1	FY 202	26 Changes in Exempt Service Job Classification	
2	For the	e purpose of updating the classification grades for City employees in exempt service	
3	positio	ons; and generally related to City employee salaries for exempt service positions.	
4			
5			
6		City Council of the	
7		City of Annapolis	
8		Ordinance 41-26	
9		Introduced by: Mayor Littmann	
10		Co-sponsored by:	
11		·	
12	Refer	red to: Rules and City Government Committee	
13	AN O	RDINANCE concerning	
14		FY 2026 Changes in Exempt Service Job Classification	
15	FOR	the purpose of updating the classification grades for City employees in exempt service	
16		positions; and generally related to City employee salaries for exempt service positions.	
17			
18	BY	repealing and reenacting with amendments the following portions of the Code of the City	
19		of Annapolis, 2025 Edition: Section 3.08.010 and Section 3.08.030	
20	SECT	TON I. DE IT ESTADI ISHED AND ODDAINED DV THE ANNADOLIS CITY	
21 22	SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY COUNCIL that the Code of the City of Annapolis shall be amended to read as follows:		
23	COU	tens that the code of the city of Annapolis shan be amended to read as follows.	
24		City Code Title 3 - HUMAN RESOURCES	
25		Chapter 3.08 - Exempt Service	
26			
27	Sectio	n 3.08.010 - Positions Included	
28 29	Th	ne exempt service includes:	
30		1. All the elected officials;	
31		2. All department directors;	
32		3. City Manager;	
33		4. Communications Officer;	

**Explanation:** Strikethrough indicates matter stricken from existing law.

<u>Underlining</u> indicates a change to the City Code.

<u>Underlining & black</u> - copyediting or reformatting of existing Code section

<u>Underlining & red</u> - new matter added to the code.

