



## COUNTY OF PRINCE GEORGE

Human Resources Department

P.O. Box 68

Prince George, VA 23875

Phone (804) 722-8669 Fax (804) 732-1967

*Nancy V. Shaffer*

*Director of Human Resources*

### MEMORANDUM

To: Mr. Percy Ashcraft  
County Administrator

From: Nancy Shaffer  
Director of Human Resources

Date: November 17, 2017

Re: Position Control Chart

The County has initiated a change within the Police department that requires a modification to the County's Position Control Chart.

Based on needs determined by the Chief of Police, the recommendation has been made to increase the position of Administrative Logistics Specialist from part-time temporary to a part-time regular status based on the number of hours worked being a consistent 24 hours per week. In accordance with Personnel Policy entitled *Hiring*, section 5.12, a part-time regular position is continuous year round and is utilized for no less than 20 hours per week and paid on an hourly basis for hours actually worked. Part-time regular employees are eligible for County health insurance; however they only receive one half of the County contribution to the health insurance premium. Part-time regular employees also accrue sick, annual and holiday leave at one half the rate as full-time employees. By implementing this requested change, there will be an \$8,090.28 financial impact to the Police Departments FY17-18 budget.

Please place on the Board of Supervisor's agenda the approval of the Position Control Chart. If you have questions or concerns, I am available at your convenience.

Board of Supervisors  
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 28<sup>th</sup> day of November, 2017:

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Present:

Vote:

William A. Robertson, Jr., Chairman  
Donald R. Hunter, Vice-Chairman  
Alan R. Carmichael  
Hugh G. Mumford  
T. J. Webb

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A-2

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which carried unanimously, the following Resolution was adopted:

RESOLUTION; FY2017-2018 POSITION CHART

NOW, THEREFORE, BE IT RESOLVED that this Board of Supervisors of the County of Prince George this 28<sup>th</sup> day of Noember, 2017 hereby approves the requested changes to the FY2017-2018 Position Chart and that no changes be made to the chart without Board approval regardless of what other County polices may state.

A Copy Teste:

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Percy C. Ashcraft  
County Administrator

# FUNDED POSITIONS

For Consideration 11/28/17  
Police Department

All positions on the position control chart receive benefits from the County.

	Funded	Funded	Funded	Funded	Funded	Funded	Funded Change
	Amended	Amended	Adopted	Amended	Adopted	Amended	[Amended to
	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18	FY17-18	Adopted]
							FY17-18
<b>ANIMAL CONTROL [0611]</b>							
Animal Control Officer	3	3	3	3	3	3	0
Animal Control Supervisor	1	1	1	1	1	1	0
Office Associate I	0	0	0	0	0	0	0
Office Associate II	1	1	1	1	1	1	0
Kennel Attendant - Full-Time	1	1	1	1	1	1	0
Kennel Attendant - Part Time	0.5	0.5	0.5	0.5	0.5	0.5	0
<b>Total Employees</b>	<b>6.5</b>	<b>6.5</b>	<b>6.5</b>	<b>6.5</b>	<b>6.5</b>	<b>6.5</b>	<b>0</b>
<b>ASSESSOR [0401]</b>							
Real Estate Appraiser I	1	0	0	0	0	0	0
Real Estate Appraiser II	1	2	2	2	2	2	0
Real Estate Assessor	1	1	1	1	1	1	0
Real Estate Clerk	1	0	0	0	0	0	0
Real Estate Technician	1	2	2	2	2	2	0
Senior Real Estate Appraiser	0	0	0	0	0	0	0
<b>Total Employees</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>0</b>
<b>CIRCUIT COURT CLERK [0202]</b>							
Office Associate I	1	1	1	1	1	0	-1
Chief Deputy	1	1	1	1	1	1	0
Clerk of Circuit Court	1	1	1	1	1	1	0
Deputy Court Clerk I	2	2	2	2	2	3	1
Deputy Court Clerk II	1	1	1	1	1	1	0
<b>Total Employees</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>0</b>
<b>CIRCUIT COURT JUDGE [0902]</b>							
Court Administrator	1	1	1	1	1	1	0
<b>Total Employees</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>
<b>COMMISSIONER OF THE REVENUE [0200]</b>							
Bus Lic Insp/Personnel Prop Auditor	1	0	0	0	0	0	0
Tax Compliance Auditor	0	1	1	1	1	1	0
Commissioner of the Revenue	1	1	1	1	1	1	0
Office Associate I	0	0	0	0	0	0	0
Deputy Commissioner of Revenue	3	3	3	3	3	3	0
Senior Deputy Commissioner of Revenue	1	1	1	1	1	1	0
<b>Total Employees</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>0</b>
<b>COMMONWEALTH'S ATTORNEY [0204]</b>							
Administrative Associate	1	1	1	1	1	1	0
Office Manager	1	1	1	1	1	1	0
Office Associate I	1	1	1	1	1	1	0
Asst. Commonwealth's Attorney FT	2	2	2	2	2	2	0
Asst. Commonwealth's Attorney PT	0.5	0.5	0.5	0.5	0.5	0.5	0
Commonwealth's Attorney	1	1	1	1	1	1	0
<b>Total Employees</b>	<b>6.5</b>	<b>6.5</b>	<b>6.5</b>	<b>6.5</b>	<b>6.5</b>	<b>6.5</b>	<b>0</b>
<b>COMMUNITY CORRECTIONS [2179 / 2178]</b>							
Dir. of Community Corrections	1	1	1	1	1	1	0
Program Manager	1	1	1	1	1	1	0
Probation Officer	4	4	3	4	4	4	0
Senior Probation Officer	0	0	0	0	0	0	0
Office Associate I	1	0	0	0	0	0	0
Office Associate II	0	1	1	1	1	1	0
<b>Total Employees</b>	<b>7</b>	<b>7</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>0</b>
<b>COMMUNITY CORRECTIONS (PRETRIAL) [2174 / 2178 / 2179]</b>							
Office Associate II	0	0	0	0	0	0	0

