEY	GE11	\$ 79,739	\$ 103,661	\$ 127,583
1918 ASSISTANT TO THE CITY MANAGER	GE6	\$ 49,066	\$ 63,786	\$ 78,505
1919 DIRECTOR OF BUDGET	EXEC	\$ 99,678	\$ 149,517	\$ 199,356
1925 MULTIMEDIA DESIGN MANAGER	GE9	\$ 65,307	\$ 84,899	\$ 104,491
1927 PUBLIC INFORMATION OFFICER	GE9	\$ 65,307	\$ 84,899	\$ 104,491
1930 YOUTH & GANG VIOL COORD	GE9	\$ 65,307	\$ 84,899	\$ 104,491
1932 Y&G VIOL PREV OUTREACH WORKER	GN3	\$ 25,053	\$ 32,569	\$ 40,086
1975 SPECIAL PROJECT MANAGER	GE4	\$ 40,550	\$ 52,715	\$ 64,880
1976 ECONOMIC DEVELOPMENT TOURISM MANAGER	GE8	\$ 59,370	\$ 77,181	\$ 94,991
1977 MARKETING & RESEARCH MANAGER	GE7	\$ 53,972	\$ 70,164	\$ 86,356
1978 ASST DIR OF ECONOMIC DEVELOPMT	GE9	\$ 65,307	\$ 84,899	\$ 104,491
1979 ECONOMIC DEVELOP PROJECT MGR	GE8	\$ 59,370	\$ 77,181	\$ 94,991
1980 DIRECTOR OF ECONOMIC DEVELOPMT	EXEC	\$ 99,678	\$ 149,517	\$ 199,356
1991 DEPUTY CITY MANAGER	EXEC	\$ 99,678	\$ 149,517	\$ 199,356
2001 PERMIT TECHNICIAN	GN6	\$ 31,560	\$ 41,028	\$ 50,496
2009 PROP MAINT CODE COORDINATOR	GN9	\$ 39,757	\$ 51,684	\$ 63,611
2010 PROPERTY MAINTENANCE INSPECTOR	GN8	\$ 36,812	\$ 47,855	\$ 58,899
2013 BUILDING INSPECTOR	GN8	\$ 36,812	\$ 47,855	\$ 58,899
2014 ELECTRICAL INSPECTOR	GN8	\$ 36,812	\$ 47,855	\$ 58,899
2015 MECHANICAL INSPECTOR	GN8	\$ 36,812	\$ 47,855	\$ 58,899
2017 PLUMBING/CROSS CONNECTION INSP	GN8	\$ 36,812	\$ 47,855	\$ 58,899
2025 INSPECTIONS SUPERVISOR	GE7	\$ 53,972	\$ 70,164	\$ 86,356

2029 DIVISION DIR OF INSPECTIONS	GE9	\$ 65,307	\$ 84,899	\$ 104,491
2041 COST ESTIMATOR/INSPECTOR	GN7	\$ 34,085	\$ 44,310	\$ 54,536
2045 H&D PLANNING SPECIALIST	GE5	\$ 44,605	\$ 57,987	\$ 71,368
2047 HOUSING & REDEVELOPMENT SPCST	GE7	\$ 53,972	\$ 70,164	\$ 86,356
2061 PLANNING TECHNICIAN	GN6	\$ 31,560	\$ 41,028	\$ 50,496
2063 ASSOCIATE PLANNER	GE5	\$ 44,605	\$ 57,987	\$ 71,368
2064 SENIOR PLANNER	GE6	\$ 49,066	\$ 63,786	\$ 78,505
2099 DIVISION DIRECTOR OF PLANNING	GE9	\$ 65,307	\$ 84,899	\$ 104,491
2199 DIRECTOR OF COMMUNITY DEVELOP	EXEC	\$ 99,678	\$ 149,517	\$ 199,356
3001 CUSTODIAN	GN2	\$ 23,198	\$ 30,157	\$ 37,116
3003 SENIOR CUSTODIAN	GN5	\$ 29,222	\$ 37,989	\$ 46,756
3005 CUSTODIAN SUPERVISOR	GN10	\$ 43,732	\$ 56,852	\$ 69,972
3011 PUBLIC SERVICE WORKER	GN2	\$ 23,198	\$ 30,157	\$ 37,116
3012 PUBLIC SERVICE WORKER/OPERATOR	GN3	\$ 25,053	\$ 32,569	\$ 40,086
3014 SOLID WASTE COLLECTOR	GN2	\$ 23,198	\$ 30,157	\$ 37,116
3016 GROUNDSKEEPER	GN4	\$ 27,058	\$ 35,175	\$ 43,292
3019 CONSTRUCTION WORKER	GN4	\$ 27,058	\$ 35,175	\$ 43,292
3022 SANITATION OPERATOR I	GN7	\$ 34,085	\$ 44,310	\$ 54,536
3024 SANITATION OPERATOR II	GN8	\$ 36,812	\$ 47,855	\$ 58,899
3031 MOTOR EQUIPMENT OPERATOR I	GN4	\$ 27,058	\$ 35,175	\$ 43,292
3032 MOTOR EQUIPMENT OPERATOR II	GN6	\$ 31,560	\$ 41,028	\$ 50,496
3033 MOTOR EQUIPMENT OPERATOR III	GN7	\$ 34,085	\$ 44,310	\$ 54,536
3035 CCTV TECHNICIAN	GN6	\$ 31,560	\$ 41,028	\$ 50,496
3036 HEAVY EQUIPMENT OPERATOR	GN8	\$ 36,812	\$ 47,855	\$ 58,899
3040 RECYCLING CENTER OPERATOR	GN9	\$ 39,757	\$ 51,684	\$ 63,611
3101 CREW SUPERVISOR	GN8	\$ 36,812	\$ 47,855	\$ 58,899
3102 PW CREW SUPERVISOR	GN9	\$ 39,757	\$ 51,684	\$ 63,611
3105 GENERAL SUPERVISOR	GN11	\$ 48,106	\$ 62,537	\$ 76,969
3109 CEMETERY SUPERVISOR	GN10	\$ 43,732	\$ 56,852	\$ 69,972
3201 WAREHOUSE STOCK CLERK	GN5	\$ 29,222	\$ 37,989	\$ 46,756
3203 PW WAREHOUSE CLERK	GN6	\$ 31,560	\$ 41,028	\$ 50,496
3303 BUILDING MAINTENANCE MECH I	GN5	\$ 29,222	\$ 37,989	\$ 46,756
3304 BUILDING MAINTENANCE MECH II	GN7	\$ 34,085	\$ 44,310	\$ 54,536
3305 BUILDING MAINTENANCE SUPERINT	GE7	\$ 53,972	\$ 70,164	\$ 86,356

3306 BUILDING MAINTENANCE MCHNC III	GN9	\$ 39,757	\$ 51,684	\$ 63,611
3401 HORTICULTURIST	GN7	\$ 34,085	\$ 44,310	\$ 54,536
3501 AUTOMOTIVE EQUIPMENT MECH I	GN3	\$ 25,053	\$ 32,569	\$ 40,086
3511 AUTOMOTIVE EQUIPMENT MECH II	GN7	\$ 34,085	\$ 44,310	\$ 54,536
3512 TRANSIT MECHANIC	GN7	\$ 34,085	\$ 44,310	\$ 54,536
3515 WELDER	GN8	\$ 36,812	\$ 47,855	\$ 58,899
3519 AUTOMOTIVE EQUIPMENT MECH III	GN9	\$ 39,757	\$ 51,684	\$ 63,611
3521 AUTOMOTIVE SERVICE TECHNICIAN	GN6	\$ 31,560	\$ 41,028	\$ 50,496
3525 EQUIPMENT MAINTENANCE SUPERVIS	GN10	\$ 43,732	\$ 56,852	\$ 69,972
3601 SIGN TECHNICIAN	GN7	\$ 34,085	\$ 44,310	\$ 54,536
3603 TRAFFIC SIGNAL TECHNICIAN	GN7	\$ 34,085	\$ 44,310	\$ 54,536
3605 SR TRAFFIC SIGNAL TECHNICIAN	GN9	\$ 39,757	\$ 51,684	\$ 63,611
3607 TRAFFIC CONTROL CREW SUPERVISR	GN10	\$ 43,732	\$ 56,852	\$ 69,972
3609 TRAFFIC CONTROL OPS ENGINEER	GE7	\$ 53,972	\$ 70,164	\$ 86,356
3651 CODE ENFORCEMENT INSPECTOR	GN7	\$ 34,085	\$ 44,310	\$ 54,536
3653 CONSTRUCTION INSPECTOR	GN8	\$ 36,812	\$ 47,855	\$ 58,899
3655 CONSTRUCTION INSPECTIONS SUPVR	GE6	\$ 49,066	\$ 63,786	\$ 78,505
3701 VAN DRIVER	GN4	\$ 27,058	\$ 35,175	\$ 43,292
3710 TRANSIT DRIVER I	GN5	\$ 29,222	\$ 37,989	\$ 46,756
3711 TRANSIT DRIVER II	GN6	\$ 31,560	\$ 41,028	\$ 50,496
3712 TRANSPORTATION DISPATCHER	GN5	\$ 29,222	\$ 37,989	\$ 46,756
3719 TRANSPORTATION SUPERVISOR	GE5	\$ 44,605	\$ 57,987	\$ 71,368
3731 AIRPORT MAINTEN/SECURITY TCH I	GN5	\$ 29,222	\$ 37,989	\$ 46,756
3733 AIRPORT MAINTEN/SECURTY TCH II	GN7	\$ 34,085	\$ 44,310	\$ 54,536
3734 AIRPORT OPERATIONS TOWER TECH	GN5	\$ 29,222	\$ 37,989	\$ 46,756
3735 TRANSPORTATION BLD & GRDS SUPT	GE7	\$ 53,972	\$ 70,164	\$ 86,356
3736 TRANS OPERATIONS & MAINT MGR	GE8	\$ 59,370	\$ 77,181	\$ 94,991
3748 DIVISION DIR OF TRANS SERV	GE8	\$ 59,370	\$ 77,181	\$ 94,991
3749 DIRECTOR OF TRANSPORATION SERV	EXEC	\$ 99,678	\$ 149,517	\$ 199,356
3801 ENGINEERING AIDE	GN4	\$ 27,058	\$ 35,175	\$ 43,292
3803 ENGINEERING TECHNICIAN	GN8	\$ 36,812	\$ 47,855	\$ 58,899
3804 SR PUBLIC WORKS GIS/CAD TECH	GN10	\$ 43,732	\$ 56,852	\$ 69,972
3805 SURVEY PARTY SUPERVISOR	GE4	\$ 40,550	\$ 52,715	\$ 64,880
3815 PW PROJECT ENGINEER	GE7	\$ 53,972	\$ 70,164	\$ 86,356

