

Issue Analysis Form

Date: April 23, 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

R-19-xxx

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 23rd day of April, 2019.

Present:

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

Vote:

A-2

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

RESOLUTION; FY2018-2019 POSITION CHART

NOW, THEREFORE, BE IT RESOLVED that this Board of Supervisors of the County of Prince George this 23rd day of April, 2019 hereby approves the requested changes to the FY2018-2019 Position 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