	Funded	Funded	Funded	Funded	Funded	Funded	Funded Change [Amended to Adopted] FY17-18
	Amended FY14-15	Amended FY15-16	Adopted FY16-17	Amended FY16-17	Adopted FY17-18	Amended FY17-18	
Office Manager	1	1	1	1	1	1	0
Pretrial Officer	1	1	2	2	3	3	0
Pretrial Officer (PT)	0.5	0.5	0.5	0.5	0	0	0
Pretrial Investigator	1	1	1	1	1	1	0
Senior Pretrial Officer	0	0	0	0	0	0	0
<b>Total Employees</b>	<b>3.5</b>	<b>3.5</b>	<b>4.5</b>	<b>4.5</b>	<b>5</b>	<b>5</b>	<b>0</b>
<b>COMMUNITY DEVELOPMENT AND CODE COMPLIANCE [0300]</b>							
Office Manager	1	1	1	1	1	0	-1
Community Development & Code Comp Office Manager	0	0	0	0	0	1	1
Deputy Director, Building Insp	1	1	1	1	1	1	0
Director of Community Dev./Building Official	1	1	1	1	1	1	0
Plans Reviewer	1	1	1	1	1	1	0
Permit Technician II	1	1	1	1	1	1	0
Permit Technician I	1	1	1	1	1	1	0
Environmental Program Coordinator	1	1	1	1	1	1	0
Senior Building Inspector	3	3	3	3	3	3	0
Office Associate II (PT)	0.5	0.5	0.5	0.5	0.5	0.5	0
Planner - Subdivision	0	0	0	0	0	0	0
Planner - Environmental & Storm Water	0	0	0	0	1	1	0
Planning Manager	1	1	1	1	1	1	0
<b>Total Employees</b>	<b>13.5</b>	<b>11.5</b>	<b>11.5</b>	<b>11.5</b>	<b>12.5</b>	<b>12.5</b>	<b>0</b>
<b>COMPREHENSIVE SERVICES ACT</b>							
CSA Coordinator	0	0	0	0	0	0	0
<b>Total Employees</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>COUNTY ADMINISTRATION [0101]</b>							
County Administrator	1	1	1	1	1	1	0
Deputy County Administrator	0	0	0	0	0	1	1
Executive Assistant/ Deputy Clerk	1	1	1	1	1	1	0
Project Management Specialist	1	1	1	1	0	0	0
Project Assistant	0	0	0	0	0	0	0
Administrative Associate	0	0	0	0	0	0	0
<b>Total Employees</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>1</b>
<b>COUNTY ATTORNEY [0102]</b>							
Legal Assistant	1	1	1	1	1	1	0
County Attorney	1	1	1	1	1	1	0
County Attorney (PT)	0	0	0.5	0.5	0.5	0.5	0
<b>Total Employees</b>	<b>2</b>	<b>2</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>0</b>
<b>COUNTY GARAGE [0502]</b>							
Mechanic	2	2	2	2	2	2	0
Heavy Equipment Mechanic	0	0	0	0	0	0	0
Master Mechanic	1	1	1	1	1	1	0
Fleet Manager	1	1	1	1	1	1	0
<b>Total Employees</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>0</b>
<b>ECONOMIC DEVELOPMENT [2151]</b>							
Office Associate I	1	1	1	1	1	1	0
Specialist, Economic Development	0	0	1	1	1	1	0
Director, Economic Development	1	1	1	1	1	0	-1
<b>Total Employees</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>-1</b>
<b>EMERGENCY COMMUNICATIONS CENTER [0603]</b>							
Communications Officer	12	12	12	12	12	14	2
Communications Supervisor	2	2	2	2	2	2	0
Public Safety Answering Point Manager	0	0	0	0	0	1	1
<b>Total Employees</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>16</b>	<b>3</b>
<b>ENGINEER</b>							
Engineering Technician	0	0	0	0	0	0	0
County Engineer	0	0	0	0	0	0	0

