



COUNTY OF PRINCE GEORGE

Human Resources Department

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Nancy V. Shaffer
Director of Human Resources

MEMORANDUM

To: Mr. Percy Ashcraft
County Administrator

From: Nancy Shaffer
Director of Human Resources

Date: February 20, 2018

Re: Position Control Chart

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

In 2017, due to a retirement (Real Estate Technician) and a reassignment of a staff member who became ill (Real Estate Technician) the Assessor's Office required the emergency hiring of two temporary part-time Real Estate Technicians to continue the operations of the Title/Transfer and Land Use core functions. Unfortunately, our staff member who became ill passed on July 1, 2017.

The processes by which the Assessor's Office completes the Annual Reassessment have changed significantly over the past ten years. Through attrition, the Assessor has restructured the office to better fill the technological skill demands that have become prevalent in the daily workflow. The Assessor is requesting to replace one of the Real Estate Technician positions (Grade 8) with the newly created Real Estate Assessment Operations Coordinator (Grade 12) to fill this vacant position. This newly created position will be the hub of the annual assessment workflow by bridging the responsibilities of the Executive Office Staff, the Appraisal Staff, and the Assessor.

The position description has been written, reviewed by Human Resources, and graded and reviewed by the HR Consultant (Evergreen Solutions). The new Position will have a higher grade (12) compared to the Real Estate Technician Position it is replacing based on the level of technical skills that will be required. However, the starting salary for the new position is below the last salary of the retired Real Estate Technician Position. The Assessor is also requesting to maintain the current operation by keeping the two temporary, part-time Real Estate Technicians to fulfill the duties of 1 full-time Real Estate Technician (no benefits) There is no budget impact in FY2018.

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.

FUNDED POSITIONS

For Consideration 2/27/2018 (Assessor Request)

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

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

	Funded	Funded	Funded	Funded	Funded	Funded
	Amended FY14-15	Amended FY15-16	Amended FY16-17	Adopted FY17-18	Amended FY17-18	Change [Amended to Adopted] FY17-18
COMMUNITY CORRECTIONS [2179 / 2178]						
Dir. of Community Corrections	1	1	1	1	1	0
Program Manager	1	1	1	1	1	0
Probation Officer	4	4	4	4	4	0
Senior Probation Officer	0	0	0	0	0	0
Office Associate I	1	0	0	0	0	0
Office Associate II	0	1	1	1	1	0
Total Employees	7	7	7	7	7	0
COMMUNITY CORRECTIONS (PRETRIAL) [2174 / 2178 / 2179]						
Office Associate II	0	0	0	0	0	0
Office Manager	1	1	1	1	1	0
Pretrial Officer	1	1	2	3	3	0
Pretrial Officer (PT)	0.5	0.5	0.5	0	0	0
Pretrial Investigator	1	1	1	1	1	0
Senior Pretrial Officer	0	0	0	0	0	0
Total Employees	3.5	3.5	4.5	5	5	0
COMMUNITY DEVELOPMENT AND CODE COMPLIANCE [0300]						
Office Manager	1	1	1	1	0	-1
Community Development & Code Comp Office Manager	0	0	0	0	1	1
Deputy Director, Building Insp	1	1	1	1	1	0
Director of Community Dev./Building Official	1	1	1	1	1	0
Plans Reviewer	1	1	1	1	1	0
Permit Technician II	1	1	1	1	1	0
Permit Technician I	1	1	1	1	1	0
Environmental Program Coordinator	1	1	1	1	1	0
Senior Building Inspector	3	3	3	3	3	0
Office Associate II (PT)	0.5	0.5	0.5	0.5	0.5	0
Planner - Subdivision	0	0	0	0	0	0
Planner - Environmental & Storm Water	0	0	0	1	1	0
Planning Manager	1	1	1	1	1	0
Total Employees	13.5	11.5	11.5	12.5	12.5	0
COMPREHENSIVE SERVICES ACT						
CSA Coordinator	0	0	0	0	0	0
Total Employees	0	0	0	0	0	0
COUNTY ADMINISTRATION [0101]						
County Administrator	1	1	1	1	1	0
Deputy County Administrator	0	0	0	0	0	0
Executive Assistant/ Deputy Clerk	1	1	1	1	1	0
Project Management Specialist	1	1	1	0	0	0
Project Assistant	0	0	0	0	0	0
Administrative Associate	0	0	0	0	0	0
Total Employees	3	3	3	2	2	0
COUNTY ATTORNEY [0102]						
Legal Assistant	1	1	1	1	1	0
County Attorney	1	1	1	1	1	0
County Attorney (PT)	0	0	0.5	0.5	0.5	0
Total Employees	2	2	2.5	2.5	2.5	0
COUNTY GARAGE [0502]						