3819 PW CHIEF ENGINEER	GE9	\$ 65,307	\$ 84,899	\$ 104,491
3951 COMMUNICATIONS SYSTEMS MANAGER	GE7	\$ 53,972	\$ 70,164	\$ 86,356
3965 DIVISION DIR OF SANITATION	GE9	\$ 65,307	\$ 84,899	\$ 104,491
3975 DIVISION DIRECTOR OF BUILDINGS	GE9	\$ 65,307	\$ 84,899	\$ 104,491
3985 DIVISION DIRECTOR OF STREETS	GE10	\$ 71,837	\$ 93,388	\$ 114,940
3990 DIV DIR OF PW ADMINISTRATION	GE9	\$ 65,307	\$ 84,899	\$ 104,491
3994 PW PROJECT MANAGER	GE8	\$ 59,370	\$ 77,181	\$ 94,991
3995 ASST DIR PW/CITY ENGINEER	GE11	\$ 79,739	\$ 103,661	\$ 127,583
3999 DIRECTOR OF PUBLIC WORKS	EXEC	\$ 99,678	\$ 149,517	\$ 199,356
4001 WATER TREATMENT PLT OPTR TRAIN	GN3	\$ 25,053	\$ 32,569	\$ 40,086
4005 WATER TREATMENT PLT OPTR III	GN6	\$ 31,560	\$ 41,028	\$ 50,496
4006 WATER TREATMENT PLT OPTR II	GN7	\$ 34,085	\$ 44,310	\$ 54,536
4007 WATER TREATMENT OPTR I	GN9	\$ 39,757	\$ 51,684	\$ 63,611
4008 WATER TREATMENT PLT OPTR SPVR	GN10	\$ 43,732	\$ 56,852	\$ 69,972
4103 INDUSTRIAL MECHANIC	GN7	\$ 34,085	\$ 44,310	\$ 54,536
4104 SENIOR INDUSTRIAL MECHANIC	GN9	\$ 39,757	\$ 51,684	\$ 63,611
4355 WATER TREATMENT MANAGER	GE8	\$ 59,370	\$ 77,181	\$ 94,991
4360 WATER CHEMIST	GE5	\$ 44,605	\$ 57,987	\$ 71,368
4399 DIVISION DIR WTR/WSTWTR TRTMNT	GE11	\$ 79,739	\$ 103,661	\$ 127,583
4501 DISPATCHER	GN4	\$ 27,058	\$ 35,175	\$ 43,292
4512 W&G HEAVY EQUIPMENT OPERATOR	GN8	\$ 36,812	\$ 47,855	\$ 58,899
4513 W&G SERVICE TECHNICIAN	GN7	\$ 34,085	\$ 44,310	\$ 54,536
4515 W&G METER TECHNICIAN	GN7	\$ 34,085	\$ 44,310	\$ 54,536
4517 W&G CORROSION TECHNICIAN	GN7	\$ 34,085	\$ 44,310	\$ 54,536
4518 W&G PROJECT MANAGER	GE8	\$ 59,370	\$ 77,181	\$ 94,991
4519 W&G CREW SUPERVISOR	GN9	\$ 39,757	\$ 51,684	\$ 63,611
4521 W&G WELDER/CREW SUPERVISOR	GN8	\$ 36,812	\$ 47,855	\$ 58,899
4529 W&G CONSTRUCTION CREW SUPERVSR	GN9	\$ 39,757	\$ 51,684	\$ 63,611
4530 FLEET & FACILITIES MANAGER	GE6	\$ 49,066	\$ 63,786	\$ 78,505
4613 WG GIS ENGINEERING TECHNICIAN	GN7	\$ 34,085	\$ 44,310	\$ 54,536
4615 W&G SR ENGINEERING TECHNICIAN	GN10	\$ 43,732	\$ 56,852	\$ 69,972
4619 W&G CHIEF ENGINEER	GE9	\$ 65,307	\$ 84,899	\$ 104,491
4725 W&G SYSTEMS CONTROL SUPERINTEN	GE8	\$ 59,370	\$ 77,181	\$ 94,991
4735 W&G DISTRIBUTION SUPERVISOR	GE5	\$ 44,605	\$ 57,987	\$ 71,368

4745 W&G COMPLIANCE COORDINATOR	GN10	\$ 43,732	\$ 56,852	\$ 69,972
4811 GAS CONTROL TECHNICIAN	GN7	\$ 34,085	\$ 44,310	\$ 54,536
4815 GAS CONTROL MANAGER	GE8	\$ 59,370	\$ 77,181	\$ 94,991
4835 W&G DISTRIBUTION SUPERINTENDEN	GE8	\$ 59,370	\$ 77,181	\$ 94,991
4899 DIVISION DIR OF WATER & GAS	GE11	\$ 79,739	\$ 103,661	\$ 127,583
5001 HYDRO-ELECTRIC ATTENDENT	GN5	\$ 29,222	\$ 37,989	\$ 46,756
5005 HYDRO-ELECTRIC OPERATOR	GN8	\$ 36,812	\$ 47,855	\$ 58,899
5007 HYDRO-ELECTRIC MAINTNANCE TECH	GN8	\$ 36,812	\$ 47,855	\$ 58,899
5009 HYDRO-ELECTRIC SUPERINTENDENT	GE6	\$ 49,066	\$ 63,786	\$ 78,505
5101 ELECTRIC GROUND WORKER	GN6	\$ 31,560	\$ 41,028	\$ 50,496
5103 ELECT LINE OH/UG EQUIP OPER	GN7	\$ 34,085	\$ 44,310	\$ 54,536
5111 ELECTRIC LINE TECHNICIAN I	GN7	\$ 34,085	\$ 44,310	\$ 54,536
5112 ELECTRIC LINE TECHNICIAN II	GN9	\$ 39,757	\$ 51,684	\$ 63,611
5113 ELECTRIC LINE TECHNICIAN III	GN11	\$ 48,106	\$ 62,537	\$ 76,969
5115 ELECTRIC LINE CREW SUPERVISOR	GN12	\$ 52,916	\$ 68,791	\$ 84,666
5116 ELECTRIC VEGETATION ROW SUPER	GN11	\$ 48,106	\$ 62,537	\$ 76,969
5119 ELECTRIC DISTRIBUTION SUPT	GE8	\$ 59,370	\$ 77,181	\$ 94,991
5212 UTILITY OPERATIONS SUPERVISOR	GN11	\$ 48,106	\$ 62,537	\$ 76,969
5213 ELECTRIC SUBSTATION TECHNICIAN	GN10	\$ 43,732	\$ 56,852	\$ 69,972
5214 UTILITY OPERATOR	GN10	\$ 43,732	\$ 56,852	\$ 69,972
5215 ELECTRIC SUBSTATION SUPERVISOR	GN11	\$ 48,106	\$ 62,537	\$ 76,969
5219 ELECTRIC SUBSTATION SUPT	GE8	\$ 59,370	\$ 77,181	\$ 94,991
5312 ELECTRIC RIGHT OF WAY TRIMMER	GN6	\$ 31,560	\$ 41,028	\$ 50,496
5315 INSPECTOR-CONTRACTOR MANAGER	GN12	\$ 52,916	\$ 68,791	\$ 84,666
5411 ELECTRIC METER TECHNICIAN I	GN6	\$ 31,560	\$ 41,028	\$ 50,496
5413 ELECTRIC METER TECHNICIAN II	GN8	\$ 36,812	\$ 47,855	\$ 58,899
5415 ELECTRIC METER TECHNICIAN III	GN10	\$ 43,732	\$ 56,852	\$ 69,972
5429 ELECTRIC METER SUPERVISOR	GN11	\$ 48,106	\$ 62,537	\$ 76,969
5431 UTILITIES WAREHOUSE MANAGER	GE5	\$ 44,605	\$ 57,987	\$ 71,368
5521 ELECTRIC ENGINEERING AIDE	GN3	\$ 25,053	\$ 32,569	\$ 40,086
5525 ELECTRIC GIS/CAD TECHNICIAN	GN7	\$ 34,085	\$ 44,310	\$ 54,536
5526 SR ELEC GIS/CAD TECHNICIAN	GN9	\$ 39,757	\$ 51,684	\$ 63,611
5530 ELECTRIC ENG & OPS MANAGER	GE10	\$ 71,837	\$ 93,388	\$ 114,940
5531 ELECTRIC ENGINEERING TECHNICIN	GN9	\$ 39,757	\$ 51,684	\$ 63,611