	Funded	Funded	Funded	Funded	Funded	Funded	Funded Change [Amended to Adopted]
	Amended FY14-15	Amended FY15-16	Adopted FY16-17	Amended FY16-17	Adopted FY17-18	Amended FY17-18	Adopted FY17-18
<b>Total Employees</b>	0	0	0	0	0	0	0
<b>FINANCE [0402]</b>							
Accounting Clerk	1	1	1	1	1	1	0
Accounting Manager	0	0	0	0	0	0	0
Payroll Specialist	1	1	1	1	1	1	0
Deputy Director of Finance	0	0	0	0	0	0	0
Budget Analyst	0	0	0	0	0	0	0
Payroll Supervisor	1	1	1	1	1	1	0
Accountant	0	0	0	0	0	0	0
Accounting Supervisor	1	1	1	1	1	1	0
Financial Reporting Accountant	1	1	1	1	1	1	0
Sr. Accounting Clerk	0	0	0	0	0	0	0
Director of Finance	1	1	1	1	1	1	0
Procurement Officer	1	1	1	1	1	1	0
<b>Total Employees</b>	7	7	7	7	7	7	0
<b>FIRE &amp; EMS [0610]</b>							
Office Manager	1	0	0	0	0	0	0
Division Chief	0	0	0	0	0	0	0
Director of Fire & EMS	1	1	1	1	1	1	0
Deputy Director of Fire & EMS	0	0	0	0	0	0	0
Revenue Recovery Program Manager	1	0	0	0	0	0	0
Fire & EMS Business Manager	0	1	1	1	1	1	0
Captain	0	3	3	3	3	3	0
Lieutenant	0	6	6	6	6	6	0
EMT/Intermediate/Firefighter	11	3	3	4	4	3	-1
EMT/Paramedic/Firefighter	2	4	4	3	3	4	1
EMT/Paramedic/Firefighter Sup.	3	0	0	0	0	0	0
Office Associate II	0	1	1	1	1	1	0
Office Associate I	1	0	0	0	0	0	0
Volunteer Coordinator	0	0	0	0	0	0	0
<b>Total Employees</b>	20	19	19	19	19	19	0
<b>FIRE &amp; EMS [SAFER GRANT (0615 &amp; 0616)]</b>							
EMT/Paramedic/Firefighter [0616]	0	0	0	0	0	2	2
Lieutenant [0616]	0	0	0	0	0	3	3
Recruitment & Retention Coordinator [0615]	0	0	0	0	0	1	1
<b>Total Employees</b>	0	0	0	0	0	6	6
<b>GENERAL PROPERTIES [0504]</b>							
Office Associate II	0	0	0	0	0	0	0
Administrative Associate	1	1	1	1	1	1	0
Building Maintenance Mechanic	2	3	3	3	3	3	0
Building Maint/ Conv Station Sup.	0	0	0	0	0	0	0
Buildings & Grounds Maint Mech	1	1	1	1	1	1	0
Senior Building Maintenance Mechanic	1	1	1	1	1	1	0
Courier/ Stock Clerk	0	0	0	0	0	0	0
Deputy General Services Director	0	0	0	0	0	0	0
General Services Director	1	1	1	1	1	1	0
<b>Total Employees</b>	6	7	7	7	7	7	0
<b>GENERAL SERVICES</b>							
General Services Manager	0	0	0	0	0	0	0
<b>Total Employees</b>	0	0	0	0	0	0	0
<b>GIS</b>							
GIS Coordinator	0	0	0	0	0	0	0
<b>Total Employees</b>	0	0	0	0	0	0	0
<b>Housing Programs Office</b>							
Office Associate I							
Building Inspector							
Housing Inspections Agent							
Housing Programs Manager							
<b>Total Employees</b>							



