

**TOWN OF VIENNA, VIRGINIA  
ADMINISTRATIVE REGULATIONS**

Subject:  
**CAREER PATH  
PROGRESSION PROGRAM**

Regulation No:  
2.35

Effective Date:  
July 1, 2019

Supersedes: July 1, 2009; July 1, 2012; June 15, 2016;  
July 1, 2018

## **I. PURPOSE**

The purpose of this program is to recognize and compensate those individuals who have acquired additional or advanced work-related knowledge, skills and abilities. This program provides a career development plan based on an employee's acquired skills, performance, training and length of service, rather than on a promotional or competitive basis. It has been established for certain classifications, in which there is natural progression, within the Police, Parks & Recreation and Public Works departments. Others may be added as they are available.

## **II. PAY ADJUSTMENT**

- A. Effective July 1, 2018, positions listed in the Career Path Progression Program receive a salary increase of 3.5% per pay grade progressed, not to exceed 10.5%, when the requirements for career path progression have been met. In all cases, the new salary must be within the new pay grade range.
- B. When an employee who has progressed through the Career Path Progression Program is no longer able to meet the requirements of the position, he or she may be regressed to a position that he or she is able to perform with or without reasonable accommodation.
- C. In a regression, the employee will be retrogressed in pay according to the percentage of pay in career progression between the higher classification and the lower classification to which he or she is regressed.

## **III. APPLICABILITY**

- A. Positions contained within the Career Progression Program are:
  - 1. Police Officer First Class
  - 2. Master Police Officer
  - 3. Dispatcher II
  - 4. Animal Control Officer II
  - 5. Animal Control Officer III
  - 6. Maintenance Worker II
  - 7. Maintenance Worker III
  - 8. Maintenance Worker IV
  - 9. Mechanic II
  - 10. Mechanic III

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- 11. Electrical/Traffic Signal Technician II
- 12. Meter Service Worker II
- 13. Meter Service Worker III
- 14. Meter Service Worker IV
- 15. Supervisor II

**IV. PROCEDURES**

- A. Upon meeting of the specific job and program requirements at the time of progression, an employee may be moved into the next career progression step.
- B. The granting of a career progression step is not considered a promotion or transfer. As a result, there is no probationary or evaluation period assigned to this action.
- C. The supervisor or superintendent will initiate a career progression recommendation, which will be approved through the chain of authority and, finally, authorized by the Public Works Director or the Parks & Recreation Director, as appropriate. Police Lieutenants initiate and the Chief of Police will provide final authorization for all police department personnel career progression steps within the Police Department.
- D. Qualifying documentation will accompany all requests for career path progression submitted to the Human Resources Department, who will assure compliance.

**V. PROGRAM REQUIREMENTS**

- A. In order to advance within the Career Path Progression Program, participants must meet the following criteria:
  - 1. Must have received at least a “Successfully Meets Expectations” on their most recent official performance evaluation.
  - 2. Must maintain at least a “Successfully Meets Expectations” rating while participating in the Career Progression Program.
  - 3. Must demonstrate good work attendance record: Employees who have been disciplined or placed on restricted leave status within the last 12 months are ineligible for participation in the Career Progression Program until 12 months have passed after the disciplinary or restricted event is completed.

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4. An employee cannot have been disciplined concerning a violation of any Town policy or safety standard, including incurring an avoidable accident or injury, within the last 12-month work period.
5. Must demonstrate full compliance with each position's progression standards.
6. Must meet minimum requirements for the position as described in the job description at the time of progression and maintain such for the duration, with or without reasonable accommodation.

**VI. PROGRESSION STANDARDS**

A. Police Department

**1. Police Officer First Class**

- a. Two years of service with the Vienna Police Department as a Police Officer
- b. Successful completion of 40 hours of In-Service credit.

**2. Master Police Officer**

- a. Seven years of service with the Vienna Police Department, with at least one year in rank as a Police Officer First Class.
- b. Must attend a Basic Supervisory level course in management and leadership responsibilities.
- c. Must attend at least one of the following three courses:
  - 1) Field Training Instructor
  - 2) Advanced Leadership
  - 3) Interview and Interrogations
- d. Successful completion of two of the following courses:
  - 1) Criminal Investigations

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- 2) Advanced Negotiation
- 3) Driver Training Instructor Course (Certified by DCJS)
- 4) Homicide Investigations Course
- 5) Robbery Investigations
- 6) Defensive Tactics Instructor Course
- 7) Intoxilyzer Operators Course
- 8) Advanced Field Training Instructor
- 9) Burglary Investigations
- 10) Advanced Interview Course
- 11) Radar Operator Instructor Course
- 12) Roadside Interview Techniques

