



**City of Petersburg**

September 24, 2020

**Infectious Disease (COVID-19)  
Preparedness and Response Plan**

**Adoption Date:**

**10/6/20**

**Revision(s): 1**

## Organization Policy

The Virginia Department of Labor and Industry (DOLI) at the direction of Virginia Governor Ralph Northam has developed and implemented the policies set forth in Virginia Code 16 VAC 25-220. This Emergency Temporary Standard for preventing the infectious disease SARS-CoV-2 (otherwise known as COVID-19) is designed to prevent the spread of COVID-19 and protect Virginia's workers. The City of Petersburg is dedicated to ensuring that our employees (full-time, part-time, and temporary) are fully protected, and can return to their families at the conclusion of their shifts. This policy sets forth the measures, policies, assessments, and enforcement measures that the City of Petersburg will utilize to ensure the best possible outcome. Employees failing to abide by the requirements of this policy may receive disciplinary action in conformance with the personnel policies and procedures manual.

Should you have any questions please contact your supervisor or Human Resources to address any questions or concerns that you may have.

Thank you,

*Anetha R. Ferrell-Benavides*

City Manager

City of Petersburg

## Purpose, Scope, and Applicability

These procedures are designed to control, prevent, and mitigate the spread of SARS-CoV-2, the virus that causes coronavirus 2019 (COVID-19) among employees and citizens.

## Responsibility

City of Petersburg as assigned the following individual(s) to serve in the role of health officer. The health officer has the authority to stop or alter activities to ensure that all work practices conform to the mandatory safety and health requirements applicable to COVID- 19 as well as any other infectious disease hazards.

<b>Health Officer(s)</b>			
<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Phone Number</b>
Aretha R. Ferrell-Benavides	City Manager	Administration	(804)733-2301
Kenneth A. Miller	Director of Public Safety	Public Safety	(804)732-4222
Kimberly Robinson	Director of Human Resources	Human Resources	(804)733-2327
Twan Bridges	Risk Management	Human Resources	(804)733-2300 ext. 2445
James Reid	Interim Fire Chief	Petersburg Fire	(804)733-2328
J. Kevin Michalek	Division Chief / Infection Control Coordinator	Petersburg Fire	(804)733-2328
Travis Christian	Deputy Chief of Police	Petersburg Police	(804)732-4222
Vanessa Crawford	Sheriff	Sheriff's Office	(804)733-2369

For the purpose of ensuring compliance with the most recent safety and health requirements, City of Petersburg is responsible for administering this plan, monitoring agencies for new requirements, updating this plan, communicating any changes to employees, and monitoring the overall effectiveness of the plan. This person is also responsible for providing employees with a copy of this plan upon request.

## Exposure Assessment

Exposure Assessments were conducted on all positions in the City of Petersburg. We have determined the COVID-19 exposure risk level of all worksite functions to ensure that we apply appropriate hazard controls – including training, equipment, and personal protective equipment (PPE) – to protect employees’ safety and health. This assessment is based on OSHA Publication 3990. Classes of employees have been assigned to risk categories as follows:

*Exposure Risk Level means an assessment of the possibility that an employee could be exposed to the hazards associated with SARS-CoV-2 virus and the COVID-19 disease. Hazards and job tasks have been divided into four risk exposure levels: “Very High”, “High”, “Medium”, and “Lower”.*

