

Issue Analysis Form

Date: August 14, 2018
Item: Reorganization of
Social Services

Lead

Department(s): Social
Services

Contact Person(s): Shel Bolyard-Douglas (DSS),
Corrie Hurt (HR); Betsy Drewry (Finance)



Description and Current Status

Currently the department is organized with three supervisors reporting to the director and supervising three units: benefits programs (7.5 FTE- includes one new position in FY19), service programs (9.5 FTE), and administration (5 FTE + 2 substitutes). There is only one senior worker to assist the supervisor (services) and little opportunity for promotion. Mandatory On-call supervision is performed by the service supervisor with back up by the Director to ensure that there is a supervisor available 24/7 for CPS.

Additional funding provided by the state for **FY18-19** allows the agency to look at reorganization to improve customer service, case management, and employee relations. It is also our hope that this will prepare us to better address the influx of service demands we are seeing from Child Protective Services complaints and the influx we anticipate from Medicaid expansion.

Under the proposed reorganization, no new positions will be added.

- The agency will split the service unit with a designated Manager V (CPS/Prevention).
- One supervisory position will be elevated to the Deputy Director position to manage the administrative staff and the foster care / Adult service staff
- The Manager V (CPS/Prevention), Deputy Director, and Director positions will be three positions able to provide the mandatory CPS On-Call supervision (verses the current 2)
- Four additional senior worker positions will be added, providing promotional opportunities and meeting the internal auditing requirements for program areas (2 BPS IV; 1 Manager IV ; 1 Office Manager)

Government Path

- | | | |
|--|---|--|
| Does this require IDA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require BZA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does This require Planning Commission Action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require Board of Supervisors action? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

Does this require a public hearing?

Yes No

If so, before what date?

Yes No

Fiscal Impact Statement

The Virginia Department of Social Service allocation to Prince George included an increase of \$125,373 with no local match required on these funds in FY2019. These funds were made available on July 18, 2018 and are more than sufficient to cover the new Benefit Program Specialist position previously approved and all of the recommended changes to the current position structure. **The Prince George County Board of Supervisors appropriated these additional funds on July 10, 2018 (R-18-086).**

County Impact

There will a zero net gain of position to the Department of Social Services with this reorganization. However, the positions will be redesigned with the goal of :

- improved supervision and response
- enhanced customer service and access
- increased opportunity for employee advancement within the department
- address succession planning and vacancies methodically

Notes

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 14th day of August, 2018:

Present:

Vote:

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

A-9

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

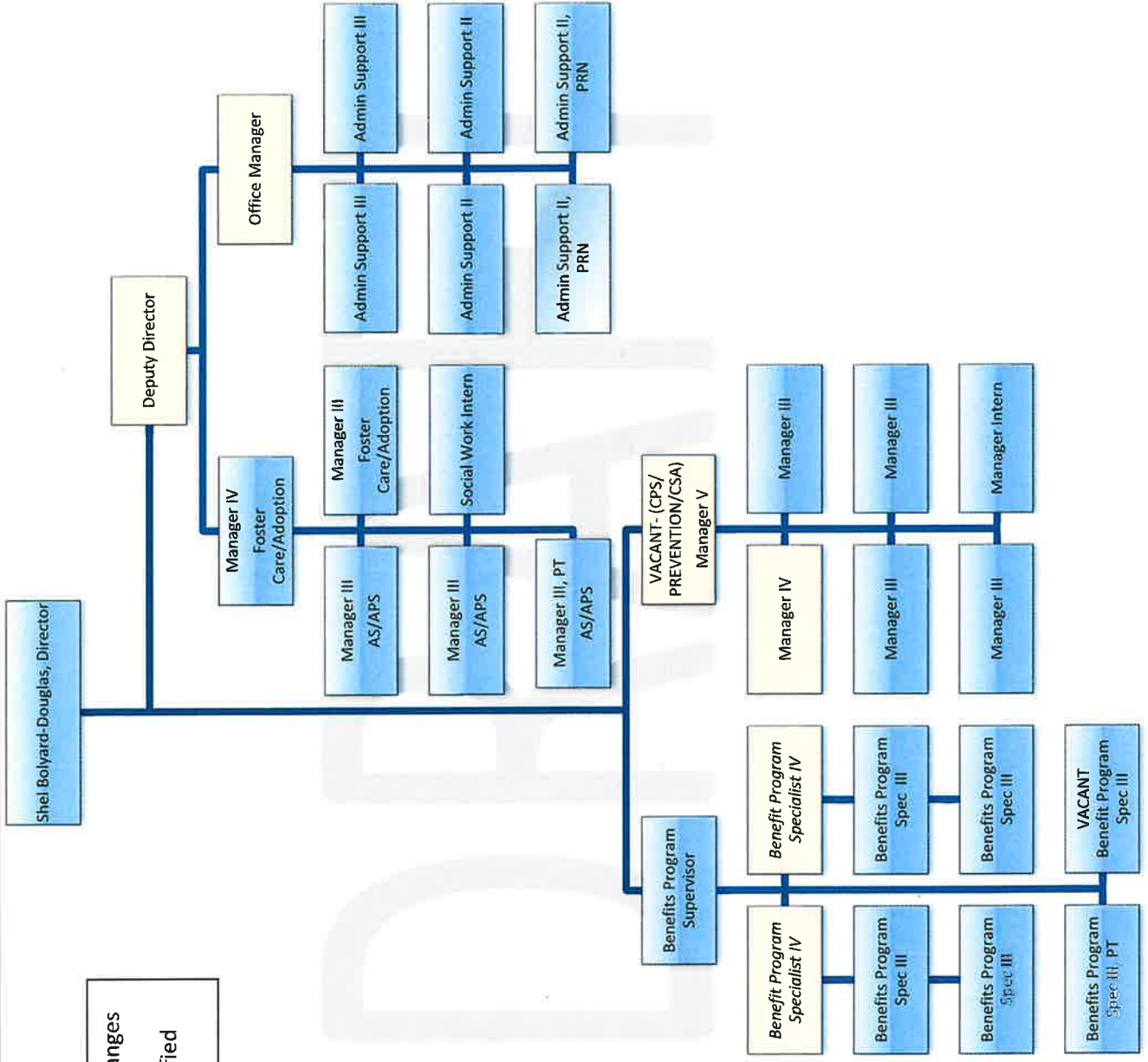
RESOLUTION; FY2018-2019 POSITION CONTROL CHART

NOW, THEREFORE, BE IT RESOLVED that this Board of Supervisors of the County of Prince George this 14th day of August, 2018 hereby approves the requested changes to the 2018-2019 Position Control Chart and that no changes be made to the chart without Board approval regardless of what other County policies may state.

A Copy Teste:

Percy C. Ashcraft
County Administrator

Prince George Department of Social Services- DRAFT 2018-19 CONFIDENTIAL



Blue Boxes= Positions with no changes
 Pink Boxes= Positions to be modified

POSITION CONTROL CHART - FUNDED POSITIONS

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

	Funded		Funded		Funded		Funded		Funded		Change	
	Adopted	Amended	Adopted	Amended	Adopted	Amended	Adopted	Amended	Adopted	Amended	FY18-19	
	FY16-17	FY16-17	FY17-18	FY17-18	FY18-19	FY18-19	FY18-19	FY18-19	FY18-19	FY18-19	Change	
											NOTES	
ANIMAL CONTROL [0611]												
Animal Control Officer	3	3	3	3	3	3	3	3	3	3	0	
Manager I, Animal Control	1	1	1	1	1	1	1	1	1	1	0	
Coordinator, Animal Adoption Services	1	1	1	1	1	1	1	1	1	1	0	
Kennel Attendant - Full-Time	1	1	1	1	1	1	1	1	1	1	0	
Kennel Attendant - Part Time	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0	-0.5	
Total Employees	6.5	6.5	6.5	6.5	6.5	6.5	6	6	6	6	-0.5	
ASSESSOR [0401]												
Real Estate Appraiser II	2	2	2	2	2	2	2	2	2	2	0	
Real Estate Assessor	1	1	1	1	1	1	1	1	1	1	0	
Coordinator IV, Real Estate Operations	0	0	0	0	0	0	0	0	0	0	0	
Real Estate Technician	2	2	2	2	2	2	2	2	2	2	0	
Total Employees	5	5	5	5	5	5	5	5	5	5	0	
CIRCUIT COURT CLERK [0202]												
Office Associate I	1	1	1	1	0	0	0	0	0	0	0	
Chief Deputy	1	1	1	1	1	1	1	1	1	1	0	
Clerk of Circuit Court	1	1	1	1	1	1	1	1	1	1	0	
Deputy Court Clerk I	2	2	2	2	3	3	3	3	3	3	0	
Deputy Court Clerk II	1	1	1	1	1	1	1	1	1	1	0	
Total Employees	6	6	6	6	6	6	6	6	6	6	0	
CIRCUIT COURT JUDGE [0902]												
Court Administrator	1	1	1	1	1	1	1	1	1	1	0	
Total Employees	1	1	1	1	1	1	1	1	1	1	0	
COMMISSIONER OF THE REVENUE [0200]												
Tax Compliance Auditor	1	1	1	1	1	1	1	1	1	1	0	
Commissioner of the Revenue	1	1	1	1	1	1	1	1	1	1	0	
Deputy Commissioner of Revenue	3	3	3	3	3	3	3	3	3	3	0	
Senior Deputy Commissioner of Revenue	1	1	1	1	1	1	1	1	1	1	0	
Total Employees	6	6	6	6	6	6	6	6	6	6	0	
COMMONWEALTH'S ATTORNEY [0204]												
Administrative Associate	1	1	1	1	1	1	1	1	1	0	-1	
Office Manager	1	1	1	1	1	1	1	1	1	1	0	
Legal Assistant	0	0	0	0	0	0	0	0	0	2	2	
Office Associate I	1	1	1	1	1	1	1	1	1	0	-1	
Asst. Commonwealth's Attorney FT	2	2	2	2	2	2	2	2	2	2	0	
Asst. Commonwealth's Attorney PT	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0	

RED = CHANGES FOR CONSIDERATION

POSITION CONTROL CHART - FUNDED POSITIONS

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

	Adopted FY16-17	Amended FY16-17	Adopted FY17-18	Amended FY17-18	Funded	Adopted FY18-19	Amended FY18-19	Funded	Adopted FY18-19	Amended FY18-19	Funded	Change FY18-19	Change NOTES
Commonwealth's Attorney	1	1	1	1		1	1		1	1		0	
Total Employees	6.5	6.5	6.5	6.5		6.5	6.5		6.5	6.5		0	
COMMUNITY CORRECTIONS [2179 / 2178]													
Dir. of Community Corrections	1	1	1	1		1	1		1	1		0	
Manager IV, Corrections Program Management	1	1	1	1		1	1		1	1		0	
Probation Officer	3	4	4	4		4	4		4	4		0	
Administrative Support Specialist II	1	1	1	1		1	1		1	1		0	
Total Employees	6	7	7	7		7	7		7	7		0	
COMMUNITY CORRECTIONS (PRETRIAL) [2174 / 2178 / 2179]													
Office Manager	1	1	1	1		1	1		1	1		0	
Pretrial Officer	2	2	3	3		3	3		3	3		0	
Pretrial Officer (PT)	0.5	0.5	0	0		0	0		0	0		0	
Pretrial Investigator	1	1	1	1		1	1		1	1		0	
Total Employees	4.5	4.5	5	5		5	5		5	5		0	
COMMUNITY DEVELOPMENT AND CODE COMPLIANCE [0300]													
Office Manager	1	1	1	1		1	1		1	1		0	
Deputy Director/Building Official	1	1	1	1		1	1		1	1		0	
Director of Community Development & Code Compliance	1	1	1	1		1	1		1	1		0	
Plans Reviewer	1	1	1	1		1	1		1	1		0	
Permit Technician II	1	1	1	1		1	1		1	1		0	
Permit Technician I	1	1	1	1		1	1		1	1		0	
Coordinator IV, Environmental Program	1	1	1	1		1	1		1	1		0	
Senior Building Inspector	3	3	3	3		3	3		3	3		0	
Administrative Support Specialist II	0	0	0	0		0	0		0	0		0	
Office Associate II (PT)	0.5	0.5	0.5	0.5		0.5	0.5		0.5	0.5		0	
Planner	0	0	1	1		1	1		1	1		0	
Manager VI, Planning	1	1	1	1		1	1		1	1		0	
Total Employees	11.5	11.5	12.5	12.5		12.5	12.5		13	13		0	
COUNTY ADMINISTRATION [0101]													
County Administrator	1	1	1	1		1	1		1	1		0	
Deputy County Administrator	0	0	0	0		0	0		0	0		0	
Executive Assistant/ Deputy Clerk	1	1	1	1		1	1		1	1		0	
Project Management Specialist	1	1	0	0		0	0		0	0		0	
Total Employees	3	3	2	3		3	3		3	3		0	