5532 ELECTRIC SR ENGINEERING TECH	GN10	\$ 43,732	\$ 56,852	\$ 69,972
5534 ELEC ENG TECH/COMPLIANCE COOR	GN9	\$ 39,757	\$ 51,684	\$ 63,611
5535 ELECTRIC ENGINEERING TECH SPVR	GE6	\$ 49,066	\$ 63,786	\$ 78,505
5536 SENIOR ELECTRIC ENGINEER	GE9	\$ 65,307	\$ 84,899	\$ 104,491
5537 ELECTRIC ENGINEER	GE8	\$ 59,370	\$ 77,181	\$ 94,991
5538 BROADBAND NETWORK ENGINRG TECH	GE7	\$ 53,972	\$ 70,164	\$ 86,356
5560 DIVSN DIR OF TELECOMMUNICATION	GE9	\$ 65,307	\$ 84,899	\$ 104,491
5690 KEY ACCOUNTS MANAGER	GE7	\$ 53,972	\$ 70,164	\$ 86,356
5691 UTILITIES ENERGY ADVISOR	GE5	\$ 44,605	\$ 57,987	\$ 71,368
5695 DIVISN DIR OF SUPPORT SERVICES	GE9	\$ 65,307	\$ 84,899	\$ 104,491
5699 DIVISION DIR OF POWER & LIGHT	GE11	\$ 79,739	\$ 103,661	\$ 127,583
5999 DIRECTOR OF UTILITIES	EXEC	\$ 99,678	\$ 149,517	\$ 199,356
6011 INFORMATION SPECIALIST	GN3	\$ 25,053	\$ 32,569	\$ 40,086
6012 CIRCULATION SPECIALIST	GN4	\$ 27,058	\$ 35,175	\$ 43,292
6015 LIBRARY SERVICES SPECIALIST	GN4	\$ 27,058	\$ 35,175	\$ 43,292
6017 LAW LIBRARY INFO SPECIALIST	GN4	\$ 27,058	\$ 35,175	\$ 43,292
6021 LIBRARY TECHNOLOGY SPECIALIST	GN5	\$ 29,222	\$ 37,989	\$ 46,756
6105 TECHNICAL SERVICES LIBRARIAN	GE4	\$ 40,550	\$ 52,715	\$ 64,880
6111 CHILDREN'S LIBRARIAN	GE4	\$ 40,550	\$ 52,715	\$ 64,880
6114 CIRCULATION SUPERVISOR	GE4	\$ 40,550	\$ 52,715	\$ 64,880
6121 ADULT SERVICES LIBRARIAN	GE4	\$ 40,550	\$ 52,715	\$ 64,880
6199 DIVISION DIRECTOR OF LIBRARY	GE10	\$ 71,837	\$ 93,388	\$ 114,940
6211 RECREATION AIDE	GN1	\$ 21,479	\$ 27,923	\$ 34,367
6213 RECREATION LEADER	GN1	\$ 21,479	\$ 27,923	\$ 34,367
6221 RECREATION PROGRAM SUPERVISOR	GN7	\$ 34,085	\$ 44,310	\$ 54,536
6225 RECREATION SPORTS OFFICIAL	GN1	\$ 21,479	\$ 27,923	\$ 34,367
6233 RECREATION INSTRUCTOR	GN2	\$ 23,198	\$ 30,157	\$ 37,116
6311 RECREATION FACILITY OPERATOR	GN1	\$ 21,479	\$ 27,923	\$ 34,367
6315 RECREATION SITE SUPERVISOR	GN2	\$ 23,198	\$ 30,157	\$ 37,116
6329 PROGRAM COORDINATOR	GE4	\$ 40,550	\$ 52,715	\$ 64,880
6330 P&R COMMUNICATIONS SPECIALIST	GE8	\$ 59,370	\$ 77,181	\$ 94,991
6410 DIV DIR OF COMMUNITY RECREATIN	GE7	\$ 53,972	\$ 70,164	\$ 86,356
6415 P&R FACILITIES & SERVICES PLAN	GE7	\$ 53,972	\$ 70,164	\$ 86,356
6421 SPECIAL POPULATION ASSISTANT	GN8	\$ 36,812	\$ 47,855	\$ 58,899

6425 DIV DIR OF SPECIAL RECREATION	GE7	\$ 53,972	\$ 70,164	\$ 86,356
6442 OUTDOOR REC PROGRAM SUPERVISOR	GN8	\$ 36,812	\$ 47,855	\$ 58,899
6445 DIVISION DIRECTOR OF ATHLETICS	GE7	\$ 53,972	\$ 70,164	\$ 86,356
6555 RECREATION GRANT SPECIALIST	GN6	\$ 31,560	\$ 41,028	\$ 50,496
6556 TRANSPORTATION GRANT SPEC	GN6	\$ 31,560	\$ 41,028	\$ 50,496
6558 DIV DIR PARKS ADMINISTRATION	GE7	\$ 53,972	\$ 70,164	\$ 86,356
6560 DIV DIR OF PARKS MAINTENANCE	GE7	\$ 53,972	\$ 70,164	\$ 86,356
6561 PARKS SUPERVISOR	GN10	\$ 43,732	\$ 56,852	\$ 69,972
6562 PARKS GROUNDSKEEPER I	GN4	\$ 27,058	\$ 35,175	\$ 43,292
6563 PARKS GROUNDSKEEPER II	GN5	\$ 29,222	\$ 37,989	\$ 46,756
6564 PARK MAINTENANCE TECHNICIAN	GN6	\$ 31,560	\$ 41,028	\$ 50,496
6599 DIRECTOR OF PARKS & RECREATION	EXEC	\$ 99,678	\$ 149,517	\$ 199,356
7011 ELIGIBILITY WORKER	GN7	\$ 34,085	\$ 44,310	\$ 54,536
7012 SENIOR ELIGIBITY WORKER	GN9	\$ 39,757	\$ 51,684	\$ 63,611
7015 ELIGIBILITY SUPERVISOR	GE5	\$ 44,605	\$ 57,987	\$ 71,368
7018 FRAUD INVESTIGATOR	GN7	\$ 34,085	\$ 44,310	\$ 54,536
7019 ELIGIBILITY SERVICES MANAGER	GE8	\$ 59,370	\$ 77,181	\$ 94,991
7025 CSA COORDINATOR	GN10	\$ 43,732	\$ 56,852	\$ 69,972
7101 EMPLOYMENT SERVICE AIDE	GN5	\$ 29,222	\$ 37,989	\$ 46,756
7105 EMPLOYMENT SERVICE WORKER	GN7	\$ 34,085	\$ 44,310	\$ 54,536
7106 SR EMPLOYMENT SERVICE WORKER	GN9	\$ 39,757	\$ 51,684	\$ 63,611
7109 EMPLOYMENT SERVICE SUPERVISOR	GE6	\$ 49,066	\$ 63,786	\$ 78,505
7111 SOCIAL SERVICE AIDE	GN5	\$ 29,222	\$ 37,989	\$ 46,756
7112 FAMILY SERVICES SPECIALIST	GN8	\$ 36,812	\$ 47,855	\$ 58,899
7113 SR FAMILY SERVICES SPECIALIST	GN10	\$ 43,732	\$ 56,852	\$ 69,972
7115 CHILD PROTECTIVE SERVICE WOKER	GN9	\$ 39,757	\$ 51,684	\$ 63,611
7117 FAMILY SERVICES SUPERVISOR	GE6	\$ 49,066	\$ 63,786	\$ 78,505
7125 FAMILY SERVICES MANAGER	GE8	\$ 59,370	\$ 77,181	\$ 94,991
7126 SNAPET COORDINATOR	GN8	\$ 36,812	\$ 47,855	\$ 58,899
7198 DIVISION DIRECTOR OF TRAINING AND OPERATIONS (SOCIAL SERVICES)	GE10	\$ 71,837	\$ 93,388	\$ 114,940
7199 DIRECTOR OF SOCIAL SERVICES	EXEC	\$ 99,678	\$ 149,517	\$ 199,356
7311 YOUTH CARE WORKER	GN6	\$ 31,560	\$ 41,028	\$ 50,496
7312 SENIOR YOUTH CARE WORKER	GN7	\$ 34,085	\$ 44,310	\$ 54,536
7313 SHIFT SUPERVISOR	GN9	\$ 39,757	\$ 51,684	\$ 63,611