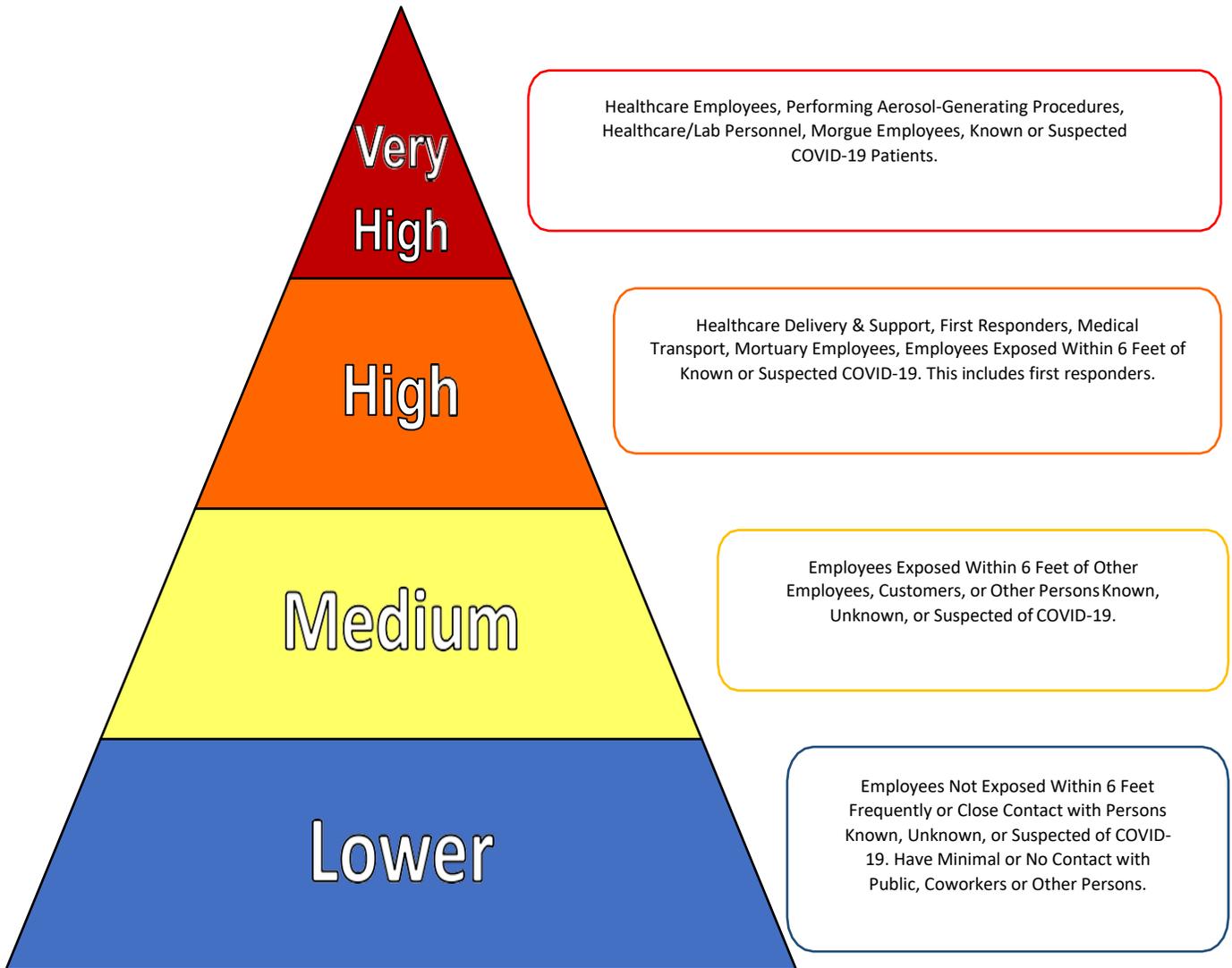
**“Very High”** exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure to known or suspected sources of the SARSCoV-2 virus and the COVID-19 disease including, but not limited to, during specific medical, postmortem, or laboratory procedures (refer to page 8 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

**“High”** exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure within six feet with known or suspected sources of SARS-CoV-2 that are not otherwise classified as “very high” exposure risk (refer to page 8 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

**“Medium”** exposure risk hazards or job tasks that are not labeled as “very high” or “high” (refer to pages 9-10 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

**“Lower”** exposure risk hazards or job tasks are those not otherwise classified as “very high”, “high”, or “medium” exposure risk that do not require contact within six feet of persons known to be, or suspected of being, or who may be infected with SARS-CoV-2; nor contact within six feet with other employees, other persons, or the general public except as otherwise provided in this definition (refer to page 10 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

The following graph relates to job tasks that pose a risk level to employees. The job tasks that are listed are not an all-inclusive list. Positions are classified according to the hazards they are potentially exposed to and the job tasks they undertake to ensure compliance with the standard/regulation. (See Appendix A).



## **Employee Self-Monitoring**

Employees shall self-monitor their health checking for symptoms of illness prior to coming to work each day consistent with the Virginia Department of Health's most current guidelines or screening protocol. Employees should ask themselves "Yes" or "No" since my last day of work, have I had any of the following COVID-19 symptoms:

- A fever of 100.4 degrees or above or having a sense of a fever?
- A new cough that cannot be attributed to another health condition?
- New shortness of breath that you cannot attribute to another health condition?
- New chills that you cannot attribute to another health condition or specific activity (such as physical exercise)?
- A new sore throat that you cannot attribute to another health condition?
- New muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?
- A new loss of taste or smell?
- Diarrhea and or Nausea ?