	Funded	Funded	Funded	Funded	Funded	Funded	Funded Change [Amended to Adopted] FY17-18
	Amended FY14-15	Amended FY15-16	Adopted FY16-17	Amended FY16-17	Adopted FY17-18	Amended FY17-18	
<b>HUMAN RESOURCES [0103]</b>							
Human Resources Analyst	1	1	1	1	1	1	0
Human Resources Supervisor	0	0	0	0	1	1	0
Human Res Technician	1	0	0	0	0	0	0
Human Resources Information Specialist	0	1	1	1	0	0	0
Dir. of Human Resources	1	1	1	1	1	1	0
<b>Total Employees</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>
<b>INFORMATION TECHNOLOGY [0403]</b>							
Information Systems Support Tech	0	0	0	0	0	0	0
Director of Information Technology	1	1	1	1	1	1	0
Network Administrator	0	0	0	0	0	0	0
Applications Specialist	1	1	1	1	1	1	0
GIS Technician	1	1	1	1	1	1	0
GIS Coordinator	1	1	1	1	1	1	0
Information Systems Business Process	1	1	1	1	1	1	0
Information Systems System Engineer	1	1	1	1	1	1	0
Info Systems/Public Safety Specialist	0	0	0	0	0	0	0
<b>Total Employees</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>0</b>
<b>PLANNING</b>							
Office Associate II	0	0	0	0	0	0	0
Planning Technician	0	0	0	0	0	0	0
Planner I	0	0	0	0	0	0	0
Senior Planner	0	0	0	0	0	0	0
Zoning Administrator	0	0	0	0	0	0	0
Dir. of Planning	0	0	0	0	0	0	0
<b>Total Employees</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>POLICE [0601]</b>							
Administrative Associate	1	1	1	1	1	1	0
Chief of Police	1	1	1	1	1	1	0
Police Sergeant	5	5	5	6	6	6	0
Police Captain	3	3	2	2	2	2	0
Police Officer	31	31	33	41	41	41	0
Police Officer (Detective)	9	9	9	0	0	0	0
Office Associate I	1	1	1	1	1	1	0
Office Associate II	1	1	1	1	1	1	0
Administrative Logistics Specialist (PTR)	0	0	0	0	0	0.5	0.5
Public Safety Information System Specialist	1	1	1	1	1	0	-1
Police Lieutenant	5	5	5	6	6	6	0
<b>Total Employees</b>	<b>58</b>	<b>58</b>	<b>59</b>	<b>60</b>	<b>60</b>	<b>59.5</b>	<b>-0.5</b>
<b>RECREATION [0505]</b>							
Sr. Grounds Maintenance Wkr	1	1	1	2	2	2	0
Assistant Athletic Coordinator	1	1	1	1	1	1	0
Athletic Coordinator	1	1	1	1	1	1	0
Dir. of Parks and Recreation	1	1	1	1	1	1	0
Grounds Maintenance Worker	1	1	1	0	0	0	0
Special Activities Coordinator	1	1	1	1	1	1	0
Office Associate II	1	1	1	1	1	1	0
<b>Total Employees</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>0</b>
<b>REFUSE DISPOSAL</b>							
Gate Attendant	0	0	0	0	0	0	0
<b>Total Employees</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REGISTRAR [0901]</b>							
Deputy Registrar	1	1	1	1	1	1	0
Deputy Registrar; PTR	0.5	0.5	0.5	0.5	0.5	0.5	0
General Registrar	1	1	1	1	1	1	0
Office Associate I	0	0	0	0	0	0	0
<b>Total Employees</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>0</b>
<b>SHERIFF [0203]</b>							
Chief Deputy	1	1	1	1	1	1	0