7315 JUVENILE PROGRAM COORDINATOR	GE5	\$ 44,605	\$ 57,987	\$ 71,368
7316 JUVENILE TRAINING COORDINATOR	GN9	\$ 39,757	\$ 51,684	\$ 63,611
7322 POST DISPOSITIONAL COORDINATOR	GN7	\$ 34,085	\$ 44,310	\$ 54,536
7323 ALTERNATIVE DETENTION CASE WKR	GN8	\$ 36,812	\$ 47,855	\$ 58,899
7325 NURSE	GN11	\$ 48,106	\$ 62,537	\$ 76,969
7337 ASST DIV DIR OF JUVENILE DETEN	GE8	\$ 59,370	\$ 77,181	\$ 94,991
7339 DIVN DIR OF JUVENILE DETENTION	GE10	\$ 71,837	\$ 93,388	\$ 114,940
7401 CORRECTIONAL OFFICER I	GN7	\$ 34,085	\$ 44,310	\$ 54,536
7402 CORRECTIONAL OFFICER II	GN8	\$ 36,812	\$ 47,855	\$ 58,899
7403 CORRECTIONAL LIEUTENANT	GN11	\$ 48,106	\$ 62,537	\$ 76,969
7404 ADMINISTRATIVE LIEUTENANT	GN11	\$ 48,106	\$ 62,537	\$ 76,969
7405 CORRECTIONAL CAPTAIN	GN13	\$ 58,208	\$ 75,670	\$ 93,132
7409 CHIEF CORRECTIONAL OFFICER	GE9	\$ 65,307	\$ 84,899	\$ 104,491
7411 CORRECTIONAL HEALTH ASSISTANT	GN11	\$ 48,106	\$ 62,537	\$ 76,969
7413 LICENSED PHYSICIAN	GE11	\$ 79,739	\$ 103,661	\$ 127,583
7421 WORK PROGRAM COORDINATOR	GE8	\$ 59,370	\$ 77,181	\$ 94,991
7425 SERVICE PROGRAM COORDINATOR	GE8	\$ 59,370	\$ 77,181	\$ 94,991
7499 DIVISIN DIR OF ADULT DETENTION	GE10	\$ 71,837	\$ 93,388	\$ 114,940
8003 EMERGENCY COMMUNICATIONS TELEC I	GN6	\$ 31,560	\$ 41,028	\$ 50,496
8004 EMERGENCY COMMUNICATIONS TELECOMMUNICATOR II	GN7	\$ 34,085	\$ 44,310	\$ 54,536
8005 EM COMMUNICATIONS TLMNCTR SPR	GN9	\$ 39,757	\$ 51,684	\$ 63,611
8101 CERT COORDINATOR	GN2	\$ 23,198	\$ 30,157	\$ 37,116
8103 FIREFIGHTER	GN7	\$ 34,085	\$ 44,310	\$ 54,536
8105 FIRE FIGHTER/ENGINEER	GN9	\$ 39,757	\$ 51,684	\$ 63,611
8106 FIRE SUPPORT ANALYST	GE6	\$ 49,066	\$ 63,786	\$ 78,505
8107 FIRE LIEUTENANT	GN11	\$ 48,106	\$ 62,537	\$ 76,969
8108 FIRE CODE INSPECTOR	GN8	\$ 36,812	\$ 47,855	\$ 58,899
8109 FIRE CAPTAIN	GN12	\$ 52,916	\$ 68,791	\$ 84,666
8110 911 EMERGENCY COMMUNICATNS MGR	GE7	\$ 53,972	\$ 70,164	\$ 86,356
8111 FIRE LOGISTICS OFFICER	GN12	\$ 52,916	\$ 68,791	\$ 84,666
8115 ASSISTANT FIRE MARSHAL	GN11	\$ 48,106	\$ 62,537	\$ 76,969
	GE9	\$65,307	\$84,899	\$104,491
8116 DIVISION CHIEF FIRE MARSHAL	GE8	~~\$59,370~~	~~\$77,181~~	~~\$94,991~~
8117 DIVISION CHIEF TRAINING & SAFETY	GE9	\$ 65,307	\$ 84,899	\$ 104,491

8118 BATTALION CHIEF	GE8	\$ 59,370	\$ 77,181	\$ 94,991
8295 DEPUTY FIRE CHIEF	GE11	\$ 79,739	\$ 103,661	\$ 127,583
8299 FIRE CHIEF	EXEC	\$ 99,678	\$ 149,517	\$ 199,356
	GE8	\$59,370	\$77,181	\$94,991
8302 POLICE RECORDS & TECHNOLOGY MANAGER ~~PC-RECORDS-OFFICE MANAGER~~	GE7	\$53,972	\$70,164	\$86,356
8303 POLICE RECORDS CLERK	GN4	\$ 27,058	\$ 35,175	\$ 43,292
8304 QUARTERMASTER	GN7	\$ 34,085	\$ 44,310	\$ 54,536
8305 POLICE VIDEO TECHNICIAN	GN5	\$ 29,222	\$ 37,989	\$ 46,756
8306 POLICE PROP & EVID TECH	GN10	\$ 43,732	\$ 56,852	\$ 69,972
8307 POLICE ACCREDITATION MANAGER	GE6	\$ 49,066	\$ 63,786	\$ 78,505
8311 PARKING ATTENDENT	GN2	\$ 23,198	\$ 30,157	\$ 37,116
8315 SCHOOL CROSSING GUARD	GN1	\$ 21,479	\$ 27,923	\$ 34,367
8317 ANIMAL CONTROL OFFICER	GN7	\$ 34,085	\$ 44,310	\$ 54,536
8502 PD COMMUNITY ENGAGEMENT SPEC	GN8	\$ 36,812	\$ 47,855	\$ 58,899
8503 POLICE OFFICER	GN8	\$ 36,812	\$ 47,855	\$ 58,899
8505 POLICE CORPORAL	GN10	\$ 43,732	\$ 56,852	\$ 69,972
8507 POLICE SERGEANT	GN11	\$ 48,106	\$ 62,537	\$ 76,969
8510 POLICE CRIME ANALYST	GE6	\$ 49,066	\$ 63,786	\$ 78,505
8512 COMMUNITY RELATIONS LIAISON	GE6	\$ 49,066	\$ 63,786	\$ 78,505
8513 POLICE LIEUTENANT	GE7	\$ 53,972	\$ 70,164	\$ 86,356
8525 POLICE CAPTAIN	GE9	\$ 65,307	\$ 84,899	\$ 104,491
8690 POLICE MAJOR	GE11	\$ 79,739	\$ 103,661	\$ 127,583
8695 LIEUTENANT COLONEL	GE12	\$ 88,511	\$ 115,064	\$ 141,617
8699 POLICE CHIEF	EXEC	\$ 99,678	\$ 149,517	\$ 199,356



DEPUTY CITY ATTORNEY- 1812

FLSA Status: Exempt

Computer Code: 4

BRIEF DESCRIPTION

Serves as Deputy to the City Attorney in providing legal services to the City and acts for the City Attorney in his absence. Acts as Chief Legal Advisor for the Danville City School Board and Danville Department of Social Services. Attends various board and commission meetings; appears in court; and represents the City in litigation and in Virginia unemployment benefits hearings.

ESSENTIAL FUNCTIONS The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.

- Represents the city in litigation proceedings by conducting legal research; writing motions and orders; interviewing witnesses and making objections to evidence. Represents the city in employee grievances before administrative review panels.
- Represents the city in Virginia unemployment benefits hearings.
- Renders legal advice on a daily basis to all offices, departments, and agencies of the City, as well as the City Schools.
- Attends meetings of the City Council, the School Board, and City boards and commissions and renders immediate legal advice when necessary.
- Oversees various public forums for the City by attending school board, city board and commissions meetings; ensures the boards follow proper parliamentary procedures and adhere to the Virginia Freedom of Information Act.
- Ensures compliance of standards and regulations by reviewing contracts, documents, and the Virginia Public Procurement Act. Maintains current knowledge of ordinances and other legislation and laws.
- Handles legal issues by communicating with city employees; utilizing online legal research tools; drafting motions and orders. Writes legal briefs and memoranda for internal use and for use by city personnel.
- Advises City department and school administration heads by conducting legal research and drafting memoranda. Interacts with Citizens about issues, as needed.
- Advises City Schools on matters involving discipline of students.
- Assists in reviewing and providing oversight of office expenditures.
- Serves as Acting City Attorney when designated.
- Appears before City Council and the City's boards and commissions in the absence of the City Attorney.
- Mentors and assists in supervision of Legal Assistant, Legal Secretary, and Assistant City Attorneys.
- Approves payroll and signs invoices for the office, as needed.

ADDITIONAL DUTIES

- Reviews contracts and other documents for the city and for the school board.
- Provides direct or indirect services to citizens as may be assigned.
- Performs additional duties to support operational requirements as assigned.

JOB REQUIREMENTS

Education and Experience

Juris Doctor (JD), a law license issued by the Virginia Board of Bar Examiners and eight (8) years' experience as a practicing attorney, five years of which shall be in the practice of local government law.

An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above

Certifications/Licenses

Valid driver's license and acceptable driving record according to City criteria.

Job Knowledge

Intermediate knowledge to perform most work in normal situations. Comprehension of standard situations and includes knowledge of most of the significant aspects of the subject.

Reading

Advanced: Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.

Writing

Advanced: Ability to write editorials, journals, speeches, manuals, legal briefs or critiques

Math

Basic: Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division).

Communication Skills

Requires providing basic information to others outside direct reporting relationships on procedures or general policies. Contact may require the consideration of different points of view to reach understanding and gain cooperation and acceptance of ideas.

Independence and Decision-Making

Normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Technical Skills

Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Fiscal Responsibilities

No budgetary/fiscal responsibility

Supervisory Responsibilities

Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed

PHYSICAL DEMANDS

- Work is sedentary in nature, requiring frequent sitting and occasional light physical exertion.
- Adequate vision, hearing and talking to use a computer, telephone, deliver presentations and communicate effectively with others.

NON-PHYSICAL DEMANDS

- May frequently require working closely with others as a part of a team and tedious or exacting work.
- May occasionally experience time pressures and multi-tasking.
- Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.
- Regular and predictable attendance is expected.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Typically requires use of Printed Material, standard office equipment to included telephone, computer, Microsoft Office and related software and hardware

WORK ENVIRONMENT

The work is normally performed in an office setting, primarily at a desk in a quiet environment. The employee is not exposed to environmental hazards and does not normally require the use of protective equipment.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.