If you answer is "Yes" to any of the above, you should NOT report to work being sure to utilize the appropriate call out procedure for your department.

If you are at work and experience any of the above, you should immediately isolate yourself, don a face mask/covering, and contact your supervisor.

Employees who are sick should follow the Centers For Disease Control (CDC) Guidelines "What to Do If You Are Sick" <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>.

## **Employees Who Receive Positive Serologic (Antibody) Tests**

Upon notification of a positive COVID-19 serologic test, an employee should notify the Human Resources Department.

Serologic test results shall not be used to make decisions about returning employees to work who were previously classified as known or suspected COVID-19.

Employees who test positive by serologic testing and were not otherwise previously classified as known or suspected COVID-19 may report to work provided they are not COVID-19 symptomatic and follow general recommendations to prevent infection with SARS-CoV-2 while at work.

There shall be no change of PPE for employees that test positive for SARS-CoV-2 antibodies. Employees that have a positive antibody test shall utilize the same PPE required of other employees without exception.

## **Employees at Increased Risk for Severe Illness**

If an employee has been identified by the Centers for Disease Control (CDC) for being at a higher risk for severe illness and are concerned about your working environment or has questions about how they can work safely in the COVID-19 pandemic, they should contact the Human Resources Department. Conditions that are considered to be high risk can be found on the CDC's website:

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>

## **Procedure to Report Illness**

If an employee experiences any of the symptoms of COVID-19 and no alternative diagnosis has been made (e.g. tested positive for influenza), they should NOT report to work and follow these steps:

If the employee is at HOME:

- The employee should call out of work to their supervisor according to departmental procedures.
- The employee's supervisor will notify the Human Resources Department.
- The Human Resources Department will contact the employee and determine next steps in conjunction with the City Manager and the Virginia Department of Health, if necessary.

If the employee is at WORK:

- The employee should immediately isolate himself/herself and don a face mask.
- The employee should contact their supervisor.
- If the employee is safe to drive, the supervisor should instruct the employee to leave the premises. If the employee is not safe to drive, the supervisor should contact the employee's emergency contact and arrange for the employee to be transported home. If the employee is critically ill, the supervisor should call 9-1-1.
- The supervisor should contact the Human Resources Department who will contact the employee to determine next steps in conjunction with the City Manager and the Virginia Department of Health, if necessary.

Employees that are ill with symptoms associated with COVID-19 are designated as "suspected COVID-19".

Employees that are "suspected COVID-19" or "COVID-19" that are able and are eligible for Telework may do so upon Department Head and City Manager's approval.

**STOP**



**PROTECT  
YOURSELF**

**SELF  
ASSESSMENT**

**BEFORE YOU COME TO  
WORK, ASK YOURSELF:**

**1**

Do I have a fever, cough, shortness of breath, sore throat, new loss of smell or taste, nausea, diarrhea or vomiting?

**2**

Do I live with or have I had close contact with someone in the last 14 days diagnosed with or displaying signs of COVID-19?



**IF YES, DO NOT COME TO WORK; CONTACT  
YOUR SUPERVISOR IMMEDIATELY**



**Notification of positive COVID-19 Test**

Employees should notify the Human Resources department if they receive a positive SARS-CoV-2 (COVID-19) test or if a member of their household receives a positive SARS-CoV-2 (COVID-19) test.

Once the City has received notification of a positive COVID-19 test result from a City employee, a contractor/vendor/subcontractor employee, or any other person that has been on a City site within 14 days of receiving a positive COVID-19 test result:

- The City will notify its employees at the same place of employment within 24 hours of discovery of their possible exposure while keeping confidential the identity of the known COVID-19 person in accordance with the Americans with Disabilities Act (ADA) and other applicable Virginia Laws and regulations.
- The City will notify any other employer whose employees were present at the work site or other individual who was present at the worksite of a potential exposure within 24 hours.

Notifications of positive test of members of an employee's household will not necessitate notification to other employees.

