

# Issue Analysis Form

**Date:** April 9, 2019  
**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, a change within the Commissioner of Revenue's Department that requires a modification to the County's Position Control Chart.

The Commissioner of Revenue's office currently has a position classified as Tax Compliance Auditor. This position has been extremely difficult to recruit for due to the assumption that it's solely an auditor position. The applicants are Auditors, CPA's and are quite frankly over qualified for the position. The Commissioner of Revenue felt that with some revisions to the job description and a classification change, it would aid in the recruitment process and the retention of the employee due to job expectations.

In addition, with the number of changes made to the job description and the change in the education component (changing from required Bachelor's degree to an Associate's degree), staff feels that this warrants a reduction in the current grade from 315 to 314 on the county's compensation plan.

## 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?            | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| If so, before what date?                       | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |

## Fiscal Impact Statement

None.

**County Impact**

There is no increase to the budget for the Commissioner of Revenue. The change in the classification of Tax Compliance Auditor will aid in recruitment and retention efforts.

**Notes**



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	0.5	0.5	0.5	0.5	0.5	0
Commonwealth's Attorney								1	1	1	1	1	1	1	1	1	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>6.5</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>6.5</b>	<b>6.5</b>	<b>6.5</b>	<b>0</b>

**COMMUNITY CORRECTIONS [2179 / 2178]**

2179	Dir. of Community Corrections						1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0
2178	Manager IV, Corrections Program Management						1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0
2174 & 2179	Probation Officer						3	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	0
	Administrative Support Specialist II						1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0
	<b>Total Employees</b>						<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>0</b>	

**COMMUNITY CORRECTIONS (PRETRIAL) [2174 / 2178 / 2179]**

2174	Office Manager						1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0
2179	Pretrial Officer						2	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	0
2178	Pretrial Officer (PT)						0.5	0.5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2178	Pretrial Investigator						1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0
	<b>Total Employees</b>						<b>4.5</b>	<b>4.5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>0</b>	

**COMMUNITY DEVELOPMENT AND CODE COMPLIANCE [0300]**

	Office Manager						1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0
	Deputy Director/Building Official						1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0
	Director of Community Development & Code Compliance						1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0
	Plans Reviewer						1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0
	Permit Technician II						1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0
	Permit Technician I						1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0
	Coordinator IV, Environmental Program						1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0
	Senior Building Inspector						3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	0
	Administrative Support Specialist II						0	0	0	0	0	0	0	0	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	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0
	Planner						0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0
	Manager VI, Planning						1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0
	<b>Total Employees</b>						<b>11.5</b>	<b>11.5</b>	<b>12.5</b>	<b>12.5</b>	<b>12.5</b>	<b>12.5</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>0</b>	

**COUNTY ADMINISTRATION [0101]**

	County Administrator						1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0
	Deputy County Administrator						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Executive Assistant/ Deputy Clerk						1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	-1
	Project Management Specialist						1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Total Employees</b>						<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>-1</b>	

**COUNTY ATTORNEY [0102]**

	Senior Legal Assistant						1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0
	County Attorney						1	1	1	1	1	1	1	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	0.5	0.5	0.5	0.5	0.5	0.5	0.5	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>2.5</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>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>0</b>

**COUNTY GARAGE [0502]**

	Mechanic						2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	0
	Master Mechanic						1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0
	Manager IV, Fleet						1	1	1	1	1	1	1	1	1	1	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>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>0</b>	

**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	0	0	0	0	0	0	0
<b>Total Employees</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>

**EMERGENCY COMMUNICATIONS CENTER [06003]**

Communications Officer	12	12	12	14	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	1	1	1	1	1	1	0
<b>Total Employees</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>0</b>

**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
Deputy County Administrator, Finance	1	1	1	1	1	1	1	1	1	0
Procurement Officer	1	1	1	1	1	1	1	1	1	1
<b>Total Employees</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>0</b>

**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	7	1
EMT/Intermediate/Firefighter	3	4	4	3	3	3	3	5	2	2
EMT/Paramedic/Firefighter	4	3	3	4	4	4	4	5	1	0
Administrative Support Specialist II	1	1	1	1	1	1	1	1	1	0
<b>Total Employees</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>23</b>	<b>4</b>	<b>4</b>

**EMERGENCY MANAGEMENT (0612)**

Emergency Management Deputy Coordinator. (PT)	0	0	0	0	0	0	0	0	0.5	0.5
<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>0</b>	<b>0.5</b>	<b>0.5</b>