SIGNATURE

I have reviewed this description and understand the requirements and responsibilities of the position.

Employee Signature

Date



Youth & Gang Violence Prevention Outreach Worker - 1932

FLSA Status: Non-Exempt

Computer Code:

BRIEF DESCRIPTION

The purpose of this position is to assist in the coordination of activities and programs for the prevention of youth and gang violence. This is accomplished by reaching out to identified gang members and linking them to services and institutions, and providing access to resources in an effort to reduce attachment of youth to gangs and gang activities. Transporting youth to and from various appointments and functions. Plans and attends social and recreational activities. Serves as advocate for the youth in securing social services, education, and job related opportunities. Performs needs assessment for youth and family members and provides information about services. Makes appropriate referrals and maintains detailed documentation of all contact with youth. This position reports to the Youth and Gang Violence Prevention Coordinator.

ESSENTIAL FUNCTIONS The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.

- Identifies appropriate youth to participate in the project; Recruit and retain youth by providing access to job skills training; information resources, role modeling and encouragement; Serves as advocate for the targeted youth in securing services, education and job related opportunities; Assess needs of family members affected by the youth's gang involvement and makes referrals to appropriate services.
- Networks with various organizations, schools, courts, probation offices, community residents, and grass roots organization to gather resources and information to offer the youth and their affected family members; Plans and attends social and recreational activities for the targeted youth.
- Creates and maintains records for each youth involved in project; Document all contact with youth and their families and compiles status reports.

ADDITIONAL DUTIES

- Performs additional duties as assigned

JOB REQUIREMENTS

Education and Experience

- Associate's degree with knowledge of a specific vocational, administrative, or technical nature from a college, vocational or technical school.
- Six months up to one year experience in social services, grassroots organizations, community advocacy, or youth intervention.
- An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above

Certifications/Licenses

- Valid Driver's License with acceptable driving record according to City Criteria

Job Knowledge

Intermediate knowledge to perform most work in normal situations. Comprehension of standard situations and includes knowledge of most of the significant aspects of the subject.

Reading

Intermediate-Ability to read papers, periodicals, journals, manuals, dictionaries, and thesauruses.

Writing

Basic-Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses.

Math

Basic-Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

Communication Skills

Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Independence and Decision-Making

Normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed frequently.

Technical Skills

Work requires the use of standard technical skills appropriate to the work environment of the organization.

Fiscal Responsibilities

This position has no budgetary/fiscal responsibility.

SUPERVISORY RESPONSIBILITIES

This position has no responsibility for direction or supervision of others.

PHYSICAL DEMANDS

Work is light in nature, exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly or requires walking or standing to a significant degree. Requires adequate vision, hearing and talking to use a computer, telephone and communicating effectively with others.

NON-PHYSICAL DEMANDS

- Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.
- Regular and predictable attendance is expected.

- May experience

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of standard office equipment, including computer and related hardware and software, and any other equipment as appropriate or required.

WORK ENVIRONMENT

The work is typically performed in the community.

The employee is expected to use appropriate protective equipment for the assigned task; and any other equipment as apparent or assigned.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.

SIGNATURE

I have reviewed this description and understand the requirements and responsibilities of the position.

Employee Signature

Date



Economic Development Tourism Manager-1976

FLSA Status: Exempt

Computer Code: 4

BRIEF DESCRIPTION

This position is responsible for leading the City of Danville's tourism efforts by aggressively branding and promoting the City and Pittsylvania County to differentiate it from other regional competitors through advertising, promotions, trade events, and visitor experience initiatives to stimulate economic growth for the region. Target markets include attracting and serving visitors from the leisure and business travel sectors. This position also represents the City at local, state, and national tourism industry events and fosters strong networks among hospitality partners.

ESSENTIAL FUNCTIONS The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.

- Works closely with the Virginia Tourism Corporation (VTC) as the community's Destination Marketing Officer to provide information related to the local tourism product and also disseminates information from the VTC to local tourism-related businesses.
- Develops and manages branding and promotional programs to increase the region's tourism growth and development.
- Develops and implements the City of Danville's strategy for destination marketing, sales, visitor services, and stakeholder management to increase lodging, sales, and meals tax revenue.
- Promotes the region to meeting, group, convention, travel-trade professionals, and leisure visitors; Works with the Virginia Tourism Corporation to host workshops, FAM tours, media tours, AAA tours, and Welcome Center tours.
- Utilizes tourism industry data and customized market research to continuously refine long-term strategies and annual plans for marketing in accordance with destination management best practices.
- Establishes and tracks quantitative and qualitative performance standards to evaluate program effectiveness; Collects data and research to indicate the economic impact that tourism is bringing to the community.
- Communicates and regularly presents to regional leadership, hospitality-industry partners, residents, and media regarding tourism initiatives, performance data, news, and other relevant information.
- Works with stakeholders and City departments on local and state legislative issues and business-investment issues related to planning, permitting, transportation, technology, finance, workforce development, and more.
- Represents the City of Danville at local, state, and national industry related events and conferences.
- Actively searches and applies for grant funding to enhance and support the tourism program.
- Offers customer training during the year to improve the tourism experience.

ADDITIONAL DUTIES

- Performs additional duties as assigned

JOB REQUIREMENTS

Education and Experience

Bachelor's degree in Business Administration, Public Administration, Economic Development, Marketing, Urban Planning, Public Relations, Hospitality and Tourism Management, Community Development, or related field and three to five year's related experience.

An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above

Certifications/Licenses

- Certified Destination Management Executive (CDME) preferred.
- Valid Driver's License with acceptable driving record according to City Criteria

Job Knowledge

Intermediate knowledge to perform most work in normal situations. Comprehension of standard situations and includes knowledge of most of the specific aspects of the subject

Reading

Advanced: Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.

Writing

Advanced: Ability to compose and edit reports, presentations, proposals, grant submissions, editorials, journals, speeches, manuals, or critiques.

Math

Advanced: Ability to apply fundamental concepts of theories, work with advanced mathematical operations, methods and functions of real and complex variables.

Communication Skills

Recommendations regarding policy development and implementation are made and/or recommended. Contact may involve support of controversial position or the negotiation of sensitive issues or important presentations. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Independence and Decision-Making

Normally performs the duty assignments according to his or her own judgement, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Technical Skills

Comprehensive, practical knowledge of a technical fields with use of analytical judgement and decision-making abilities appropriate to the work environment of the organization.

Fiscal Responsibilities

Completes research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s). May recommend budget allocations.

SUPERVISORY RESPONSIBILITIES

May occasionally direct helpers, assistants, seasonal employees, interns, or temps.

PHYSICAL DEMANDS

Work is sedentary in nature, requiring occasional light physical exertion. Requires adequate vision, hearing and talking to use a computer, telephone and communicating effectively with others.

NON-PHYSICAL DEMANDS

- May frequently experience time pressure, changing tasks, multitasking, working closely with others as part of a team and work in emergency situations.
- May frequently work an irregular work schedule and be exposed to a noisy or distracting environment.
- Responsible for appropriate use and maintenance of City equipment, tools, and other resources, including work time.
- Regular and predictable attendance is expected.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of internet, standard office equipment, to include telephone, computer, Microsoft Office, Salesforce, and related software and hardware.

WORK ENVIRONMENT

The work is normally performed in an office setting, primarily at a desk in a quiet environment and the employee is generally not exposed to environmental hazards and does not normally require the use of protective equipment. The employee may occasionally be exposed to potential mechanical, chemical, electrical, fire and environmental hazards at industry tours and/or development sites. The employee is expected to use appropriate protective equipment for the assigned task (hearing and eye protection, chemical protection, hard hat, safety vest, steel-toe, etc.), and any other equipment as apparent or assigned.

The employee is expected to use appropriate protective equipment for the assigned task; and any other equipment as apparent or assigned.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.

SIGNATURE

I have reviewed this description and understand the requirements and responsibilities of the position.

Employee Signature

Date



UTILITY OPERATIONS SUPERVISOR - 5212

FLSA Status: Non-Exempt

Computer Code: 2

BRIEF DESCRIPTION

Supervises the electric and natural gas system Operations Center. Monitors and operates the natural gas and electric transmission/distribution systems. Completes personnel related tasks and addresses any schedule changes for operations staff. Monitors the natural gas distribution pressures using the pressure monitoring system and reports abnormal conditions; monitors natural gas consumption to ensure compliance with contract limitation; monitors the electric system for discrepancies, and writes and performs complex switching orders to eliminate overcurrent situations and maintain current flow to customers. Performs emergency restoration during disasters; enters work order tickets, performs after-hours turn on within the AMI program; provides customer service for incoming calls; appropriately assists the public and other departments; reports abnormalities to management, or the police department; contacts stand-by personnel; maintains internal time logs and maintains safety training and procedures manuals.

ESSENTIAL FUNCTIONS The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.