## **Return To Work**

Suspected or known COVID-19 employees may return to work under the following circumstances:

- The employee must have resolution of a fever without the use of fever-reducing medications, and improvement in respiratory symptoms (e.g., cough, shortness of breath), and negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two (2) consecutive respiratory specimens collected greater than or equal to twenty-four (24) hours apart (total of two negative specimens).
- If an employee refuses to be tested, then the City will use the symptom-based strategy in conjunction with consultation with appropriate healthcare professionals concerning when an employee will be permitted to return to work. The symptom-based strategy excludes an employee from returning to work until at least three (3) days (72 hours) have passed since recovery defined as resolution of a fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and, at least ten (10) days have passed since symptoms first appeared and an appropriate healthcare professional has released them to safely return to work.

Known asymptomatic COVID-19 may return to work under the following conditions:

- The employee must receive negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two (2) consecutive respiratory specimens collected greater than or equal to twenty-four (24) hours apart (total of two negative specimens).
- If an employee refuses to be tested, then the City will use the time-based strategy which excludes an employee from returning to work until at least ten (10) days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test and an appropriate healthcare professional has released them to safely return to work. If they develop symptoms, then the symptom-based or test-based strategy shall be used.

Employees that have been isolated due to a known positive or suspected positive COVID-19 diagnosis of a member of their household may return to work when it is safe to do so according to the Virginia Department of Health’s guidelines.

### **Contractors/Vendors/Sub-Contractors**

Employees that are managers of contractors/vendors/subcontractors shall discuss with them the importance of suspected COVID-19 and known COVID-19 contractor, subcontractor or vendor employees staying home and encourage them to develop non-punitive sick leave policies and monitor COVID-19 hazards for their employees.

Employees that are managers of contractors/vendors/subcontractors shall notify them that if they have an employee that has been on a City of Petersburg work site within the previous 14 days of receiving a positive COVID-19 test result they shall notify the City of Petersburg Human Resources department.

Known COVID-19 and suspected COVID-19 subcontractor, contractor, or vendor employees shall not report to or be allowed to remain at a City work site until cleared for return to work.

(See Page 9)

## **Definitions**

**Administrative Control:** Any procedures which significantly limits daily exposure to COVID-19 related to workplace hazards and job tasks by control or manipulation of the work schedule or manner in which the work is performed. Personal Protective Equipment (PPE) is not considered an administrative control.

**Asymptomatic:** A person who does not have symptoms.

**Close Contact:** Any individual within six (6) feet of an infected person for at least fifteen (15) minutes starting from two (2) days before the person became sick until the person was isolated.

**Engineering Control:** The use of substitution, isolation, ventilation, and equipment modification to reduce exposure to COVID-19 related workplace hazards and job tasks.

**Exposure Risk Level:** Assessment of the possibility that an employee could be exposed to the hazards associated with COVID-19 disease which are based on risk factors present during the course of employment regardless of location. These have been broken down to “very high”, “high”, “medium”, and “lower”.

- **Very High:** Exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure to known or suspected sources of the COVID-19 including but not limited to specific medical, postmortem, or laboratory procedures.

- **High:** Exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure with known or suspected sources of COVID-19 that are not otherwise classified as “very high”.
- **Medium:** Exposure risk hazards or job tasks that are not otherwise classified as very high or high and require more than minimal occupational contact with other employees or persons who may be infected with but are not known or suspected COVID-19 carriers.
- **Lower:** Exposure risk hazards or job tasks are those not otherwise classified as very high, high, or medium, that do not require contact with person known to be, or suspected of being, or who may be infected with, nor contact with other employees, other persons or the general public except as otherwise provided in this definition.

## Face Coverings

Employees shall wear a facial covering when in shared spaces. Shared spaces include any area where more than one employee is present and it is difficult for social distancing to be observed (hallway, copy rooms, restrooms, break rooms, etc.). Any interaction with a citizen requires a facial covering (unless there is a physical barrier). Exceptions to wearing a facial covering may occur where there is a medical reason that an employee should not wear a face covering. Any employee requesting an exception to wearing a facial covering should see the Human Resources Department as medical documentation will be required.

Employee use of cloth face coverings for close contact (inside 6 feet) with co-workers, customers, or other persons is not an acceptable practice to achieve minimal occupational contact. A cloth facial covering is not intended to protect the wearer, but it may prevent the spread of the virus from the wearer to others and is not considered personal protective equipment (PPE).

When working in close contact with others, employees **MUST** wear a facial covering.

## Social Distancing

Employees shall observe social distancing guidelines (remaining at least 6 feet apart) at all times. This includes during break times. Employees should not congregate in offices, hallways, break rooms, workstations, time clocks, etc.

Where the nature of an employee’s work does not permit social distancing then a facial covering shall be worn by all individuals.