**3. Dispatcher II**

- a. Two years of service with the Vienna Police Department as a Dispatcher I.
- b. Successful completion of all of the following courses:
  - 1) Basic Telecommunications School
  - 2) VCIN Certification
  - 3) Advanced Telecommunications School
  - 4) Crisis Management

**4. Animal Control Officer II**

- a. Two years of service with the Vienna Police Department as an Animal Control Officer I.
- b. Ability to work without direct supervision.
- c. Certified as a Virginia Entry Level Animal Control Officer.
- d. Certified in euthanasia injection as prescribed by the American Humane Society.
- e. Certified as a Property and Evidence Specialist as designated by the International Association for Property and Evidence, Inc. (I.A.P.E.).

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**5. Animal Control Officer III**

- a. Five years of experience as a Virginia Certified Animal Control Officer, two of which must be with the Vienna Police Department.
- b. Ability to work without direct supervision.
- c. Certification in chemical immobilization through an approved program certified by the Commonwealth of Virginia’s State Veterinarian.
- d. Successful completion of two job-related seminars.
- e. Maintain current certification in euthanasia injection as prescribed by the American Humane Society.
- f. Certified through the Board of Pharmacy’s controlled substance registration under the offices of the Commonwealth of Virginia’s Department of Health Professionals.
- g. Maintain current certification as a Property and Evidence Specialist as designated by the International Association for Property and Evidence, Inc. (IAPE)

**B. Parks Maintenance & Landscaping; Public Works Operations**

**1. Maintenance Worker II**

- a. One year of service as a Maintenance Worker I with the Town of Vienna.
- b. Ability to independently perform all requirements of the position and to operate all job-related equipment and vehicles for area of assignment.
- c. Possession of a valid driver's license in good standing.
- d. Ability to work without direct supervision.
- e. Successful completion of an OSHA10-Hour Construction Course.

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**2. Maintenance Worker III**

- a. Three years of experience as a Maintenance Worker I or II in the Town of Vienna or other comparable organization, one year of which must be with the Town of Vienna.
- b. For Public Works, possession of a valid commercial driver's license (CDL) Class B with N endorsement.
- c. Ability to independently perform all requirements of the position and to operate all job-related equipment and vehicles.
- d. Ability to work without direct supervision and guide and assist less skilled employees in maintenance and repair activities.
- e. Successful completion of two job-related workshops or seminars, as approved by the supervisor.
- f. Must be competent using software and electronic tablets for email and record keeping. Responsible for performing updates and input to Town's maintenance management system concerning time log, equipment and materials used for maintenance, repair or replacement and the associated asset identification.
- g. For Parks Maintenance, must have completed athletic field and equipment safety course.
- h. For Parks Maintenance and Landscaping, must have obtained Virginia (VA) Commercial Pesticide Applicator License.

**3. Maintenance Worker IV**

- a. Four years of experience as a Maintenance Worker I, II or III in the Town of Vienna or other comparable organization, one year of which must be with the Town of Vienna.
- b. Successful completion of all requirements for Maintenance Worker II and Maintenance Worker III.
- c. Ability to independently perform all requirements of the position and to operate all job related equipment and vehicles.
- d. Possession of a valid CDL Class A with N endorsement for Public Works Employees.

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- e. Water/Sewer employees must have a Virginia Class 6 Waterworks License or NAASCO Certification.
- f. Ability to work without direct supervision.
- g. Successful completion of a Basic Supervision Course, Basic Safety Course and two Job Skills Workshops/Seminars.
- h. Service on any employee committee and successful completion of an OSHA 30-Hour Training Program.
- i. Ability to lead a crew in the absence of a crew chief.
- j. Must be competent using software and electronic tablets for email and record keeping. Responsible for performing updates and input to Town’s maintenance management system concerning time log, equipment and materials used for maintenance, repair or replacement and the associated asset identification.
- k. For Parks Maintenance, must have completed playground safety inspection course and have a VA Commercial Pesticide Applicator License in good standing.
- l. For Parks Landscaping, must have a VA Commercial Pesticide Applicator license and Arborist certification.

**4. Mechanic II**

- a. One year of service as Mechanic I with the Town of Vienna.
- b. Ability to independently perform all requirements of the position, to operate 100% of job-related equipment; maintain, diagnose and repair 75% of the Town’s vehicles and equipment.
- c. Possession of a valid CDL Class B with N endorsement.
- d. Ability to work without direct supervision.
- e. Successfully completed training in CFC refrigerant recycling and service procedures and has received certification.

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- f. Successful completion of an OSHA 10-Hour Construction Course.