- Supervises the Operations staff and manages their daily tasks and schedule.
- Monitors natural gas distribution system and ensure compliance with contractual limits by monitoring city gate meter readings; recording hourly readings of the volume of gas flowing into the city and adhering to established limitations; curtailing customer consumption as necessary; monitoring the weather to anticipate the daily volume of gas needed; coordinating with suppliers for volume of gas required; using software to set up new sites and group lists as new monitoring sites are added; recording daily and hourly consumption reads; assisting technicians to download data log from non-communicating units.
- Constantly monitoring the SCADA program for changes in the power flow; monitoring alarms within the electrical system; monitor the natural gas distribution system pressure and reporting abnormal conditions; recording gas pressures at key regulator stations on an hourly basis; applying knowledge of the effects of weather conditions on system pressures.
- Logging data related to substation systems, OMS and AMI; prepare after-hours reports, hourly power usage, and various other daily, monthly, and annual reports; record information for gas billing, forecasting and planning; record daily consumption for large customers; inputting hourly gas pressure readings for monitored regulator stations; maintain time logs for after-hours service and emergency work; maintain change-out reports for Sensus AMI gas modules; maintain contact list for large industrial gas customers;
- Coordinating and directing line technicians, tree and contract crews during power interruptions to the electrical system; answering customer calls and entering them into OMS; keeping track of outages to identify areas needing improved efficiency and/or

reliability; dispatching appropriate personnel to emergency gas work and after-hours service work; notifying supervision of system outages.

- Appropriately assisting the public and other departments; evaluating all calls received and reporting appropriately; dispatching appropriate personnel; determine production changes of large industrial gas customers; report readings and other identified data to large gas industrial customers on a specified schedule; communication with other city departments regarding site preparation, closing, etc.
- Receive the switching order from the engineer; evaluate the impact on the system and write the order; perform the switching order in accordance with all safety and procedural regulations.

ADDITIONAL DUTIES

- Assumes the responsibilities of the senior engineering secretary in their absence as well as after business hours, weekends, and holidays.
- Performs additional duties as assigned.

JOB REQUIREMENTS

Education and Experience

Associate's Degree in Electrical Engineering or four to six years of experience

An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above

Certifications/Licenses

- Valid Driver's License with acceptable driving record according to City Criteria

Job Knowledge

Intermediate knowledge to perform most work in normal situations. Comprehension of standard situations and includes knowledge of most of the significant aspects of the subject.

Reading

Intermediate: Ability to read papers, periodicals, journals, manuals, dictionaries, and thesauruses.

Writing

Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.

Math

Intermediate: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

Communication Skills

Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Independence and Decision-Making

Normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Technical Skills

Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Fiscal Responsibilities

No budgetary/fiscal responsibility.

Supervisory Responsibilities

Performs essentially the same work as those directed. Includes oversight of quality, training, instructing and scheduling work.

PHYSICAL DEMANDS

Work is sedentary in nature. Requires adequate vision, hearing and talking to use a computer, telephone and communicating effectively with others.

NON-PHYSICAL DEMANDS

- Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.
- Regular and predictable attendance is expected.
- Frequent change of tasks, irregular work schedule/overtime, performing multiple tasks simultaneously, and working closely with others as part of a team.
- Occasional time pressure, emergency situations, and tedious or exacting work.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of standard office equipment, including computer and related hardware and software, two-way radio and paging system; and any other equipment as appropriate or required.

WORK ENVIRONMENT

The work is typically performed in an office setting, primarily at a desk in a quiet environment. The employee is not exposed to environmental hazards and does not normally require the use of protective equipment.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.

SIGNATURE

I have reviewed this description and understand the requirements and responsibilities of the position.

Employee Signature

Date



UTILITIES ENERGY ADVISOR – 5691

FLSA Status: Non-Exempt

Computer Code: 2

BRIEF DESCRIPTION

Research and identify customers who may benefit from an energy audit and then offer and perform auditing services to those identified customers; should be able to conduct energy audits of residential properties to identify energy conservation measures and their associated savings potential and determine clients' eligibility to participate in the Danville Utilities Home\$ave Rebate program; expected to independently perform the full range of auditing activities offered by Danville Utilities; auditors possess knowledge of HVAC, lighting, and electrical systems, and the interrelationships between such systems, along with general knowledge of residential water and gas; knowledge of procedures and requirements for program eligibility is required, as well as the ability to specify appropriate energy conservation measures and to calculate and quantify the impacts of such measures on facility energy use; during and upon completion of the audit the auditor should confirm with the customer and/or via Danville Utilities' internal computer programs that all installed measures electric and related components are tested, installed properly and are functioning correctly after installation; attend various safety and training courses; and engaging in independent study of materials related to energy efficiency.

ESSENTIAL FUNCTIONS The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.

- Research all residential accounts for high energy consumption using CIS program, and identify those customers that would benefit from energy audit services.
- Contact customers that would benefit from an energy audit and follow up with any requests for an audit with either a virtual/phone audit, or, if necessary, an in-person audit. Make suggestions during the audit or in a follow-up report to the customer of possible rebate opportunities to assist with further energy efficiency. Requires knowledge of HVAC, electrical, and lighting systems, and the interrelationships between such systems, along with general knowledge of residential water and gas. May require use of tools such as a thermal imaging camera or energy monitor.
- Provide reports to supervisor regarding the outcomes of any energy audits performed; keep a database of any energy savings for reporting to the Utility Commission. Proficiency in Microsoft Office products and internal computer programs including MDMS and CIS necessary.
- Make follow up calls/visits with customers to ensure proper use of installed equipment for optimal energy efficiency.
- Attend various safety and training courses and engage in independent study of material related to energy efficiency.

ADDITIONAL DUTIES

- Performs additional duties as assigned.

JOB REQUIREMENTS

Education and Experience

Associate's Degree, with knowledge of a specific vocational, administrative or technical nature, from a college, vocational or technical school; and a minimum of two years' experience.

An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above.

Certifications/Licenses

- Valid Driver's License with acceptable driving record according to City Criteria

Job Knowledge

Advanced knowledge of the subject matter. Complete comprehension of the subject area to solve common and unusual problems, able to advise on technical matters, and serve as a resource on the subject for others.

Reading

Advanced: Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.

Writing

Intermediate: Ability to read papers, periodicals, journals, manuals, dictionaries, and thesauruses.

Math

Advanced: Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods and functions of real and complex variables.

Communication Skills

Requires regular & routine interaction involving exchange and receipt of information.

Independence and Decision-Making

Normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Technical Skills

Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Fiscal Responsibilities

No budgetary/fiscal responsibility.

Supervisory Responsibilities

Performs essentially the same work as those directed. Includes oversight of quality, training, instructing and scheduling work.

PHYSICAL DEMANDS

- Work requires heavy physical effort, exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.
- Adequate vision, hearing and talking to drive, use computer, and communicate effectively with others.
- Frequent sitting, handling, and fine dexterity.
- Occasional standing, walking, lifting, carrying, pushing/pulling, reaching, kneeling, crouching, crawling, bending, twisting, balancing, and foot controls.
- Rarely required to climb.

NON-PHYSICAL DEMANDS

- Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.
- Regular and predictable attendance is expected.
- May frequently experience time pressure, performing multiple tasks simultaneously, working closely with others as part of a team, and tedious or exacting work.
- May rarely experience emergency situations, frequent change of tasks, irregular work schedule/overtime, and a noisy/distracting environment.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of standard office equipment, including computer, printer, scanner, and other related hardware and software.

WORK ENVIRONMENT

The work is typically performed in an office setting, with occasional work outdoors, where there is seasonal exposure to respiratory hazards and wetness/humidity.

The employee is expected to use appropriate protective equipment for the assigned task (safety glasses or face shield, hard hat, safety vest, etc.); and any other equipment as apparent or assigned.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.

SIGNATURE

I have reviewed this description and understand the requirements and responsibilities of the position.

Employee Signature

Date



DIVISION DIRECTOR OF TRAINING & OPERATIONS – 7198

FLSA Status: Exempt

Computer Code: 4

BRIEF DESCRIPTION

Serve as the single principal assistant to the Social Services Director requiring the planning, organizing, staffing and directing of major functional areas of the local department and includes both operational and administrative program areas; supervising and implementing an efficient delivery system for provision of competency-based skills, policy, and professional development training for staff and community partners; second only to the agency head in making decisions affecting the agency, particularly in specified program areas.

ESSENTIAL FUNCTIONS The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.

- Implements, monitors, and evaluates major programs related to the department's management and operations and training.
- Develops, interprets, and administers administrative policies, procedures, and utilization of staff resources.
- Assigns and explains work assignments to managers for new or changed programs, goals, and processes.
- Conducts departmental new hire orientation and new hire training.
- Reviews and analyzes records and reports of work accomplishment to assess program progress and resolve problems encountered in achieving goals and objectives.
- Plans and direct ongoing administrative support for delivery of training courses and special events.
- Supports staff by clarifying agency policies and procedures, when necessary, to ensure effective and efficient service delivery to clients.
- Takes corrective action.
- Attends management planning and policy-making meetings and provides advisory services in financial management matters.
- Represents the Social Service Director when absent or as designated.
- Directs the work of managers who are responsible for major program areas in administrative support and program operations.

ADDITIONAL DUTIES

- Performs additional duties as assigned.

JOB REQUIREMENTS

Education and Experience

Bachelor's degree in social work, a behavioral science, counseling, business or public administration or related field supplemented with professional experience in social work or other human services field with considerable supervisory or other management work experience to include administrative or consultative capacity with a social services system and with training delivery system or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Certifications/Licenses

- Valid Driver's License with acceptable driving record according to City Criteria

Job Knowledge

Advanced knowledge of the subject matter. Complete comprehension of the subject area to solve common and unusual problems, able to advise on technical matters, and serve as a resource on the subject for others.

