

# Ordinance No. 881

**AN ORDINANCE to amend Chapter 2 of The Code of the City of Alexandria, Virginia, 1953, as amended, by adding a new article thereto numbered VI, which Chapter 2 relates to ADMINISTRATION and which new article numbered VI relates to PERSONNEL establishes a DEPARTMENT OF PERSONNEL, provides for the DIRECTOR OF PERSONNEL and prescribes the Functions and Duties and Powers of the Department of Personnel and its Director.**

THE CITY OF ALEXANDRIA HEREBY ORDAINS:

Section 1. That Chapter 2 of The Code of the City of Alexandria, Virginia, 1953, as amended, be and the same hereby is amended by adding a new article thereto numbered VI to read as follows:

## ARTICLE VI PERSONNEL

### Sec. 2-82 DEPARTMENT OF PERSONNEL, ESTABLISHMENT

There is hereby established, under the City Manager, a department to be known as the Department of Personnel.

### Sec. 2-83 DIRECTOR OF PERSONNEL—HEAD OF DEPARTMENT, APPOINTMENT

The head of the Department of Personnel shall be the Director of Personnel, who shall be appointed and removed by the City Manager as provided by law.

### Sec. 2-84 DIRECTOR OF PERSONNEL—QUALIFICATIONS

The Director of Personnel shall be a person who has had training and experience in personnel administration.

### Sec. 2-85 DIRECTOR OF PERSONNEL—POWERS AND DUTIES

The Director of Personnel, under the City Manager, shall have general direction of the Department of Personnel. He shall administer such personnel rules, regulations, plans, ordinances and laws as may be applicable to the municipal services of the city, when authorized by the City Manager; and he shall also perform such other compatible duties as may be properly assigned to him.

### Sec. 2-86 EXEMPT PERSONNEL

The personnel rules, regulations, classification plans, pay plans and ordinances heretofore or hereafter adopted shall not extend to or apply to

- (1) The School Board and personnel of the Public School System.
- (2) Officers or officials elected by the people, the assistant City attorneys, and any personnel in the office of the City Attorney who is not wholly paid by the City.

- (3) Constitutional Officers and their personnel,
- (4) Judges, either elected by the people or appointed, and personnel under them,
- (5) Substitute judges,
- (6) Clerks of Courts and personnel under them,
- (7) Justices of the Peace,
- (8) Members of boards and commissions in the City service,
- (9) City Registrar and personnel under that office,
- (10) The Alexandria Animal Shelter and personnel connected therewith,
- (11) The Alexandria Library and personnel connected therewith,
- (12) Persons employed as consultants or to make or conduct a special inquiry, investigation, examination, or installation if the City Manager certifies that such employment is temporary in its nature,

Section 2. That this ordinance shall be published in a newspaper of general circulation in the City not later than five days following its introduction together with a notice containing the time and place for a public hearing. The Clerk of the Council shall note the date of introduction and first reading, the date of publication, the date of the public hearing, and the date of the second reading and final passage in the minutes of the meeting. This ordinance shall become effective the date of its final passage.

LEROY S. BENDHEIM,  
Mayor

Final Passage: November 22, 1955