	Funded	Funded	Funded	Funded	Funded	Funded
	Amended FY14-15	Amended FY15-16	Amended FY16-17	Adopted FY17-18	Amended FY17-18	Change [Amended to Adopted] FY17-18
Mechanic	2	2	2	2	2	0
Heavy Equipment Mechanic	0	0	0	0	0	0
Master Mechanic	1	1	1	1	1	0
Fleet Manager	1	1	1	1	1	0
Total Employees	4	4	4	4	4	0
ECONOMIC DEVELOPMENT [2151]						
Office Associate I	1	1	1	1	1	0
Specialist, Economic Development	0	0	1	1	1	0
Director, Economic Development	1	1	1	1	1	0
Total Employees	2	2	3	3	3	0
EMERGENCY COMMUNICATIONS CENTER [0603]						
Communications Officer	12	12	12	12	14	2
Communications Supervisor	2	2	2	2	2	0
Public Safety Answering Point Manager	0	0	0	0	1	1
Total Employees	14	14	14	14	16	3
ENGINEER						
Engineering Technician	0	0	0	0	0	0
County Engineer	0	0	0	0	0	0
Total Employees	0	0	0	0	0	0
FINANCE [0402]						
Accounting Clerk	1	1	1	1	1	0
Accounting Manager	0	0	0	0	0	0
Payroll Specialist	1	1	1	1	1	0
Deputy Director of Finance	0	0	0	0	0	0
Budget Analyst	0	0	0	0	0	0
Payroll Supervisor	1	1	1	1	1	0
Accountant	0	0	0	0	0	0
Accounting Supervisor	1	1	1	1	1	0
Financial Reporting Accountant	1	1	1	1	1	0
Sr. Accounting Clerk	0	0	0	0	0	0
Director of Finance	1	1	1	1	1	0
Procurement Officer	1	1	1	1	1	0
Total Employees	7	7	7	7	7	0
FIRE & EMS [0610]						
Office Manager	1	0	0	0	0	0
Division Chief	0	0	0	0	0	0
Director of Fire & EMS	1	1	1	1	1	0
Deputy Director of Fire & EMS	0	0	0	0	0	0
Revenue Recovery Program Manager	1	0	0	0	0	0
Fire & EMS Business Manager	0	1	1	1	1	0
Captain	0	3	3	3	3	0
Lieutenant	0	6	6	6	6	0
EMT/Intermediate/Firefighter	11	3	4	4	3	-1
EMT/Paramedic/Firefighter	2	4	3	3	4	1
EMT/Paramedic/Firefighter Sup.	3	0	0	0	0	0
Office Associate II	0	1	1	1	1	0
Office Associate I	1	0	0	0	0	0
Volunteer Coordinator	0	0	0	0	0	0
Total Employees	20	19	19	19	19	0
FIRE & EMS [SAFER GRANT (0615 & 0616)]						