## **Break Rooms/Common Meal Areas**

The space occupancy, minimum physical distancing, hand/washing, and space disinfecting requirements of each break room or common room where employees consume meals will be clearly posted at its entrance. Employees should adhere to these requirements at all times.

Employees shall wash their hands with soap and water or utilize hand sanitizer prior to entering common break rooms.

Employees shall clean and disinfect the area of the break room that they utilized prior to leaving.

## **Travel & Training**

All business travel or meetings outside the City requiring overnight stay should be limited and must be approved by the Department Head and City Manager in writing prior to attendance.

Internal meetings should be conducted via telephone or other technology source if feasible.

Personal travel plans out of the state should be discussed with supervisors and a period of self-isolation may be required prior to returning to work dependent upon the circumstances. Approval to return to work after personal travel without self-isolation should be obtained from the City Manager's office in writing.

## **Vehicles**

If at all possible, multiple employees should not occupy a vehicle for work purposes. If this cannot be avoided, all employees occupying the vehicle shall wear a face mask.

Employees should sanitize the inside of their City vehicle after each use. If an employee utilizes the same vehicle for an entire shift and no other employee utilizes it, then the vehicle may be sanitized at the end of each their shift.

## **Sanitation**

Employees that interact with the general public, contractors and other persons, shall be provided with and immediately use supplies to clean and disinfect surfaces contacted during the interaction where there is potential for exposure to the SARS-CoV-2 virus by themselves or other employees.

Areas in the place of employment where known and suspected COVID-19 employees or other persons accessed or worked shall be disinfected prior to allowing other employees to access the area. This requirement shall not apply if the area(s) in question have been unoccupied for seven (7) or more days.

All common spaces, including bathrooms, frequently touched surfaces and doors shall at a minimum be cleaned and disinfected at the end of each shift.

Where feasible, shared tools and equipment shall be cleaned and disinfected prior to transfer from one employee to another.

Employees shall ensure that only disinfecting chemicals and products are used that are approved by the Environmental Protection Agency (EPA) and listed on List N for use against SARS-CoV-2 and emerging viral pathogens.

Employees should ensure that the manufactures instructions for use of all disinfecting chemicals and products are complied with (e.g. concentration, application method, contact time, PPE, etc.).

Employees shall have easy, frequent access, and permission to use soap and water, and hand sanitizer where feasible for the duration of work. Employees assigned to a workstation where job tasks require frequent interaction inside six (6) feet with other persons shall be provided with hand sanitizer where feasible at their workstation. Mobile crews shall be provided with hand sanitizer where feasible for the duration of work at a work site and shall have transportation immediately available to nearby toilet facilities and handwashing facilities.

Employees shall wash their hands thoroughly with soap and water or utilize hand sanitizer immediately upon entering and prior to exiting a City building/facility. Frequent and proper handwashing and or utilization of hand sanitizer is encouraged throughout the day.

### **Antidiscrimination**

No person shall discharge or in any way discriminate against an employee because the employee has exercised their rights under the safety and health provisions of the STANDARD NAME or Title 40.1 of the Code of Virginia for themselves or others.

No person shall discharge or in any way discriminate against an employee who voluntarily provides and wears their own personal protective equipment (PPE), including, but not limited to a respirator, face mask, face shield, or gloves, if such equipment is not provided by the City, provided that the PPE does not create a greater hazard to the employee, or create a serious hazard for other employees.

No person shall discharge or in any way discriminate against an employee who raises a reasonable concern about infection control related to the SARS-CoV-2 virus and COVID-19 disease to the City, the City 's agent, other employees, or to the public such as through print, online, social or any other media.

## **Employer Requirements**

Employees are encouraged to self-monitor for signs and symptoms of suspected COVID-19 infection. These signs and symptoms may include the following: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. Symptoms may appear in 2 to 14 days after exposure to the virus.

Employees who are experiencing symptoms listed above are encouraged to stay home and notify a supervisor of your absence. On a case-by-case basis, you may be authorized to work remotely. Should the need arise to remain away from work for an extended period of time due to COVID-19, the City of Petersburg sick leave policy allows for: (See Personnel Policies and Procedures Manual, Working Conditions and Benefits, Article VI, Section 6.4.)

Any organizations conducting contracting work with the City of Petersburg is required to impress upon the contractor(s) about the importance of suspected COVID-19 contractors or temporary employees staying home. Known or suspected COVID-19 contractors or temporary workers shall not report to work or be allowed to remain on the job site until cleared to return to work.

