

Issue Analysis Form



Date: November 14, 2018
Item: Position Control Chart Changes
Lead Department(s): Human Resources
Contact Person(s): Corrie Hurt

Description and Current Status

The County is requesting for consideration the following changes: BOS will be added as a department to the control chart as there is now a Clerk to the Board of Supervisors position that reports directly to the BOS. The Director of Finance title is changing to Deputy County Administrator, Finance. The Manager III, Fleet position was reviewed before posting the job advertisement. With revisions made to the job description, the position was classified to exempt status and was upgraded from a III to a IV.

Government Path

- Does this require IDA action? Yes No
- Does this require BZA action? Yes No
- Does This require Planning Commission Action? Yes No
- Does this require Board of Supervisors action? Yes No
- Does this require a public hearing? Yes No
- If so, before what date? Yes No

Fiscal Impact Statement

None.

County Impact

None.

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 [0701]

Manager V, Social Services Administration	1	1	1	1	1	1	0	-1
Deputy Director, Social Services	1	1	1	1	1	1	1	1
Director, Social Services	1	1	1	1	1	1	1	0
Benefits Program Specialist III	6	6	6	6	6	6	5	-1
Benefits Program Specialist IV	1	1	1	1	1	1	2	2
Benefits Program Supervisor	1	1	1	1	1	1	1	0
Administrative Support Specialist II	4	4	4	4	4	4	2	-2
Administrative Support Specialist III	1	1	1	1	1	1	2	1
Manager III, Social Services Case Management [Social Worker] - FT	7	7	8	8	8	7	7	-1
Manager III, Social Services Case Management [Social Worker] - PT	0.5	0.5	0.5	0.5	0.5	0.5	0	0
Office Manager	1	1	1	1	1	1	1	1
Manager IV, Advanced Social Services Case Management [Social Worker]	1	1	1	1	1	1	2	1
Manager V, Social Services Case Management [Social Worker]	1	1	1	1	1	1	1	0
Total Employees	23.5	23.5	24.5	24.5	24.5	24.5	25.5	1

TREASURER [0201]

Deputy Treasurer - FT	4	4	4	4	4	4	4	0
Deputy Treasurer - PT	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0
Chief Deputy Treasurer	1	1	1	1	1	1	1	0
Treasurer	1	1	1	1	1	1	1	0
Total Employees	6.5	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	1	0
Total Employees	1	1	1	1	1	1	1	0

VJCCCA [0909]

Coordinator III, Community Services	1	1	1	1	1	1	1	0
Total Employees	1	1	1	1	1	1	1	0

UTILITIES [7001]

Utility Billing/Collection Specialist I	1	1	1	1	1	1	1	0
Utility Billing/Collection Specialist II	2	2	2	2	2	2	2	0
Utility Billing/Collection Specialist III	0	0	0	0	0	0	0	0
Manager V, Utility Office Management	1	1	1	1	1	1	1	0
Utility Worker I	3	3	3	3	3	3	3	0
Utility Worker II	0	0	0	0	0	0	0	0
Utility Worker III	2	2	2	2	2	2	2	0
Utility Supervisor	1	1	1	1	1	1	1	0
Senior Utility Worker	2	2	2	2	2	2	2	0
Dir. Of Engineering & Utilities	1	1	1	1	1	1	1	0
Manager V, Utility Operations Management	1	1	1	1	1	1	1	0
Total Employees	14	14	14	14	14	14	14	0

Total

Total	236.5	248.5	250.0	258.5	259.0	260.0	260.0	0.0
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FULL-TIME
PART-TIME

232.0
4.50

244.0
4.50

246.0
4.00

254.0
4.50

255.0
4.00

266.0
4.00

0.0

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 November, 2018:

Present:

Vote:

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

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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 November, 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