RED = CHANGES FOR CONSIDERATION

POSITION CONTROL CHART - FUNDED POSITIONS

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

	Adopted FY16-17	Amended FY16-17	Funded	Adopted FY17-18	Amended FY17-18	Funded	Adopted FY18-19	Amended FY18-19	Funded	Change FY18-19	Change NOTES
COUNTY ATTORNEY [0102]											
Senior Legal Assistant	1	1	1	1	1	1	1	1	1	0	
County Attorney	1	1	1	1	1	1	1	1	1	0	
County Attorney (PT)	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0	
Total Employees	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	0	
COUNTY GARAGE [0502]											
Mechanic	2	2	2	2	2	2	2	2	2	0	
Master Mechanic	1	1	1	1	1	1	1	1	1	0	
Manager III, Fleet	1	1	1	1	1	1	1	1	1	0	
Total Employees	4	4	4	4	4	4	4	4	4	0	
ECONOMIC DEVELOPMENT [2151]											
Administrative Support Specialist II	1	1	1	1	1	1	1	1	1	0	
Specialist, Economic Development	1	1	1	1	1	1	1	1	1	0	
Director, Economic Development	1	1	1	1	0	0	0	0	0	0	
Total Employees	3	3	3	3	2	2	2	2	2	0	
EMERGENCY COMMUNICATIONS CENTER [0603]											
Communications Officer	12	12	12	12	14	14	14	14	14	0	
Communications Supervisor	2	2	2	2	2	2	2	2	2	0	
Manager V, Emergency Communications Center	0	0	0	0	1	1	1	1	1	0	
Total Employees	14	14	14	14	17	17	17	17	17	0	
FINANCE [0402]											
Accounting Clerk	1	1	1	1	1	1	1	1	1	0	
Payroll Specialist	1	1	1	1	1	1	1	1	1	0	
Payroll Supervisor	1	1	1	1	1	1	1	1	1	0	
Accounting Supervisor	1	1	1	1	1	1	1	1	1	0	
Financial Reporting Accountant	1	1	1	1	1	1	1	1	1	0	
Director of Finance	1	1	1	1	1	1	1	1	1	0	
Procurement Officer	1	1	1	1	1	1	1	1	1	0	
Total Employees	7	7	7	7	7	7	7	7	7	0	
FIRE & EMS [0610]											
Director of Fire & EMS	1	1	1	1	1	1	1	1	1	0	
Manager II, Fire/EMS Business Management	1	1	1	1	1	1	1	1	1	0	
Captain	3	3	3	3	3	3	3	3	3	0	
Lieutenant	6	6	6	6	6	6	6	6	6	0	
EMT/Intermediate/Firefighter	3	4	4	4	3	3	3	3	3	0	
EMT/Paramedic/Firefighter	4	3	3	3	4	4	4	4	4	0	
Administrative Support Specialist II	1	1	1	1	1	1	1	1	1	0	

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POSITION CONTROL CHART - FUNDED POSITIONS

