

Issue Analysis Form



Date: January 26, 2021
Item: Position Control Chart Changes
Lead Department(s): Human Resources; Finance
Contact Person(s): Corrie Hurt & Betsy Drewry

Description and Current Status

Judge Tomko has requested a drug court administrator position which will report to the County Administrator and himself. This position would be newly created and would be housed in the Court building.

Board Action Requested: Approve modification to the FY2020-2021 Position Control Chart. A draft resolution is attached for board review and consideration.

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

The court system would take over a Supreme Court Drug Court Treatment Grant, currently administered by and accounted for by RCJA. A budget amendment to transfer those funds to a newly established department is considered in a separate Board action. The grant currently funds a probation officer, and to continue funding for the probation officer in FY2021, use of Community Corrections fund balance is recommended (also considered in a separate action).

County Impact

Creation of this position will allow drug court to remain separate from the regular functions within RCJA. The Drug Court Administrator position will report to the County Administrator and Judge Tomko.

Notes

Judge Tomko is working with the state in regards to this position and changing the drug court grant information.

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 26th day of January, 2021:

Present:

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

Vote:

C-5

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

RESOLUTION; MODIFICATION TO FY2020-2021 POSITION CHART
FOR THE ADDITION OF ONE FTE IN THE POSITION OF DRUG
COURT ADMINISTRATOR

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors of Prince George County this 26th day of January 2021, hereby approves the requested changes to the FY2020-2021 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



PRINCE GEORGE COUNTY, VIRGINIA

January 2021

DRUG COURT ADMINISTRATOR

FLSA Status: Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult technical and administrative work supervising and participating in the Drug Court Program; does related work as required. Work is performed under general supervision.

Work involves risk to personal safety due to close contact with the offender population in a community corrections setting. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment. This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse atmospheric conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Plan, implement and monitor the day-to-day activities of the Drug Court to ensure compliance with key components of Drug Courts and best practice standards.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Observes and directs the work load and activities of the Drug Court Program;
- Monitors program expenditures, prepares annual drug court grant and completes all required reports;
- Coordinates and facilitate interdisciplinary training for drug court team members;
- Serves as staff to the required Drug Court Steering Committee;
- Collaborate extensively with community based service providers, Courts, attorneys, law enforcement, probation and other stakeholders to provide services to participants and ensure proper functioning program;
- Identify service gaps and develop community resources;
- Coordinate and participate in pre-court staffing, court hearings, conferences, meetings and committees as needed.
- Organize and disseminate information to Drug Court team and stakeholders as needed;
- Evaluate and assess potential participants;
- Maintains files and correspondence;
- Provide case management including assessment and case planning for active participants;
- Oversee administration of participant drug testing and assist in urine drug testing as needed;
- Stay current on evidence based practices for Drug Courts and ensure programs utilize these practices whenever possible;
- Collect and analyze data utilized for statistical and narrative reporting;
- Seek additional funding opportunities and develop or assist in development of funding requests such as grant proposals;
- Promote team integrity and facilitate the resolution of conflicts that may arise;
- Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the office methods, procedures and practices of a Virginia Court; thorough knowledge of business English, spelling and office management; ability to perform a considerable volume of detailed financial record work. Requires knowledge of and experience with project management, budget preparation, grant writing, ancillary service development, problem-solving court principles, substance use disorders, and serious mental illness. Possess general knowledge of human behavior, social science and rehabilitative techniques and objectives. Possess the ability to

establish and maintain positive working relationships with Community Corrections, Judges and Courts, legal, law enforcement, clients, victims, families and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in criminal justice, public administration, sociology, psychology, counseling or some related field desired. A minimum of five years of experience in human services/criminal justice field required. General knowledge of Drug Courts, the criminal justice system, substance use disorder, serious mental illness, and community based service providers required. Specific management experience in problem solving courts or community corrections is a plus. Demonstrated willingness and ability to accept significant responsibilities and duties.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Completion of DCJS basic skills. Possession of VCIN certification within 6 months from the date of hire.