	Funded	Funded	Funded	Funded	Funded	Funded	Funded Change [Amended to Adopted]
	Amended FY14-15	Amended FY15-16	Adopted FY16-17	Amended FY16-17	Adopted FY17-18	Amended FY17-18	
Deputy Sheriff - FT	5	5	5	5	5	5	0
Deputy Sheriff - PT	0.5	0.5	0.5	0.5	0.5	0.5	0
Administrative Associate	1	1	1	1	1	1	0
Lieutenant	1	1	1	1	1	1	0
Sergeant	1	1	1	1	1	1	0
Sheriff	1	1	1	1	1	1	0
<b>Total Employees</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>	<b>0</b>
<b>SOCIAL SERVICES [0701]</b>							
Administrative Manager	1	1	1	1	1	1	0
Dir. of Social Services	1	1	1	1	1	1	0
Office Associate III (Screener)	0	0	0	0	0	0	0
Eligibility Worker	5	6	6	6	6	6	0
Eligibility Supervisor	1	1	1	1	1	1	0
Employment Services Worker	0	0	0	0	0	0	0
Social Services Office Associate I	0	0	0	0	0	0	0
Social Services Office Associate II	4	4	4	4	4	4	0
Administrative Associate	1	1	1	1	1	1	0
Case Manager [Social Worker] - FT	6	7	7	7	8	8	0
Case Manager [Social Worker] - PT	0.5	0.5	0.5	0.5	0.5	0.5	0
Senior Case Manager [Social Worker]	2	2	1	1	1	1	0
Case Manager Supervisor [Social Worker]	1	1	1	1	1	1	0
<b>Total Employees</b>	<b>22.5</b>	<b>24.5</b>	<b>23.5</b>	<b>23.5</b>	<b>24.5</b>	<b>24.5</b>	<b>0</b>
<b>TREASURER [0201]</b>							
Deputy Treasurer - FT	4	4	4	4	4	4	0
Deputy Treasurer - PT	0.5	0.5	0.5	0.5	0.5	0.5	0
Chief Deputy Treasurer	1	1	1	1	1	1	0
Treasurer	1	1	1	1	1	1	0
<b>Total Employees</b>	<b>6.5</b>	<b>6.5</b>	<b>6.5</b>	<b>6.5</b>	<b>6.5</b>	<b>6.5</b>	<b>0</b>
<b>VICTIM WITNESS [0906]</b>							
Victim Witness Program Coord.	1	1	1	1	1	1	0
<b>Total Employees</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>
<b>VJCCCA [0909]</b>							
Probation Officer	1	1	1	1	1	1	0
<b>Total Employees</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>
<b>UTILITIES [7001]</b>							
Building Maintenance Mechanic	0	0	0	0	0	0	0
Utility Billing Clerk	0	0	0	0	0	0	0
Customer Service Agent II	2	2	2	2	2	2	0
Customer Service Agent I	0	1	1	1	1	1	0
Utility Billing Manager	0	0	0	0	0	0	0
Utility Office Manager	1	1	1	1	1	1	0
Utility Maintenance Worker	0	0	0	0	0	0	0
Maintenance Worker I	3	3	3	3	3	3	0
Maintenance Worker II	1	0	0	0	0	0	0
Maintenance Worker III	1	2	2	2	2	2	0
Utility Maintenance Mechanic	0	0	0	0	0	0	0
Utility Supervisor	1	1	1	1	1	1	0
Senior Utility Maintenance Worker	0	0	0	0	0	0	0
Senior Utility Worker	2	2	2	2	2	2	0
Dir. Of Engineering & Utilities	1	1	1	1	1	1	0
Engineering Technician	0	0	0	0	0	0	0
Operations Manager	1	1	1	1	1	1	0
<b>Total Employees</b>	<b>13</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>0</b>
<b>Total</b>	<b>244.0</b>	<b>245.0</b>	<b>246.5</b>	<b>248.5</b>	<b>250.0</b>	<b>257.5</b>	<b>8.5</b>
<b>FULL-TIME</b>	<b>240.0</b>	<b>241.0</b>	<b>242.0</b>	<b>244.0</b>	<b>246.0</b>	<b>253.5</b>	<b>8.5</b>
<b>PART-TIME</b>	<b>4.00</b>	<b>4.00</b>	<b>4.50</b>	<b>4.50</b>	<b>4.00</b>	<b>4.00</b>	<b>-</b>