	Funded	Funded	Funded	Funded	Funded	Funded
	Amended	Amended	Amended	Adopted	Amended	Change
	FY14-15	FY15-16	FY16-17	FY17-18	FY17-18	[Amended to
						Adopted]
						FY17-18
EMT/Paramedic/Firefighter [0616]	0	0	0	0	2	2
Lieutenant [0616]	0	0	0	0	3	3
Recruitment & Retention Coordinator [0615]	0	0	0	0	1	1
Total Employees	0	0	0	0	6	6
GENERAL PROPERTIES [0504]						
Office Associate II	0	0	0	0	0	0
Administrative Associate	1	1	1	1	1	0
Building Maintenance Mechanic	2	3	3	3	3	0
Building Maint/ Conv Station Sup.	0	0	0	0	0	0
Buildings & Grounds Maint Mech	1	1	1	1	1	0
Senior Building Maintenance Mechanic	1	1	1	1	1	0
Courier/ Stock Clerk	0	0	0	0	0	0
Deputy General Services Director	0	0	0	0	0	0
General Services Director	1	1	1	1	1	0
Total Employees	6	7	7	7	7	0
GENERAL SERVICES						
General Services Manager	0	0	0	0	0	0
Total Employees	0	0	0	0	0	0
GIS						
GIS Coordinator	0	0	0	0	0	0
Total Employees	0	0	0	0	0	0
Housing Programs Office						
Office Associate I						
Building Inspector						
Housing Inspections Agent						
Housing Programs Manager						
Total Employees						
HUMAN RESOURCES [0103]						
Human Resources Analyst	1	1	1	1	1	0
Human Resources Supervisor	0	0	0	1	1	0
Human Res Technician	1	0	0	0	0	0
Human Resources Information Specialist	0	1	1	0	0	0
Dir. of Human Resources	1	1	1	1	1	0
Total Employees	3	3	3	3	3	0
INFORMATION TECHNOLOGY [0403]						
Information Systems Support Tech	0	0	0	0	0	0
Director of Information Technology	1	1	1	1	1	0
Network Administrator	0	0	0	0	0	0
Applications Specialist	1	1	1	1	1	0
GIS Technician	1	1	1	1	1	0
GIS Coordinator	1	1	1	1	1	0
Information Systems Business Process	1	1	1	1	1	0
Information Systems System Engineer	1	1	1	1	1	0
Info Systems/Public Safety Specialist	0	0	0	0	0	0
Total Employees	6	6	6	6	6	0
PLANNING						
Office Associate II	0	0	0	0	0	0
Planning Technician	0	0	0	0	0	0
Planner I	0	0	0	0	0	0
Senior Planner	0	0	0	0	0	0

	Funded	Funded	Funded	Funded	Funded	Funded
	Amended	Amended	Amended	Adopted	Amended	Change
	FY14-15	FY15-16	FY16-17	FY17-18	FY17-18	[Amended to
						Adopted]
						FY17-18
Zoning Administrator	0	0	0	0	0	0
Dir. of Planning	0	0	0	0	0	0
Total Employees	0	0	0	0	0	0
POLICE [0601]						
Administrative Associate	1	1	1	1	1	0
Chief of Police	1	1	1	1	1	0
Police Sergeant	5	5	6	6	6	0
Police Captain	3	3	2	2	2	0
Police Officer	31	31	41	41	41	0
Police Officer (Detective)	9	9	0	0	0	0
Office Associate I	1	1	1	1	1	0
Office Associate II	1	1	1	1	1	0
Public Safety Information System Specialist	1	1	1	1	0	-1
Police Lieutenant	5	5	6	6	6	0
Total Employees	58	58	60	60	59	-1
RECREATION [0505]						
Sr. Grounds Maintenance Wkr	1	1	2	2	2	0
Assistant Athletic Coordinator	1	1	1	1	1	0
Athletic Coordinator	1	1	1	1	1	0
Dir. of Parks and Recreation	1	1	1	1	1	0
Grounds Maintenance Worker	1	1	0	0	0	0
Special Activities Coordinator	1	1	1	1	1	0
Office Associate II	1	1	1	1	1	0
Total Employees	7	7	7	7	7	0
REFUSE DISPOSAL						
Gate Attendant	0	0	0	0	0	0
Total Employees	0	0	0	0	0	0
REGISTRAR [0901]						
Deputy Registrar	1	1	1	1	1	0
Deputy Registrar; PTR	0.5	0.5	0.5	0.5	0.5	0
General Registrar	1	1	1	1	1	0
Office Associate I	0	0	0	0	0	0
Total Employees	2.5	2.5	2.5	2.5	2.5	0
SHERIFF [0203]						
Chief Deputy	1	1	1	1	1	0
Deputy Sheriff - FT	5	5	5	5	5	0
Deputy Sheriff - PT	0.5	0.5	0.5	0.5	0.5	0
Administrative Associate	1	1	1	1	1	0
Lieutenant	1	1	1	1	1	0
Sergeant	1	1	1	1	1	0
Sheriff	1	1	1	1	1	0
Total Employees	10.5	10.5	10.5	10.5	10.5	0
SOCIAL SERVICES [0701]						
Administrative Manager	1	1	1	1	1	0
Dir. of Social Services	1	1	1	1	1	0
Office Associate III (Screener)	0	0	0	0	0	0
Eligibility Worker	5	6	6	6	6	0
Eligibility Supervisor	1	1	1	1	1	0
Employment Services Worker	0	0	0	0	0	0
Social Services Office Associate I	0	0	0	0	0	0

