

**Central Virginia Planning District Commission  
2019 Salary Study  
Synopsis**

**The detailed Salary Study is available to Commission Members from the Executive Director and has been forwarded under a separate e-mail.**

**Recommendations:**

1. Kelly Hitchcock, Planning and Development Director, be reclassified from a grade 114 to a grade 115 within the PDC’s pay grade system, in the same grade as the Deputy Director of Finance (Rosalie Majerus) and the Solid Waste Operations Manager at the Services Authority (Larry “Buzz” Hall).
2. Kelly receive a 9.5% adjustment on January 1, 2020 to an annual salary of \$70,102. This gets us closer to our comparison PDCs and tells the incumbent that her work is appreciated.
3. It is also recommended that we provide a 1.5% salary increase adjustment effective January 1, 2020 to the other employees listed in the salary study. It would help bring them closer to our comparisons and it would be an indication of our appreciation for their work over the years.
  - a. Deputy Director for Finance
  - b. Transportation Planning Director
  - c. Senior Planner
  - d. Special Project Manager/Regional Planner
4. Action in January 2020 would not preclude a request for consideration of a merit-based pay adjustment with the 2020-2021 budget (July 2020) depending on available PDC resources and individual job performance.

**Summary financial impact to the PDC**

	Findings behind PDC average	Recommended 1/1/2020	Annual Difference
Planning and Development Director	19.7%	9.5%	\$ 6,093
Senior Planner	9.1%	1.5%	\$ 796
Deputy Director for Finance	6.1%	1.5%	\$ 1,272
Transportation Planning Director	4.4%	1.5%	\$ 962
Regional Planner	1.7%	1.5%	\$ 701
			\$ 9,824

**Process:**

We compared our staff salaries to the average of comparable positions in the following PDCs:

- Roanoke
- New River Valley
- Danville/Martinsville
- Staunton/Harrisonburg
- Southside (South Hill)
- Charlottesville

If the PDC staff salaries weren't comparable, we used local government average comparable salaries.