To reduce the spread of COVID-19, employees, unless infeasible, will be required to practice physical distancing. When physical distancing is infeasible, employees will be required to ensure the use of a face covering. All employees when occupying a vehicle together for work purposes are required to utilize a face covering. If a facial covering is contrary to an employee's safety or health, a facial covering is not required; however, based on physical distancing, the employee may be required to utilize a face shield or other PPE device to ensure protection.

Employees who are required to interact with customers, contractors, or the general public will be provided with, and must immediately use supplies to clean and disinfect areas where there is potential for exposure to COVID-19. All common areas bathrooms, and other frequently touched surfaces must be cleaned at least at the end of each shift or as determined by enhanced cleaning procedures.

## **Return to Work**

If an employee of the City of Petersburg is suspected or has tested positive for COVID-19, the following guidelines are to be followed:

If an employer (supervisor) is notified of a positive test for one of its own employees, contractors, temporary employees, or other person who was present at the place of employment within the previous fourteen (14) days, the employer shall notify:

- Its own employees at the same place of employment who may have been exposed within twenty-four (24) hours of discovery while keeping confidential the identity of the COVID-19 person in accordance with the Americans with Disabilities Act (ADA) and other applicable laws and regulations.
- Other employers whose employees were present at the work site during the same time period; and the building/facility owner (if different from the employer).

### **Choose one or both of the strategies below**

Employees may return to work based on the time-based strategy implemented by the City of Petersburg. Employees who are suspected or known COVID-19 employees may return to work when (seventy-two) 72 hours have passed since recovery (resolution of fever without the use of fever-reducing medications, and improvement in respiratory symptoms); AND at least ten (10) days have passed since the symptoms first appeared.

Employees may return to work based on the test-based strategy implemented by the City of Petersburg. Employees who are suspected or known COVID-19 employees may return to work when there is a resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms, AND two (2) consecutive negative results from a U.S. Food and Drug Administration Emergency Use COVID-19 test taken at least (twenty-four) 24 hours apart. An employee has the right to refuse the COVID-19 test; however, the employer will then be required to follow the symptom-based strategy.

## **Training**

The City of Petersburg is dedicated to ensuring employee protection. This is done to ensure that employees can return home to their families safely at the conclusion of their shifts. To do that, employees must be effectively trained. Training will be accomplished as prescribed below:

- To all employees initially
- To all employees who lack understanding of the policy
- To all newly hired employees

Training will cover the information as prescribed below:

- COVID-19 signs and symptoms
- Self-monitoring for signs and symptoms
- Employer responsibilities and return to work policy
- Cleaning and disinfecting
- Specific COVID-19 analysis for employee jobs
- The City of Petersburg enforcement policy
- Allow for questions and answers

## **Responsible Party**

The City of Petersburg has developed this policy based on the temporary 16 VAC 25-220 Emergency Temporary Standard developed by the Virginia DOLI. This policy is designed to be in place through January 15, 2021; however, this policy may be continued by the City of Petersburg based on Federal, State, or local guidelines. The City of Petersburg Department/Person (i.e. Human Resources Office) is responsible to ensure the adoption, dissemination, and enforcement of this policy for the safety and health of the employees of the City of Petersburg.

Employee Printed Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

## Appendix A- Exposure Assessment-COVID-19

Positions were classified based on the guidance provided in the standard/regulation.

TITLE	LOW	MEDIUM	HIGH	VERY HIGH
Account Clerk II	✓			
Account Clerk III	✓			
Accountant III	✓			
Accountant Supervisor	✓			
Accounting Clerk III	✓			
Accounting Manager	✓			
Administrative Assistant	✓			
Administrative Assistant II	✓			
Administrative Manager	✓			
Administrative Program Assistant	✓			
Administrative Services Manager	✓			
Administrator, CDBG	✓			
Administrator, Human Resources	✓			
Animal Control Assistant		✓		
Animal Control Officer		✓		
Animal Control Warden		✓		
Appraiser	✓			
Assessor	✓			
Assistant Chief Deputy (Circuit Court)	✓			
Assistant City Attorney	✓			
Assistant Director		✓		
Assistant Director, Capital Budgeting	✓			
Assistant Director, Engineer (Utilities)		✓		
Assistant Director, Planning & Development Services	✓			
Assistant Fire Marshal			✓	
Assistant General Manager, Facilities		✓		
Assistant General Manager, Street Operations		✓		
Assistant General Manager, Utilities		✓		
Assistant Golf Course Superintendent		✓		
Assistant Golf Professional		✓		
Assistant Manager, Billing & Collections		✓		
Assistant Purchasing Agent	✓			
Assistant Registrar		✓		
Assistant to the City Manager	✓			
Attorney II	✓			
Attorney III	✓			
Attorney IV	✓			