2 6. Assistant City Attorney; 3 7. Attorney I; 4 8. Attorney II; 5 9. Community Engagement Administrator; 6 10. Community Programs Administrator; 7 11. Constituent Services Officer; 8 12. Administrative Assistant; 9 13. Deputy City Manager for Administration; 10 14. Public Information Officer-and Quartermaster; 11 15. Executive Office Associate; 12 16. Deputy Fire Chiefs; 13 17. Police Major 14 18. Police Captains; 15 19. Deputy City Manager for Resilience and Sustainability; 16 20. Economic Development Manager; 17 21. Development/Events Specialist; 18 22. Chief of Staff; 19 23. Police Professional Standards Manager; 20 24. Special Projects/Arts Administrator; and 21 25. Community Service Coordinator; and 22 26. Deputy Chief of Staff. 23 24 25 26 27 Section 3.08.030 - Salary.  A. For purposes of setting annual salaries, the following positions in the exempt service are assigned grades in the City's pay plan as indicated:  Position Grade	1	5. City Attorney;
7. Attorney I; 8. Attorney II; 9. Community Engagement Administrator; 10. Community Programs Administrator; 11. Constituent Services Officer; 12. Administrative Assistant; 13. Deputy City Manager for Administration; 14. Public Information Officer-and Quartermaster; 15. Executive Office Associate; 16. Deputy Fire Chiefs; 17. Police Major 18. Police Captains; 19. Deputy City Manager for Resilience and Sustainability; 16. 20. Economic Development Manager; 17. 21. Development/Events Specialist; 18. 22. Chief of Staff; 19. 23. Police Professional Standards Manager; 24. Special Projects/Arts Administrator; and 25. Community Service Coordinator; and 26. Deputy Chief of Staff. 27. Title 3 - HUMAN RESOURCES 28. Chapter 3.08 - Exempt Service 29. Chepton 3.08.030 - Salary. 20. A. For purposes of setting annual salaries, the following positions in the exempt service are assigned grades in the City's pay plan as indicated:	2	
9. Community Engagement Administrator; 10. Community Programs Administrator; 11. Constituent Services Officer; 12. Administrative Assistant; 13. Deputy City Manager for Administration; 14. Public Information Officer and Quartermaster; 15. Executive Office Associate; 16. Deputy Fire Chiefs; 17. Police Major 18. Police Captains; 19. Deputy City Manager for Resilience and Sustainability; 10. Economic Development Manager; 11. Development/Events Specialist; 12. Chief of Staff; 13. Police Professional Standards Manager; 14. Special Projects/Arts Administrator; and 15. Community Service Coordinator; and 16. Deputy Chief of Staff. 17. Title 3 - HUMAN RESOURCES 18. Chapter 3.08 - Exempt Service 19. Section 3.08.030 - Salary. 19. Compurposes of setting annual salaries, the following positions in the exempt service are assigned grades in the City's pay plan as indicated:	3	
10. Community Programs Administrator; 11. Constituent Services Officer; 12. Administrative Assistant; 13. Deputy City Manager for Administration; 10. 14. Public Information Officer and Quartermaster; 11. 15. Executive Office Associate; 12. 16. Deputy Fire Chiefs; 13. 17. Police Major 14. 18. Police Captains; 15. 19. Deputy City Manager for Resilience and Sustainability; 16. 20. Economic Development Manager; 17. 21. Development/Events Specialist; 18. 22. Chief of Staff; 19. 23. Police Professional Standards Manager; 20. 24. Special Projects/Arts Administrator; and 21. 25. Community Service Coordinator; and 22. 26. Deputy Chief of Staff. 23. Title 3 - HUMAN RESOURCES 24. Chapter 3.08 - Exempt Service 25. Chapter 3.08 - Exempt Service 27. Section 3.08.030 - Salary. 28. A. For purposes of setting annual salaries, the following positions in the exempt service are assigned grades in the City's pay plan as indicated:	4	8. Attorney II;
10. Community Programs Administrator; 11. Constituent Services Officer; 12. Administrative Assistant; 13. Deputy City Manager for Administration; 10. 14. Public Information Officer and Quartermaster; 11. 15. Executive Office Associate; 12. 16. Deputy Fire Chiefs; 13. 17. Police Major 14. 18. Police Captains; 15. 19. Deputy City Manager for Resilience and Sustainability; 16. 20. Economic Development Manager; 17. 21. Development/Events Specialist; 18. 22. Chief of Staff; 19. 23. Police Professional Standards Manager; 20. 24. Special Projects/Arts Administrator; and 21. 25. Community Service Coordinator; and 22. 26. Deputy Chief of Staff. 23. Title 3 - HUMAN RESOURCES 24. Chapter 3.08 - Exempt Service 25. Chapter 3.08 - Exempt Service 27. Section 3.08.030 - Salary. 28. A. For purposes of setting annual salaries, the following positions in the exempt service are assigned grades in the City's pay plan as indicated:	5	9. Community Engagement Administrator;
12. Administrative Assistant; 13. Deputy City Manager for Administration; 14. Public Information Officer and Quartermaster; 15. Executive Office Associate; 16. Deputy Fire Chiefs; 17. Police Major 18. Police Captains; 19. Deputy City Manager for Resilience and Sustainability; 10. Economic Development Manager; 11. Development/Events Specialist; 12. Chief of Staff; 13. 22. Chief of Staff; 14. 23. Police Professional Standards Manager; 15. 24. Special Projects/Arts Administrator; and 26. Deputy Chief of Staff. 27. Title 3 - HUMAN RESOURCES 28. Chapter 3.08 - Exempt Service 29. Section 3.08.030 - Salary. 20. A. For purposes of setting annual salaries, the following positions in the exempt service are assigned grades in the City's pay plan as indicated:	6	10. Community Programs Administrator;
13. Deputy City Manager for Administration; 14. Public Information Officer and Quartermaster; 15. Executive Office Associate; 16. Deputy Fire Chiefs; 17. Police Major 18. Police Captains; 19. Deputy City Manager for Resilience and Sustainability; 16. 20. Economic Development Manager; 17. 21. Development/Events Specialist; 18. 22. Chief of Staff; 19. 23. Police Professional Standards Manager; 20. 24. Special Projects/Arts Administrator; and 21. 25. Community Service Coordinator; and 22. 26. Deputy Chief of Staff. 23. Title 3 - HUMAN RESOURCES 24. Chapter 3.08 - Exempt Service 25. Chapter 3.08 - Exempt Service 27. Section 3.08.030 - Salary. 28. A. For purposes of setting annual salaries, the following positions in the exempt service are assigned grades in the City's pay plan as indicated:	7	11. Constituent Services Officer;
10 14. Public Information Officer and Quartermaster; 11 15. Executive Office Associate; 12 16. Deputy Fire Chiefs; 13 17. Police Major 14 18. Police Captains; 15 19. Deputy City Manager for Resilience and Sustainability; 16 20. Economic Development Manager; 17 21. Development/Events Specialist; 18 22. Chief of Staff; 19 23. Police Professional Standards Manager; 20 24. Special Projects/Arts Administrator; and 21 25. Community Service Coordinator; and 22 26. Deputy Chief of Staff. 23 24 25 Title 3 - HUMAN RESOURCES Chapter 3.08 - Exempt Service 27 Section 3.08.030 - Salary.  A. For purposes of setting annual salaries, the following positions in the exempt service are assigned grades in the City's pay plan as indicated:	8	12. Administrative Assistant;