**FIRE & EMS [SAFER GRANT (0615 & 0616)]**

EMT/Paramedic/Firefighter [0616]	0	0	0	0	2	2	2	2	0	0
Lieutenant [0616]	0	0	0	0	3	3	3	3	0	0
Fire Captain, Volunteer Fire/EMS Training [0615]	0	0	0	0	1	1	1	1	0	0
<b>Total Employees</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>0</b>

**GENERAL PROPERTIES [0504]**

Office Manager	1	1	1	1	1	1	1	1	1	0
Building Maintenance Mechanic	3	3	3	3	3	3	3	4	1	1
Buildings & Grounds Maint Mech	1	1	1	1	1	1	1	1	0	0
Senior Building Maintenance Mechanic	1	1	1	1	1	1	1	0	-1	-1
General Services Director	1	1	1	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>7</b>	<b>7</b>	<b>7</b>	<b>0</b>

**HUMAN RESOURCES [0103]**

Human Resources Analyst	1	1	1	1	1	1	1	1	1	0
Human Resources Supervisor	0	0	0	1	1	1	1	0	-1	-1
Human Res Technician	0	0	0	0	0	0	0	1	1	1
Human Resources Information Specialist	1	1	1	0	0	0	0	0	0	0

Dir. of Human Resources	1	1	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>3</b>	<b>3</b>	<b>0</b>

**INFORMATION TECHNOLOGY [0403]**

Director of Information Technology	1	1	1	1	1	1	1	1	0
Information Systems Specialist, Applications	1	1	1	1	1	1	1	1	0
GIS Technician	1	1	1	1	1	1	1	1	0
Coordinator V, GIS	1	1	1	1	1	1	1	1	0
Information Systems Analyst, Business Process	1	1	1	1	1	1	1	1	0
Information Systems System Engineer	1	1	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>6</b>	<b>6</b>	<b>0</b>

**PLANNING**

Office Associate II	0	0	0	0	0	0	0	0	0
Planning Technician	0	0	0	0	0	0	0	0	0
Planner I	0	0	0	0	0	0	0	0	0
Senior Planner	0	0	0	0	0	0	0	0	0
Zoning Administrator	0	0	0	0	0	0	0	0	0
Dir. of Planning	0	0	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>0</b>	<b>0</b>

**POLICE [0601]**

Administrative Support Specialist III	1	1	1	1	1	1	1	1	0
Chief of Police	1	1	1	1	1	1	1	1	0
Police Sergeant	5	6	6	6	6	6	6	6	0
Police Captain	2	2	2	2	2	2	2	2	0
Police Officer	33	41	41	41	41	41	41	41	0
Police Officer First Class									
Senior Police Officer									
Master Police Officer									
Career Police Officer									
Administrative Support Specialist I	1	1	1	1	1	1	1	1	0
Crime Analyst	1	1	1	1	1	1	1	1	0
Administrative Support Specialist III (PTR)	0	0	0	0.5	0.5	0.5	0.5	0.5	0
Public Safety Information System Specialist	1	1	1	1	1	1	1	1	0
Police Lieutenant	5	6	6	6	6	6	6	6	0
<b>Total Employees</b>	<b>50</b>	<b>60</b>	<b>60</b>	<b>59.5</b>	<b>59.5</b>	<b>59.5</b>	<b>59.5</b>	<b>59.5</b>	<b>0</b>

**RECREATION [0505]**

Sr. Grounds Maintenance Wkr	1	2	2	2	2	2	2	2	0
Coordinator I, Assistant Athletics	1	1	1	1	1	1	1	1	0
Coordinator V, Athletics	1	1	1	1	1	1	1	1	0
Dir. of Parks and Recreation	1	1	1	1	1	1	1	1	0
Coordinator I, Parks Special Activities	1	1	1	1	1	1	1	1	0
Administrative Support Specialist II	1	1	1	1	1	1	1	1	0
<b>Total Employees</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>0</b>

**REGISTRAR [0901]**

Deputy Registrar	1	1	1	1	1	1	1	1	0
Deputy Registrar, PTR	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0
General Registrar	1	1	1	1	1	1	1	1	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>2.5</b>	<b>2.5</b>	<b>0</b>

**SHERIFF [0203]**

<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>0</b>	<b>0</b>
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Total	236.5	248.5	250.0	258.5	259.0	264.0	4.0
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FULL-TIME  
PART-TIME

232.0	244.0	246.0	254.0	255.0	260.0	4.0
4.50	4.50	4.00	4.50	4.00	4.00	-