POSITION CHART FUNDED POSITIONS

FOR MODIFICATION 01/26/2021 - Drug Court

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

	Funded	Amended	Adopted	Amended	Adopted	Funded	Amended	Adopted	Funded	Amended	Change	Change
		FY 17-18	FY 18-19	FY 19-20	FY 20-21		FY 20-21	FY 20-21		FY 20-21	FY 20-21	NOTES
Administrative Associate		1	0	0	0		0	0		0	0	
Office Manager		1	1	1	1		1	1		1	0	
Legal Assistant		0	2	2	2		2	2		2	0	
Office Associate I		1	0	0	0		0	0		0	0	
Asst. Commonwealth's Attorney FT		2	2	2	3		2	3		3	0	
Asst. Commonwealth's Attorney PT		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	0	
Total Employees		6.5	6.5	6.5	7.5		7.5	7.5		7.5	0	
COMMUNITY CORRECTIONS [2179 / 2178]												
Dir. of Community Corrections		1	1	1	1		1	1		1	0	
Manager IV, Corrections Program Management		1	1	1	1		1	1		1	0	
Probation Officer		4	4	4	4		4	4		4	0	Retain Probation Officer
Administrative Support Specialist II		1	1	1	1		1	1		1	0	
Total Employees		7	7	7	7		7	7		7	0	
COMMUNITY CORRECTIONS (PRETRIAL) [2174 / 2178 / 2179]												
Office Manager		1	1	1	1		1	1		1	0	
Pretrial Officer		3	3	3	3		3	3		3	0	
Pretrial Officer (PT)		0	0	0	0		0	0		0	0	
Pretrial Investigator		1	1	1	1		1	1		1	0	
Total Employees		5	5	5	5		5	5		5	0	
DRUG COURT												
Drug Court Administrator		0	0	0	0		0	0		0	1	Request from Judge Tomko / Commonwealth's Attorney
Total Employees		0	0	0	0		0	0		0	1	
COMMUNITY DEVELOPMENT AND CODE COMPLIANCE [0300]												
Office Manager		1	1	1	1		1	1		1	0	
Deputy Director/Building Official		1	1	1	1		1	1		1	0	
Deputy County Administrator, Community Development & Code Compliance		0	0	0	0		0	0		0	0	
Director of Community Development & Code Compliance		1	1	1	0		1	0		0	0	
Plans Reviewer		1	1	1	1		1	1		1	0	
Permit Technician II		1	1	1	1		1	1		1	0	
Permit Technician I		1	1	1	1		1	1		1	0	
Coordinator IV, Environmental Program		1	1	1	1		1	1		1	0	
Senior Building Inspector		3	3	3	3		3	3		3	0	
Administrative Support Specialist II		0	1	0	0		0	0		0	0	
Office Associate II (PT)		0.5	0	0	0		0	0		0	0	
Planner		1	1	0	0		0	0		0	0	
Manager VI, Planning		1	1	0	0		0	0		0	0	

POSITION CHART FUNDED POSITIONS

FOR MODIFICATION 01/26/2021 - Drug Court

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	Amended FY17-18 12.5	Amended FY 18-19 13	Adopted FY 19-20 10	Amended FY 19-20 10	Adopted FY 20-21 10	Amended FY 20-21 10	Change FY20-21 0	Change NOTES
Total Employees								
COUNTY ADMINISTRATION [0101]								
County Administrator	1	1	1	1	1	1	0	
Deputy County Administrator	1	1	1	1	1	1	0	
Executive Assistant/ Deputy Clerk	1	0	0	0	0	0	0	
Project Management Specialist	0	0	0	0	0	0	0	
Total Employees	3	2	2	2	2	2	0	
COUNTY ATTORNEY [0102]								
Senior Legal Assistant	1	1	1	1	1	1	0	
County Attorney	1	1	1	1	1	1	0	
County Attorney (PT)	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	0	
COUNTY GARAGE [0502]								
Mechanic	2	2	2	2	2	2	0	
Master Mechanic	1	1	1	0	0	0	0	
Apparatus Technician	0	0	0	2	2	2	0	
Manager IV, Fleet	1	1	1	1	1	1	0	
Total Employees	4	4	4	5	5	5	0	
ECONOMIC DEVELOPMENT [2151]								
Administrative Support Specialist II	1	1	0	0	0	0	0	
Executive Assistant	0	0	1	1	1	1	0	
Specialist, Economic Development	1	1	1	1	1	1	0	
Director, Economic Development	0	0	0	0	0	0	0	
Total Employees	2	2	2	2	2	2	0	
EMERGENCY COMMUNICATIONS CENTER [0603]								
Communications Officer	14	14	14	14	14	14	0	
Communications Supervisor	2	2	2	2	2	2	0	
Manager V, Emergency Communications Center	1	1	1	1	1	1	0	
Total Employees	17	17	17	17	17	17	0	
FINANCE [0402]								
Accounting Clerk	1	1	1	1	1	1	0	
Payroll Specialist	1	1	1	1	1	1	0	
Payroll Supervisor	1	1	1	1	1	1	0	
Accounting Supervisor	1	1	1	1	1	1	0	
Financial Reporting Accountant	1	1	1	1	1	1	0	
Director of Finance	1	0	0	0	0	0	0	