Considerable knowledge of: human services program delivery; the current social, economic, and health issues relating to clients in jurisdiction; Social Security Act; laws and regulations on administration of welfare services; human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; principles and processes for providing customer and personal services; business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, and coordination of people and resources; and principles and procedures for personnel recruitment, selection, training, compensation and benefits, and personnel information systems. Comprehensive knowledge of: the rules, regulations, and policies governing the department's administrative, financial, and operational programs which this position supervises. Working knowledge of technical fields supervised.

Reading

Advanced: Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.

Writing

Advanced: Ability to write editorials, journals, speeches, manuals, or critiques.

Math

Intermediate: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

Communication Skills

Recommendations regarding policy development and implementation are made and/or recommended. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Independence and Decision-Making

Normally performs the duty assignments with substantial discretion and within broad parameters defined by general organizational requirements and accepted practices. Overall results determine job performance.

Technical Skills

Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Fiscal Responsibilities

Final approval of at least one division/departamental budget. Is authorized to approve fiscal/budgeted expenditures up to the amount that requires the approval of Senior Management.

Supervisory Responsibilities

Manages, monitors and directs the work performance of a division. Evaluates program/work objectives and effectiveness, establishes road organizational goals and realigns work and staffing assignments in one or more departments.

PHYSICAL DEMANDS

Work is sedentary in nature, requiring occasional light physical exertion. Requires adequate vision, hearing and talking to use a computer, telephone and communicating effectively with others.

NON-PHYSICAL DEMANDS

- Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.
- Regular and predictable attendance is expected.
- May frequently experience time pressure, emergency situations, frequently change of tasks, performing multiple tasks simultaneously, working closely with others as part of a team, and tedious or exacting work.
- May occasionally experience irregular work schedule/overtime.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of standard office equipment, including computer and related hardware and software, and any other equipment as appropriate or required.

WORK ENVIRONMENT

The work is typically performed in an office setting, primarily at a desk in a quiet environment. The employee is constantly exposed to communicable diseases, and occasionally to physical danger or abuse.

The employee is expected to use appropriate protective equipment for the assigned task; and any other equipment as apparent or assigned.

ACKNOWLEDGEMENT

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SIGNATURE

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Employee Signature

Date



JUVENILE TRAINING COORDINATOR – 7316

FLSA Status: Non-Exempt

Computer Code: 4

BRIEF DESCRIPTION

Serves as a Training Coordinator for the Juvenile Detention Division by assisting in the research, development, instruction and evaluation of orientation and annual training programs; preparing and attending training; ensuring each employee meets the minimum number of training hours, completing the documentation of training hours for each employee; maintaining compliance with various certifications related to their respective state and federal standards; and holding training sessions for the residents of the detention home.

ESSENTIAL FUNCTIONS The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.

- Provides training services to individual shifts by assisting in the research, development, implementation and evaluation of consistent and structured orientation and annual training programs; scheduling and preparing training sessions; and maintaining training information and equipment.
- Documents all training hours for detention home employees and ensures all requirements are met per certification standards; meets with the Certification teams in reference to training records during audits; and maintains individual training records for each employee.
- Provides required training programs to residents by assisting in the research, development, implementation and evaluation of training programs required by standards that are age and developmentally appropriate.
- Attends training programs to maintain personal training requirements; acquires information and materials to enhance personal skills; implements training programs within the facility.
- Coordinates training sessions with other departments and community agencies.

ADDITIONAL DUTIES

- Performs additional duties as assigned.

JOB REQUIREMENTS

Education and Experience

Associate's Degree, with knowledge of a specific vocational, administrative or technical nature, from a college, vocational or technical school; and at least five years detention home experience.

An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above.

Certifications/Licenses

- Valid Driver's License with acceptable driving record according to City Criteria
- CPR/First Aid/AED
- Handle with Care Physical Restraint
- Medication Administration
- Other certifications may be required.

Job Knowledge

Advanced knowledge of the subject matter. Complete comprehension of the subject area to solve common and unusual problems, able to advise on technical matters, and serve as a resource on the subject for others.

Reading

Intermediate: Ability to read papers, periodicals, journals, manuals, dictionaries, and thesauruses.

Writing

Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.

Math

Basic: Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division).

Communication Skills

Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Independence and Decision-Making

Normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Technical Skills

Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Fiscal Responsibilities

No budgetary/fiscal responsibility

Supervisory Responsibilities

Performs essentially the same work as those directed. Includes oversight of quality, training, instructing and scheduling work.

PHYSICAL DEMANDS

- Very heavy physical effort, exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.
- Adequate vision, hearing and talking to use a computer, telephone and communicating effectively with others.
- Frequent standing, sitting, walking, handling, and fine dexterity.
- Occasional lifting, carrying, pushing/pulling, reaching, kneeling, crouching, bending, twisting, climbing, and foot controls.
- Rare crawling and balancing.

NON-PHYSICAL DEMANDS

- Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.
- Regular and predictable attendance is expected.
- May frequently experience frequent change of tasks, performing multiple tasks simultaneously, and working closely with others as part of a team.
- May occasionally experience time pressure, emergency situations, tedious or exacting work, and noisy/distracting environment.
- May rarely experience irregular work schedule/overtime.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of standard office equipment, including Computers, databases and related query applications, GIS tools and applications, electronic spread sheets, word processing, statistical applications, desktop publications, department Records Management System (RMS) and Computer Aided Dispatch (CAD) systems.

WORK ENVIRONMENT

The work is typically performed in an office environment, where there is frequent exposure to communicable diseases and physical danger or abuse. There is occasional exposure to noise and vibration, and wetness/humidity. There is seasonal exposure to respiratory hazards and extreme temperatures. There is rare exposure to mechanical, chemical, electrical, and fire hazards.

The employee is expected to use appropriate protective equipment for the assigned task (gloves, First Aid/CPR mask, etc.); and any other equipment as apparent or assigned.

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Employee Signature

Date



EMERGENCY COMMUNICATIONS TELECOMMUNICATOR II – 8004

FLSA Status: Non-Exempt

Computer Code: 2

BRIEF DESCRIPTION

Receive calls regarding public safety emergencies and route them to the appropriate agency and/or officer; answer 911 calls and non-emergency calls for service; manage radio traffic of first responders; utilize standardized protocols to provide pre-arrival instructions to callers on scene; and providing emergency weather bulletins, traffic bulletins and general information to the public.

ESSENTIAL FUNCTIONS The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.

- Answers 911 calls by using standardized protocols and providing instructions to callers prior to arrival of first responders; utilizing ANI/ALI to obtain and verify address information; transferring 911 calls to other jurisdictions; and answering direct hotlines to various city departments and agencies.
- Dispatches first responders by using paging system for fire & EMS and dispatching system for police; utilizing VCIN to check for wanted persons and check CAD history for prior calls; prioritizing calls to ensure appropriate response is provided; monitoring phone and radio communication simultaneously and respond appropriately.
- Serves as VCIN operator by entering, modifying and clearing wanted persons, stolen articles and license tags; and providing confirmation to other jurisdictions in Danville.
- Performs other responsibilities such as receiving and transmitting weather and traffic bulletins; monitoring alarms for the vault, mass transit, generator and City Manager's office; sending or receiving mail and other duties as may be required.

ADDITIONAL DUTIES

- Attends meetings and training sessions.
- Performs additional duties to support operational requirements as assigned.
- Act as Shift Supervisor in supervisor absence.
- Assist with training when shift supervisor or CTO is absent.
- Help with Scheduling.
- Perform Quality Checks.

JOB REQUIREMENTS

Education and Experience

High School Diploma or GED supplemented by six months/one year of post-secondary study or training: e.g. vocational, business, technical school, and no experience required.

An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above.

Certifications/Licenses

- Valid Driver's License with acceptable driving record according to City Criteria
- Candidate will be required to obtain certifications in CPR, VCIN/NCIC, DCJS Basic Dispatcher Certification, NIMS 100, 200, 700, and 800, EPD, EMD, and EFD within a probationary period.

Job Knowledge

No knowledge of specific work. Ability to learn and general knowledge of having a job such as timeliness and receiving directions.

Reading

Intermediate: Ability to read papers, periodicals, journals, manuals, dictionaries, and thesauruses.

Writing

Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.

Math

Basic: Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division).

Communication Skills

Decisions regarding interpretation of policies may be made. Contact may involve stressful, negative interactions requiring high levels of tact, and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Independence and Decision-Making

Normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Technical Skills

Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Fiscal Responsibilities

No budgetary/fiscal responsibility.

Supervisory Responsibilities

May occasionally direct helpers, assistants, seasonal employees, interns, or temporary employees.

OTHER REQUIREMENTS:

- APCO or PRCJA supervisor training.
- Four years of service, 3 years as a released communicator.
- Must obtain 10 points from the task book list.
 - Each additional year of service--1 point each (Max of 5 points)
 - College degree (Associates 1 point, Bachelors 2 points, Masters 3 points.)
 - Serving on a DFD, DPD, or ECC committee-1 point.
 - ICS 300 and ICS 400 -2 points each.
 - EMD-Q, EFD-Q, and EPD-Q. - 2 points each.
 - 1 point each for the following classes
 - APCO Law enforcement communications.
 - APCO Fundamentals of Tactical Dispatch.
 - APCO Fire Service communications.
 - APCO Disaster Operations and Communications Center.
 - APCO active Shooter Incidents.

PHYSICAL DEMANDS

- Sedentary physical effort, exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.
- Constant sitting, fine dexterity; adequate vision, hearing, talking to use computer, telephone and communicate effectively with others.
- Frequent pushing/pulling, reaching, handling, twisting.
- Occasional standing, walking.
- Rarely lifting, carrying, kneeling, crouching, crawling, bending.