15. Executive Office Associate; 16. Deputy Fire Chiefs; 17. Police Major 18. Police Captains; 19. Deputy City Manager for Resilience and Sustainability; 10. Economic Development Manager; 11. Development/Events Specialist; 12. Chief of Staff; 13. Police Professional Standards Manager; 14. Special Projects/Arts Administrator; and 15. Executive Office Associate; 16. Development/Events Specialist; 17. Police Captains; 18. Police Professional Manager; 19. Development/Events Specialist; 19. Development/Events Specialist; 19. Development/Events Specialist; 10. Development/Events Specialist; 11. Development/Events Specialist; 12. Chief of Staff; 13. Police Professional Standards Manager; 14. Special Projects/Arts Administrator; and 15. Executive Manager; 16. Development/Events Specialist; 17. Title 3 - HUMAN RESOURCES 18. Chapter 3.08 - Exempt Service 19. Section 3.08.030 - Salary. 19. Chapter 3.08 - Exempt Service 19. Section 3.08.030 - Salary. 10. For purposes of setting annual salaries, the following positions in the exempt service are assigned grades in the City's pay plan as indicated:	9	13. Deputy City Manager for Administration;
12 16. Deputy Fire Chiefs; 13 17. Police Major 14 18. Police Captains; 15 19. Deputy City Manager for Resilience and Sustainability; 16 20. Economic Development Manager; 17 21. Development/Events Specialist; 18 22. Chief of Staff; 19 23. Police Professional Standards Manager; 20 24. Special Projects/Arts Administrator; and 21 25. Community Service Coordinator; and 22 26. Deputy Chief of Staff. 23 24 25 Title 3 - HUMAN RESOURCES 26 Chapter 3.08 - Exempt Service 27 Section 3.08.030 - Salary. 28 29 30 A. For purposes of setting annual salaries, the following positions in the exempt service are assigned grades in the City's pay plan as indicated:	10	14. Public Information Officer-and Quartermaster;
17. Police Major 18. Police Captains; 19. Deputy City Manager for Resilience and Sustainability; 16 20. Economic Development Manager; 17 21. Development/Events Specialist; 18 22. Chief of Staff; 19 23. Police Professional Standards Manager; 20 24. Special Projects/Arts Administrator; and 21 25. Community Service Coordinator; and 22 26. Deputy Chief of Staff.  23 24 25 26 27 28 28 29 30 A. For purposes of setting annual salaries, the following positions in the exempt service are assigned grades in the City's pay plan as indicated:	11	15. Executive Office Associate;
18. Police Captains; 19. Deputy City Manager for Resilience and Sustainability; 20. Economic Development Manager; 21. Development/Events Specialist; 22. Chief of Staff; 23. Police Professional Standards Manager; 24. Special Projects/Arts Administrator; and 25. Community Service Coordinator; and 26. Deputy Chief of Staff.  Title 3 - HUMAN RESOURCES Chapter 3.08 - Exempt Service  Section 3.08.030 - Salary.  A. For purposes of setting annual salaries, the following positions in the exempt service are assigned grades in the City's pay plan as indicated:	12	16. Deputy Fire Chiefs;
19. Deputy City Manager for Resilience and Sustainability; 20. Economic Development Manager; 21. Development/Events Specialist; 22. Chief of Staff; 23. Police Professional Standards Manager; 24. Special Projects/Arts Administrator; and 25. Community Service Coordinator; and 26. Deputy Chief of Staff.  Title 3 - HUMAN RESOURCES Chapter 3.08 - Exempt Service  Section 3.08.030 - Salary.  A. For purposes of setting annual salaries, the following positions in the exempt service are assigned grades in the City's pay plan as indicated:	13	17. Police Major
20. Economic Development Manager;  21. Development/Events Specialist;  22. Chief of Staff;  23. Police Professional Standards Manager;  24. Special Projects/Arts Administrator; and  25. Community Service Coordinator; and  26. Deputy Chief of Staff.  Title 3 - HUMAN RESOURCES Chapter 3.08 - Exempt Service  Section 3.08.030 - Salary.  A. For purposes of setting annual salaries, the following positions in the exempt service are assigned grades in the City's pay plan as indicated:	14	18. Police Captains;
21. Development/Events Specialist;  22. Chief of Staff;  23. Police Professional Standards Manager;  24. Special Projects/Arts Administrator; and  25. Community Service Coordinator; and  26. Deputy Chief of Staff.  Title 3 - HUMAN RESOURCES Chapter 3.08 - Exempt Service  Section 3.08.030 - Salary.  A. For purposes of setting annual salaries, the following positions in the exempt service are assigned grades in the City's pay plan as indicated:	15	19. Deputy City Manager for Resilience and Sustainability;
22. Chief of Staff; 23. Police Professional Standards Manager; 24. Special Projects/Arts Administrator; and 25. Community Service Coordinator; and 26. Deputy Chief of Staff.  Title 3 - HUMAN RESOURCES Chapter 3.08 - Exempt Service  Section 3.08.030 - Salary.  A. For purposes of setting annual salaries, the following positions in the exempt service are assigned grades in the City's pay plan as indicated:	16	20. Economic Development Manager;
23. Police Professional Standards Manager; 24. Special Projects/Arts Administrator; and 25. Community Service Coordinator; and 26. Deputy Chief of Staff.  Title 3 - HUMAN RESOURCES Chapter 3.08 - Exempt Service  Section 3.08.030 - Salary.  A. For purposes of setting annual salaries, the following positions in the exempt service are assigned grades in the City's pay plan as indicated:	17	21. Development/Events Specialist;
24. Special Projects/Arts Administrator; and 25. Community Service Coordinator; and 26. Deputy Chief of Staff.  Title 3 - HUMAN RESOURCES Chapter 3.08 - Exempt Service  Section 3.08.030 - Salary.  A. For purposes of setting annual salaries, the following positions in the exempt service are assigned grades in the City's pay plan as indicated:	18	22. Chief of Staff;
25. Community Service Coordinator; and 26. Deputy Chief of Staff.  Title 3 - HUMAN RESOURCES Chapter 3.08 - Exempt Service  Section 3.08.030 - Salary.  A. For purposes of setting annual salaries, the following positions in the exempt service are assigned grades in the City's pay plan as indicated:	19	23. Police Professional Standards Manager;
22 26. Deputy Chief of Staff.  23 24 25 Title 3 - HUMAN RESOURCES 26 Chapter 3.08 - Exempt Service  27 Section 3.08.030 - Salary.  28 29 A. For purposes of setting annual salaries, the following positions in the exempt service are assigned grades in the City's pay plan as indicated:	20	24. Special Projects/Arts Administrator; and
Title 3 - HUMAN RESOURCES Chapter 3.08 - Exempt Service  Section 3.08.030 - Salary.  A. For purposes of setting annual salaries, the following positions in the exempt service are assigned grades in the City's pay plan as indicated:	21	25. Community Service Coordinator; and
Title 3 - HUMAN RESOURCES Chapter 3.08 - Exempt Service  Section 3.08.030 - Salary.  A. For purposes of setting annual salaries, the following positions in the exempt service are assigned grades in the City's pay plan as indicated:	22	26. <u>Deputy Chief of Staff</u> .
Title 3 - HUMAN RESOURCES Chapter 3.08 - Exempt Service  Section 3.08.030 - Salary.  A. For purposes of setting annual salaries, the following positions in the exempt service are assigned grades in the City's pay plan as indicated:		
Chapter 3.08 - Exempt Service  Section 3.08.030 - Salary.  A. For purposes of setting annual salaries, the following positions in the exempt service are assigned grades in the City's pay plan as indicated:		Title 3 - HUMAN RESOURCES
28 29 A. For purposes of setting annual salaries, the following positions in the exempt service are assigned grades in the City's pay plan as indicated:		
30 in the City's pay plan as indicated:		Section 3.08.030 - Salary.
Position Grade		
		Position Grade