TITLE	LOW	MEDIUM	HIGH	VERY HIGH
Automotive Services Superintendent (Streets)	✓			
Benefit Program Specialist I/II	✓			
Benefit Program Specialist III	✓			
Budget Analyst	✓			
Building & Property Maintenance Official		✓		
Building Inspector		✓		
Building Maintenance Inspector		✓		
Business License Inspector		✓		
Chief Deputy Commissioner of Revenue	✓			
Chief Meter Reader		✓		
CIP Manager	✓			
Circuit Court Liaison Officer	✓			
City Attorney	✓			
City Clerk	✓			
City Manager	✓			
City Treasurer	✓			
Civil Clerk	✓			
Clerk of Circuit Court	✓			
Commissioner of Revenue	✓			
Commonwealth Attorney	✓			
Community Juvenile Officer		✓		
Computer Systems & Network Manager		✓		
Construction Worker (Cemeteries & Grounds)		✓		
Council Member	✓			
Court Administrator	✓			
Courthouse Camera Monitor (Sheriff)		✓		
Crew Leader		✓		
Crew Leader (Cemeteries & Grounds)		✓		
Crew Supervisor I (Streets)		✓		
Crew Supervisor II (Utilities Operations)		✓		
Crew Supervisor II (Cemeteries & Grounds)		✓		
Crew Supervisor II (Streets)		✓		
Crossing Guard	✓			
Custodial Worker I		✓		
Custodial Worker II		✓		
Customer Service Representative		✓		
Customer Service Utility Representative		✓		
Data Analyst	✓			
Data Entry Operator	✓			
Deputy City Manager, Community Affairs		✓		
Deputy City Manager, Development		✓		

TITLE	LOW	MEDIUM	HIGH	VERY HIGH
Deputy City Manager, Public Safety			✓	
Deputy Clerk	✓			
Deputy Clerk I - Clerk of Circuit Court	✓			
Deputy Clerk I - Commission of Revenue	✓			
Deputy Clerk II - City Treasurer	✓			
Deputy Clerk II - Clerk of Circuit Court	✓			
Deputy Clerk III	✓			
Deputy Clerk IV	✓			
Deputy Director, Mass Transit		✓		
Deputy Fire Chief			✓	
Deputy Fire Marshal			✓	
Deputy Police Chief			✓	
Deputy Sheriff		✓		
Director, Budget & Procurement	✓			
Director, Community Corrections		✓		
Director, Comprehensive Services Act		✓		
Director, Economic Development	✓			
Director, Finance	✓			
Director, General Services		✓		
Director, Human Resources	✓			
Director, Information Technology		✓		
Director, Library Services		✓		
Director, Mass Transit		✓		
Director, Neighborhood Services		✓		
Director, Planning & Development Services	✓			
Director, Recreation & Community Engagement		✓		
Director, Social Services		✓		
Director, Utilities & Capital Projects		✓		
Dispatch (Transit)	✓			
Economic Development Program Coordinator	✓			
Electrical Mechanical Inspector		✓		
Electronics Technician		✓		
Engineer		✓		
Engineering Construction Manager		✓		
Executive Assistant to the City Manager	✓			
Executive Assistant (Recreation & Community Engagement)	✓			
Executive Chef	✓			
Executive Director/Freedom Support Center		✓		
Facility Manager (F/T)		✓		
Facility Maintenance Specialty (Facilities)		✓		