NON-PHYSICAL DEMANDS

- Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.
- Regular and predictable attendance is expected.
- Frequently experiences frequent change of tasks, performing multiple tasks simultaneously, working closely with others as part of a team, tedious or exacting work, noisy/distracting environment.
- May occasionally experience emergency situations, irregular work schedule/overtime.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of standard office equipment and telephone, and related software and hardware; and any other tools and equipment as appropriate or as assigned, including Headset, Computer Aided Dispatch, Protocol Cards, Priority Dispatch Pro QA Police, Fire and Medical, AVL.

WORK ENVIRONMENT

This work is performed in an office environment. There are no health, safety, or environmental factors. The employee must wear protective equipment as apparent or assigned, if any.

ACKNOWLEDGEMENT

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SIGNATURE

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Employee Signature

Date



FIRE LOGISTICS OFFICER – 8111

FLSA Status: Non-Exempt

Computer Code: 3

BRIEF DESCRIPTION

Working under the supervision of the Deputy Chief Operations, the Logistics Officer plans, directs, and reviews the logistics operations of the Fire Department including Fire Maintenance, Opticom Management, hydrant mapping and management, and fire facilities planning, maintenance and management. The Logistics Officer has the capability to serve as a Fire Officer or Safety Officer during suppression functions within the fire department.

ESSENTIAL FUNCTIONS The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.

- Manages the Fire Department's Logistics objectives.
- Supports the Fire Department by providing supplies and equipment for fire suppression, hazardous material, rescue, and emergency medical services.
- Responsible for management of facility maintenance of the fire stations and associated structures, including household items and office necessities.
- Serves as the assistant administrator of the fire departments Fire Domain ordering system.
- Responsible for purchasing, receiving, and inventory control.
- Coordinate research into new tools and equipment to ensure that the fire department has the right tools to be safe and effective.
- Briefs Senior Staff on operations of the Department's fire maintenance.
- Develops, implements, and monitors program goals and objectives, policies, procedures, emergency scene rehabilitation response guidelines, and protocols in compliance with Federal, State and local laws and regulations.
- Writes and submits grant applications.
- Assists with policy development, interprets policy and establishes methods and procedures.
- Assists with budget preparation for supplies; provides accurate estimates; monitors expenditures and applies cost-saving techniques.
- Schedules and coordinates annual equipment testing.
- Ensures that apparatus are properly equipped and ready to respond to emergency situations.
- Establishes and maintains vendor relationships and services as departmental liaison.
- Perform and maintain inventory control of safety supplies, EMS supplies, etc.
- Enters data pertaining to testing of equipment and safety supplies into the computer system.
- Coordinate research into new tools and equipment to ensure that the fire department has the right tools to be safe and effective.

ADDITIONAL DUTIES

- Performs additional duties as assigned.

JOB REQUIREMENTS

Education and Experience

High School Diploma or GED, supplemented by post-secondary study or training: e.g. vocational, business, technical school, with six years of firefighting experience and a thorough understanding of Fire/EMS operations.

An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above.

Certifications/Licenses

- Valid Driver's License with acceptable driving record according to City Criteria
- Annual Physical Fitness Work Performance Evaluation Test
- E.M.T. (Emergency Medical Technician) Certified
- Must possess ICS 100, 200, 300 and IS 700.A, 701.A, 703.A, 704
- Firefighter I and II Certification
- Fire Officer I
- EVOC
- Safety Officer

Job Knowledge

Advanced knowledge of the subject matter. Complete comprehension of the subject area to solve common and unusual problems, able to advise on technical matters, and serve as a resource on the subject for others.

Reading

Intermediate: Ability to read papers, periodicals, journals, manuals, dictionaries, and thesauruses.

Writing

Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.

Math

Intermediate: Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement.

Communication Skills

Requires providing basic information to others outside direct reporting relationships on procedures or general policies. Contact may require the consideration of different points of view to reach understanding and gain cooperation and acceptance of ideas.

Independence and Decision-Making

Normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Technical Skills

Work requires the use of standard technical skills appropriate to the work environment of the organization.

Fiscal Responsibilities

Prepares accounting, budget, employment actions, purchasing documents; and does research to justify language used in documents for a unit or division of a department.

Supervisory Responsibilities

No responsibility for direction or supervision of others.

PHYSICAL DEMANDS

- Medium physical effort, exerting up to 20-50 lbs. occasionally, 10-25 lbs. frequently; or up to 10 lbs. constantly.
- Adequate vision, hearing, talking to use computer, telephone and communicate effectively with others.
- Frequent standing, walking, lifting, carrying.
- Occasional sitting, pushing/pulling, reaching, handling, fine dexterity, kneeling, crouching, bending, twisting.
- Rarely climbing, balancing.

NON-PHYSICAL DEMANDS

- Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.
- Regular and predictable attendance is expected.
- Experiences frequent change of tasks.
- May occasionally experience time pressure, emergency situations, irregular work schedule/overtime, performing multiple tasks simultaneously, working closely with others as part of a team, tedious or exacting work.
- May rarely experience a noisy/distracting environment.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of standard office equipment and telephone, and related software and hardware; and any other equipment as appropriate or as assigned.

WORK ENVIRONMENT

This work is performed in an office environment where there may be occasional exposure to extreme temperatures; wetness/humidity; communicable diseases; chemical hazards; and electrical hazards.

The employee is expected to use appropriate protective equipment (including hard hat, safety glasses, and gloves) as apparent or assigned, if any.

ACKNOWLEDGEMENT

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SIGNATURE

I have reviewed this description and understand the requirements and responsibilities of the position.

Employee Signature

Date



POLICE ACCREDITATION MANAGER – 8307

FLSA Status: Exempt

Computer Code: 4

BRIEF DESCRIPTION

Oversees accreditation processes for the Danville Police Department; collaborates with the Police Department supervisory team to formulate, implement, and communicate policies and procedures; manages the department's national and state accreditation processes to include ensuring compliance and training and various types of presentations to department personnel, and conducts regular reviews with appropriate staff and revise department policy and procedures manuals and catalogs to ensure standard operating procedures are reliable and up-to-date and meet all current Commission on Accreditation for Law Enforcement Agencies (CALEA) and the Virginia Law Enforcement Professional Standards Commission (VLEPSC), legislative mandates and judicial rulings; other duties include providing direct or indirect service to citizens as assigned.

ESSENTIAL FUNCTIONS The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.

- Manages the department's national and state accreditation processes to include ensuring compliance and training and various types of presentations to department personnel; and conducts regular reviews with appropriate staff and revise department policy and procedures manuals and catalogs to ensure standard operating procedures are reliable and up-to-date and meet all current Commission on Accreditation for Law Enforcement Agencies (CALEA) and the Virginia Law Enforcement Professional Standards Commission (VLEPSC), legislative mandates and judicial rulings.
- Develops, writes, revises, and manages the department's catalog of policies and forms to meet accreditation standards; and maintains accreditation files; conducts regular reviews of policies and procedures to meet all current CALEA and VLEPSC standards, legislative mandates and judicial rulings.
- Identifies and verifies compliance with established law enforcement standards, correcting any noted deficiencies through policy, training, or other administrative measures; reviews standards and ensures the department remains in compliance; stays abreast of all aspects of the accreditation process to include proposed changes or amendments to the standards, and assesses the impact of changes on current policies and procedures.
- Serves as the department's representative to the Virginia Association of the Commission on Accreditation for Law Enforcement Agencies Accreditation Professionals and the Commission on Accreditation for Law Enforcement Agencies, Inc.; and provides various presentations to Danville Police Officers and command staff about accreditation, policy, and other planning issues.

ADDITIONAL DUTIES

- Conducts trainings pertaining to accreditation standards and law enforcement best practices.
- Conducts mock assessments internally to ensure adherence to accreditation standards.
- Performs additional duties as assigned.

JOB REQUIREMENTS

Education and Experience

Bachelor's Degree with broad knowledge in a general professional or technical field; and three to five years of experience.

An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above.

Certifications/Licenses

Valid Driver's License with acceptable driving record according to City Criteria

Job Knowledge

Advanced knowledge of the subject matter. Complete comprehension of the subject area to solve common and unusual problems, able to advise on technical matters, and serve as a resource on the subject for others.

Reading

Advanced: Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.

Writing

Advanced: Ability to write editorials, journals, speeches, manuals, or critiques.

Math

Advanced: Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods and functions of real and complex variables.

Communication Skills

Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Independence and Decision-Making

Normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Technical Skills

Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Fiscal Responsibilities

Completes research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s). May recommend budget allocations.

Supervisory Responsibilities

May occasionally direct helpers, assistants, seasonal employees, interns or temporary employees.

PHYSICAL DEMANDS

Work is sedentary in nature, requiring occasional light physical exertion. Requires adequate vision, hearing and talking to relate information through traditional media, digital media, and social media, to use a computer, telephone and communicating effectively with others.

NON-PHYSICAL DEMANDS

- Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.
- Regular and predictable attendance is expected.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of standard office equipment, including Computers, databases and related query applications, GIS tools and applications, electronic spread sheets, word processing, statistical applications, desktop publications, department Records Management System (RMS) and Computer Aided Dispatch (CAD) systems.

WORK ENVIRONMENT

Essential functions are regularly performed without exposure to adverse environmental conditions.

The employee is expected to use appropriate protective equipment for the assigned task; and any other equipment as apparent or assigned.

ACKNOWLEDGEMENT

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