**5. Mechanic III**

- a. Three years of experience as a Mechanic I or II in the Town of Vienna or other comparable organization, one year of which must be with the Town of Vienna.
- b. Ability to independently perform all requirements of the position and to operate all job related equipment and vehicles.
- c. Ability to work without direct supervision.
- d. Ability to guide and assist less skilled employees in maintenance and repair activities of vehicles and equipment.
- e. Ability to perform diagnostics and repairs on 100% of Town-owned vehicles and designated equipment.
- f. Possession of a valid Virginia State Police Inspectors License Class A.
- g. Ability to perform quality welds and fabrications.
- h. Successful completion of Supervision and a Safety Supervision Course.
- i. Service on an employee committee.
- j. Successful completion of an OSHA 30-Hour Training Program.
- k. Possession of a valid CDL Class A with N endorsement.

**6. Electrical/Traffic Signal Technician II**

- a. Three years of experience as an Electrical/Traffic Signal Technician I, one of which must be with the Town of Vienna.
- b. Ability to independently perform all requirements of the position and to operate all job related equipment and vehicles.



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- c. Possession of a valid CDL Class B with N Endorsement.
- d. Ability to work without direct supervision.
- e. Ability to guide and assist less skilled employees in maintenance of electrical and signal equipment.
- f. Ability to perform diagnostics and repairs to electrical and signal equipment of Town-owned facilities and signalized intersections.
- g. Ability to perform fabrications of specialty, regulatory and warning signs.
- h. Possess VDOT intermediate Work Zone Certification, IMSA Traffic Signal Level II field Technician certification, and IMSA Associate Signs and Marking Specialist Level I.
- i. Successful completion of a Basic Supervision Course.
- j. Service on an employee committee.
- k. Successful completion of an OSHA 30-Hour Training Program.

**7. Meter Service Worker II**

- a. One year of experience as a Meter Service Worker I.
- b. Ability to independently perform all requirements of the position and operate all job-related equipment and vehicles.
- c. Possession of a valid driver's license in good standing.
- d. Ability to work without direct supervision.
- e. Successful completion of an OSHA 10-Hour Construction Course.

**8. Meter Service Worker III:**

- a. Three years of experience as a Meter Service Worker I or II in the Town of Vienna or

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other comparable organization, one year of which must be with the Town of Vienna.

- b. Ability to independently perform all requirements of the position and operate all related equipment, vehicles and testing materials.
- c. Possession of a CDL Class B with N endorsement.
- d. Ability to work without direct supervision.
- e. Must be competent using software and electronic tablets for email and record-keeping. Responsible for performing updates and input to Town's maintenance management system concerning time log, equipment and materials used for maintenance, repair or replacement and the associated asset identification.

**9. Meter Service Worker IV**

- a. Four years of experience as a Meter Service Worker I, II or III in the Town of Vienna or other comparable organization, one year of which shall be with the Town of Vienna.
- b. Successful completion of all requirements of Meter Service Worker II and Meter Service Worker III.
- c. Ability to independently perform all requirements of the position and operate all related equipment, vehicles and testing materials.
- d. Possession of a CDL Class B with N endorsement.
- e. Successful completion of an OSHA 30-Hour Training Program.
- f. Possession of a Virginia State Class 6 Waterworks Operator's License
- g. Ability to work without direct supervision.
- h. Successful completion of Basic Supervision and Basic Safety Supervision courses and two Job Skills Workshops/Seminars.
- i. Service on any employee committee.

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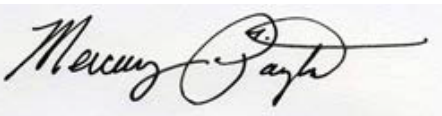
- j. Ability to guide and assist less skilled employees in all work related activities.
- k. Must be competent using software and electronic tablets for email and record keeping. Responsible for performing updates and input to Town’s maintenance management system concerning time log, equipment and materials used for maintenance, repair or replacement and the associated asset identification.

**10. Supervisor II (when authorized)**

- a. Ten years of experience as a Supervisor in the Town of Vienna or other comparable organization, four years of which shall be with the Town of Vienna.
- b. Successful completion of all requirements of a Maintenance Worker IV, Mechanic III, Electrical/Signal Technician II, or Meter Service Worker IV, depending on the section supervised.
- c. Completion of all the requirements or AR 2.33, Promotion to a Supervisory Position.
- d. Ability to track and analyze performance measures as identified in budget documents

**VII. APPLICABLE DOCUMENTS**

None

<i>Signature of Town Manager:</i>	<i>Date:</i>
	July 1, 2019