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	Funded		Funded		Funded		Funded		Funded		Change	NOTES
	Adopted FY16-17 19	Amended FY16-17 19	Adopted FY17-18 19	Amended FY17-18 19	Adopted FY18-19 19	Amended FY18-19 19	Adopted FY18-19 19	Amended FY18-19 19	Change FY18-19 0			
Total Employees												
EMERGENCY MANAGEMENT (0612)												
Emergency Management Deputy Coordinator (PT)	0	0	0	0	0	0	0	0.5	0.5	0.5		
Total Employees	0	0	0	0	0	0	0.5	0.5	0.5			
FIRE & EMS [SAFER GRANT (0615 & 0616)]												
EMT/Paramedic/Firefighter [0616]	0	0	0	2	2	2	2	2	2	0		
Lieutenant [0616]	0	0	0	3	3	3	3	3	3	0		
Fire Captain, Volunteer Fire/EMS Training [0615]	0	0	0	1	1	1	1	1	1	0		
Total Employees	0	0	0	6	6	6	6	6	6	0		
GENERAL PROPERTIES [0504]												
Office Manager	1	1	1	1	1	1	1	1	1	0		
Building Maintenance Mechanic	3	3	3	3	3	3	4	4	4	1		
Buildings & Grounds Maint Mech	1	1	1	1	1	1	1	1	1	0		
Senior Building Maintenance Mechanic	1	1	1	1	1	1	0	0	-1			
General Services Director	1	1	1	1	1	1	1	1	1	0		
Total Employees	7	7	7	7	7	7	7	7	7	0		
HUMAN RESOURCES [0103]												
Human Resources Analyst	1	1	1	1	1	1	1	1	1	0		
Human Resources Supervisor	0	0	1	1	1	1	0	-1	-1			
Human Res Technician	0	0	0	0	0	0	1	1	1			
Human Resources Information Specialist	1	1	0	0	0	0	0	0	0			
Dir. of Human Resources	1	1	1	1	1	1	1	1	1	0		
Total Employees	3	3	3	3	3	3	3	3	3	0		
INFORMATION TECHNOLOGY [0403]												
Director of Information Technology	1	1	1	1	1	1	1	1	1	0		
Information Systems Specialist, Applications	1	1	1	1	1	1	1	1	1	0		
GIS Technician	1	1	1	1	1	1	1	1	1	0		
Coordinator V, GIS	1	1	1	1	1	1	1	1	1	0		
Information Systems Analyst, Business Process	1	1	1	1	1	1	1	1	1	0		
Information Systems System Engineer	1	1	1	1	1	1	1	1	1	0		
Total Employees	6	6	6	6	6	6	6	6	6	0		
PLANNING												
Office Associate II	0	0	0	0	0	0	0	0	0	0		
Planning Technician	0	0	0	0	0	0	0	0	0	0		
Planner I	0	0	0	0	0	0	0	0	0	0		
Senior Planner	0	0	0	0	0	0	0	0	0	0		

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POSITION CONTROL CHART - FUNDED POSITIONS

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

	Adopted FY16-17	Amended FY16-17	Adopted FY17-18	Amended FY17-18	Adopted FY18-19	Amended FY18-19	Change FY18-19	Funded	Adopted FY16-17	Amended FY16-17	Adopted FY17-18	Amended FY17-18	Adopted FY18-19	Amended FY18-19	Change FY18-19	Funded	Change NOTES
Zoning Administrator	0	0	0	0	0	0	0										
Dir. of Planning	0	0	0	0	0	0	0										
Total Employees	0	0	0	0	0	0	0										
POLICE [0601]																	
Administrative Support Specialist III	1	1	1	1	1	1	1										
Chief of Police	1	1	1	1	1	1	1										
Police Sergeant	5	6	6	6	6	6	6										
Police Captain	2	2	2	2	2	2	2										
Total Employees	33	41	41	41	41	41	41										Grand total of 41 positions between 5 classes of Police Officer
Police Officer																	
Police Officer First Class																	
Senior Police Officer																	
Master Police Officer																	
Career Police Officer																	
Administrative Support Specialist I	1	1	1	1	1	1	1										
Crime Analyst	1	1	1	1	1	1	1										
Administrative Support Specialist III (PTR)	0	0	0	0.5	0.5	0.5	0										
Public Safety Information System Specialist	1	1	1	0	0	0	0										
Police Lieutenant	5	6	6	6	6	6	6										
Total Employees	50	60	60	59.5	59.5	59.5	59.5										
RECREATION [0505]																	
Sr. Grounds Maintenance Wkr	1	2	2	2	2	2	2										
Coordinator I, Assistant Athletics	1	1	1	1	1	1	1										
Coordinator V, Athletics	1	1	1	1	1	1	1										
Dir. of Parks and Recreation	1	1	1	1	1	1	1										
Coordinator I, Parks Special Activities	1	1	1	1	1	1	1										
Administrative Support Specialist III	1	1	1	1	1	1	1										
Total Employees	6	7	7	7	7	7	7										
REGISTRAR [0901]																	
Deputy Registrar	1	1	1	1	1	1	1										
Deputy Registrar, PTR	0.5	0.5	0.5	0.5	0.5	0.5	0.5										
General Registrar	1	1	1	1	1	1	1										
Total Employees	2.5	2.5	2.5	2.5	2.5	2.5	2.5										
SHERIFF [0203]																	
Chief Deputy	1	1	1	1	1	1	1										