TITLE	LOW	MEDIUM	HIGH	VERY HIGH
Family Services Manager		✓		
Family Services Specialist I		✓		
Family Services Specialist III		✓		
Family Services Supervisor		✓		
Fire Battalion Chief			✓	
Fire Captain			✓	
Fire Chief			✓	
Fire Division Chief			✓	
Fire Marshal/Deputy Chief			✓	
Fire Sergeant			✓	
Firefighter			✓	
Fiscal Assistant III	✓			
Fiscal Coordinator	✓			
Fiscal Manager	✓			
Fraud Investigator II	✓			
General Manager, Facility Management		✓		
General Manager, Engineer		✓		
General Manager, PGA Golf Pro		✓		
General Supervisor I (Cemeteries & Grounds)		✓		
General Supervisor II - (Utilities)		✓		
General Supervisor II (Facilities)		✓		
GIS Analyst	✓			
Golf Course Laborer		✓		
Golf Course Superintendent		✓		
Help Desk Specialist		✓		
Human Resources, Specialist	✓			
Human Services Assistant II	✓			
HVAC Mechanic		✓		
HVAC Technician Supervisor		✓		
Information System Support Specialist (Social Services)	✓			
Information System Support Supervisor (Social Services)	✓			
Information Technology Analyst		✓		
Inventory Clerk	✓			
Investigator/Commonwealth Atty	✓			
Legal Administrative Assistant	✓			
Librarian I		✓		
Library Assistant		✓		
Library Assistant II		✓		
Maintenance Worker I (Grounds)		✓		
Maintenance Worker I (Facilities)		✓		
Maintenance Worker II (Streets)		✓		

TITLE	LOW	MEDIUM	HIGH	VERY HIGH
Manager, Benefit Programs	✓			
Manager, Billing & Collections		✓		
Manager, Economic Development	✓			
Marketing Specialist	✓			
Motor Equipment Operator I (Utilities)	✓			
Motor Equipment Operator II	✓			
Motor Equipment Operator III	✓			
Museum Interpreter		✓		
Neighborhood Services Coordinator		✓		
Network Support Specialist (Social Services)	✓			
New Freedom Operator (F/T)			✓	
Office Assistant I - (Commonwealth Attorney)	✓			
Office Assistant III - (Commonwealth Attorney)	✓			
Operations Manager (Transit)		✓		
Operations Manager (Utilities)	✓			
Paralegal (City Attorney)	✓			
Parking Enforcement Specialist (P/T)			✓	
Payroll & Revenue Specialist [Transit]	✓			
Payroll Coordinator	✓			
Permit Technician		✓		
Planning/Zoning Technician	✓			
Plans Reviewer	✓			
Plumbing Mechanical Inspector		✓		
Police Captain			✓	
Police Lieutenant			✓	
Police Officer			✓	
Police Records Supervisor	✓			
Police Sergeant			✓	
Preservation Planner	✓			
Pretrial/Probation Officer		✓		
Program Coordinator	✓			
Program Manager, PJCCCP			✓	
Property Maintenance Official		✓		
Public Affairs Coordinator		✓		
Pump Station Equipment Mechanic - (Utilities)		✓		
Purchasing Agent	✓			
Purchasing Specialist	✓			
Real Estate Clerk	✓			
Records Clerk (Police)	✓			
Recreation Program Coordinator		✓		
Registrar			✓	

TITLE	LOW	MEDIUM	HIGH	VERY HIGH
Rental Housing Inspector		✓		
Restaurant Manager	✓			
Right of Ways Permits Manager	✓			
Risk Control Coordinator	✓			
Safety/Locator (Utilities)	✓			
Secretary - (Commonwealth Attorney)	✓			
Secretary II (Recreation & Community Engagement)	✓			
Secretary III (Police)	✓			
Security (P/T)		✓		
Security Guard (DSS)/ Facilities Manager I		✓		
Self-Sufficiency Specialist I	✓			
Self-Sufficiency Supervisor	✓			
Senior Traffic Signal/Street Light Technician		✓		
Sheriff		✓		
Sheriff Captain		✓		
Sheriff Corporal		✓		
Sheriff Lt. Col		✓		
Sheriff Major		✓		
Sheriff Sergeant		✓		
Storeroom/Print Shop Clerk		✓		
Stormwater Program Inspector		✓		
Stormwater Program Manager		✓		
Supervisor, Benefit Programs	✓			
Surveillance Officer		✓		
Telecommunication/Receptionist	✓			
Telecommunications Coordinator	✓			
Telecommunicator I	✓			
Telecommunicator II	✓			
Transit Accounts Specialists (F/T)	✓			
Transit Operator (F/T)			✓	
Transit Program Grants Specialist (F/T)		✓		
Transit Supervisor (F/T)			✓	
Victim Witness Advocate		✓		
Victim Witness Assistant Director		✓		
Victim Witness Director		✓		
Victim Witness Program Assistant		✓		
Water Service Technician I		✓		
Zoning Administrator	✓			