Explanation:

Strikethrough indicates matter stricken from existing law.

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<u>Underlining & black</u> - copyediting or reformatting of existing Code section

<u>Underlining & red</u> - new matter added to the code.

Executive Office Associate	N10
Communications Officer	N15
Deputy Fire Chief	F18
Director of Human Resources	E5
Director of Transportation	E5
Deputy City Manager for Resilience and Sustainability	E4
Director of Recreation and Parks	E5
City Attorney	E5
Assistant City Attorney	N18
Attorney I	N14
Attorney II	N16
Director of Finance	E5
Director of Planning and Zoning	E5
Constituent Services Officer	N14
Community Programs Administrator	N13
Community Engagement Administrator	N14
Community Service Coordinator	N09
Administrative Assistant	N8
Deputy City Manager for Administration	E4
Public Information Officer	N12
Fire Chief	E5
Police Chief	E5
Police Major	P18
Police Captain	P17
Director of Public Works	E5
Economic Development Manager	N17
Chief of Staff	E3
Deputy Chief of Staff	<u>N16</u>
Director of the Office of Emergency Management	E5
Director of Integrated Technology Solutions	E5
Police Professional Standards Manager	N17
Special Projects/Arts Administrator	N10
Director of Central Services	E5

## SECTION II: AND BE IT FINALLY ESTABLISHED AND ORDAINED BY THE

3 ANNAPOLIS CITY COUNCIL that this ordinance shall take effect upon passage.

1 2