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	Adopted FY16-17	Amended FY16-17	Adopted FY17-18	Amended FY17-18	Adopted FY18-19	Amended FY18-19	Change FY18-19	Change NOTES
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	
Office Manager	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	
Total Employees	10.5	10.5	10.5	10.5	10.5	10.5	0	
SOCIAL SERVICES [07001]								
Manager V, Social Services Administration	1	1	1	1	1	0	-1	
Deputy Director, Social Services	1	1	1	1	1	1	1	
Director, Social Services	1	1	1	1	1	1	0	
Benefits Program Specialist III	6	6	6	6	6	5	-1	2 will become BPS IV; 1 added 7/10/18
Benefits Program Specialist IV	1	1	1	1	1	2	2	
Benefits Program Supervisor	1	1	1	1	1	1	0	
Administrative Support Specialist II	4	4	4	4	4	2	-2	1 reduction for this change
Administrative Support Specialist III	1	1	1	1	1	2	1	
Manager III, Social Services Case Management [Social Worker] - FT	7	7	8	8	8	7	-1	
Manager III, Social Services Case Management [Social Worker] - PT	0.5	0.5	0.5	0.5	0.5	0.5	0	
Office Manager	1	1	1	1	1	1	1	
Manager IV, Advanced Social Services Case Management [Social Worker]	1	1	1	1	1	2	1	
Manager V, Social Services Case Management [Social Worker]	1	1	1	1	1	1	0	
Total Employees	23.5	23.5	24.5	24.5	24.5	25.5	1	
TREASURER [0201]								
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	
Total Employees	6.5	6.5	6.5	6.5	6.5	6.5	0	
VICTIM WITNESS [0906]								
Coordinator II, Victim Witness Program	1	1	1	1	1	1	0	
Total Employees	1	1	1	1	1	1	0	
VJCCCA [0909]								
Coordinator III, Community Services	1	1	1	1	1	1	0	
Total Employees	1	1	1	1	1	1	0	
UTILITIES [7001]								
Utility Billing/Collection Specialist I	1	1	1	1	1	1	0	

RED = CHANGES FOR CONSIDERATION

POSITION CONTROL CHART - FUNDED POSITIONS

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

	Funded		Funded		Funded		Funded		Funded		Change	NOTES
	Adopted	Amended	Adopted	Amended	Adopted	Amended	Adopted	Amended	Adopted	Amended		
	FY16-17	FY16-17	FY17-18	FY17-18	FY18-19	FY18-19	FY18-19	FY18-19	FY18-19	FY18-19	Change	
Utility Billing/Collection Specialist II	2	2	2	2	2	2	2	2	2	2	0	
Utility Billing/Collection Specialist III	0	0	0	0	0	0	0	0	0	0	0	
Manager V, Utility Office Management	1	1	1	1	1	1	1	1	1	1	0	
Utility Worker I	3	3	3	3	3	3	3	3	3	3	0	
Utility Worker II	0	0	0	0	0	0	0	0	0	0	0	
Utility Worker III	2	2	2	2	2	2	2	2	2	2	0	
Utility Supervisor	1	1	1	1	1	1	1	1	1	1	0	
Senior Utility Worker	2	2	2	2	2	2	2	2	2	2	0	
Dir. Of Engineering & Utilities	1	1	1	1	1	1	1	1	1	1	0	
Manager V, Utility Operations Management	1	1	1	1	1	1	1	1	1	1	0	
Total Employees	14	14	14	14	14	14	14	14	14	14	0	
Total	236.5	248.5	250.0	258.5	259.0	259.0	260.0	260.0	260.0	260.0	1.0	
FULL-TIME	232.0	244.0	246.0	254.0	255.0	255.0	256.0	256.0	256.0	256.0	1.0	
PART-TIME	4.50	4.50	4.00	4.50	4.00	4.00	4.00	4.00	4.00	4.00	0	