	Funded	Funded	Funded	Funded	Funded	Funded
	Amended FY14-15	Amended FY15-16	Amended FY16-17	Adopted FY17-18	Amended FY17-18	Change [Amended to Adopted] FY17-18
Social Services Office Associate II	4	4	4	4	4	0
Administrative Associate	1	1	1	1	1	0
Case Manager [Social Worker] - FT	6	7	7	8	8	0
Case Manager [Social Worker] - PT	0.5	0.5	0.5	0.5	0.5	0
Senior Case Manager [Social Worker]	2	2	1	1	1	0
Case Manager Supervisor [Social Worker]	1	1	1	1	1	0
Total Employees	22.5	24.5	23.5	24.5	24.5	0
TREASURER [0201]						
Deputy Treasurer - FT	4	4	4	4	4	0
Deputy Treasurer - PT	0.5	0.5	0.5	0.5	0.5	0
Chief Deputy Treasurer	1	1	1	1	1	0
Treasurer	1	1	1	1	1	0
Total Employees	6.5	6.5	6.5	6.5	6.5	0
VICTIM WITNESS [0906]						
Victim Witness Program Coord.	1	1	1	1	1	0
Total Employees	1	1	1	1	1	0
VJCCCA [0909]						
Probation Officer	1	1	1	1	1	0
Total Employees	1	1	1	1	1	0
UTILITIES [7001]						
Building Maintenance Mechanic	0	0	0	0	0	0
Utility Billing Clerk	0	0	0	0	0	0
Customer Service Agent II	2	2	2	2	2	0
Customer Service Agent I	0	1	1	1	1	0
Utility Billing Manager	0	0	0	0	0	0
Utility Office Manager	1	1	1	1	1	0
Utility Maintenance Worker	0	0	0	0	0	0
Maintenance Worker I	3	3	3	3	3	0
Maintenance Worker II	1	0	0	0	0	0
Maintenance Worker III	1	2	2	2	2	0
Utility Maintenance Mechanic	0	0	0	0	0	0
Utility Supervisor	1	1	1	1	1	0
Senior Utility Maintenance Worker	0	0	0	0	0	0
Senior Utility Worker	2	2	2	2	2	0
Dir. Of Engineering & Utilities	1	1	1	1	1	0
Engineering Technician	0	0	0	0	0	0
Operations Manager	1	1	1	1	1	0
Total Employees	13	14	14	14	14	0
Total	244.0	245.0	248.5	250.0	257.0	8.0
FULL-TIME	240.0	241.0	244.0	246.0	253.0	8.0
PART-TIME	4.00	4.00	4.50	4.00	4.00	-

A Difference Exists Between Authorized and Funded #

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 27th day of February, 2018:

Present:

Vote:

Alan R. Carmichael, Jr., Chairman
Donald R. Hunter, Vice-Chairman
Floyd M. Brown, Jr.
Marlene J. Waymack
T. J. Webb

A-3

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 27th day of February, 2018 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:

Percy C. Ashcraft
County Administrator