POSITION CHART FUNDED POSITIONS

FOR MODIFICATION 01/26/2021 - Drug Court

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	Amended FY17-18	Amended FY 18-19	Adopted FY 19-20	Amended FY 19-20	Adopted FY 20-21	Amended FY 20-21	Funded	Adopted FY 20-21	Amended FY 20-21	Funded	Change FY20-21	Change NOTES
Deputy County Administrator, Finance	1	1	1	1	1	1		1	1		0	
Procurement Officer	1	1	1	1	1	1		1	1		0	
Total Employees	7	7	7	7	7	7		7	7		0	
FIRE & EMS [0610]												
Director of Fire & EMS	1	1	1	1	1	1		1	1		0	
Deputy Director of Fire & EMS												
Manager II, Fire/EMS Business Management	1	1	1	1	1	1		1	1		0	
Captain	3	3	3	3	3	3		3	3		0	
Captain 1												
Captain 2												
Lieutenant	6	7	9	9	9	9		9	9		0	
Lieutenant 1												
Lieutenant 2												
EMT/Intermediate/Firefighter	3	5	0	0	0	0		0	0		0	
EMT/Paramedic/Firefighter	4	5	0	0	0	0		0	0		0	
Fire Medic			10	10	10	10		10	10		0	
Fire Medic 1												
Fire Medic 2												
Fire Medic 3												
Fire Medic 4												
Administrative Support Specialist II	1	1	1	1	1	1		1	1		0	
Total Employees	19	23	25	25	25	25		25	25		0	
EMERGENCY MANAGEMENT (0612)												
Emergency Management Deputy Coordinator (PT)	0	0.5	0.5	0.5	0.5	0.5		0.5	0.5		0	
Total Employees	0	0.5	0.5	0.5	0.5	0.5		0.5	0.5		0	
FIRE & EMS [SAFER GRANT (0615 & 0616)]												
EMT/Paramedic/Firefighter [0616]	2	2	0	0	0	0		0	0		0	
Fire Medic [0616]			2	2	2	2		2	2		0	
Fire Medic 1 [0616]												
Fire Medic 2 [0616]												
Fire Medic 3 [0616]												
Fire Medic 4 [0616]												
Lieutenant [0616]	3	3	3	3	3	3		3	3		0	
Lieutenant 1 [0616]												
Lieutenant 2 [0616]												
Captain, Volunteer Fire/EMS Training [0615]			1	1	1	1		1	1		0	
Captain 1 (Volunteer Fire/EMS Training) [0615]												
Captain 2 (Volunteer Fire/EMS Training) [0615]												
Fire Captain, Volunteer Fire/EMS Training [0615]	1	1	0	0	0	0		0	0		0	
Total Employees	6	6	6	6	6	6		6	6		0	

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	FY 17-18	FY 18-19	FY 19-20	FY 19-20	FY 20-21	FY 20-21	FY 20-21	FY 20-21	FY 20-21	FY 20-21	FY 20-21	FY 20-21	FY 20-21	
Police Captain	2	2	2	1	1	1	1	1	1	1	1	0	0	
Police Major	0	0	0	1	1	1	1	1	1	1	1	0	0	
Police Officer	41	41	41	44	44	44	44	44	44	44	44	0	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	1	1	1	0	0	
Crime Analyst	1	1	1	1	1	1	1	1	1	1	1	0	0	
Administrative Support Specialist III (PTR)	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0	0	
Public Safety Information System Specialist	0	0	0	0	0	0	0	0	0	0	0	0	0	
Police Lieutenant	6	6	6	6	6	6	6	6	6	6	6	0	0	
Total Employees	59.5	59.5	59.5	62.5	62.5	62.5	62.5	62.5	62.5	62.5	62.5	0	0	
RECREATION [0505]														
Sr. Grounds Maintenance Wkr	2	2	2	2	2	2	2	2	2	2	2	0	0	
Coordinator I, Assistant Athletics	1	1	1	1	1	1	1	1	1	1	1	0	0	
Coordinator V, Athletics	1	1	1	1	1	1	1	1	1	1	1	0	0	
Dir. of Parks and Recreation	1	1	1	1	1	1	1	1	1	1	1	0	0	
Coordinator I, Parks Special Activities	1	1	1	1	1	1	1	1	1	1	1	0	0	
Administrative Support Specialist II	1	1	1	1	1	1	1	1	1	1	1	0	0	
Total Employees	7	7	7	7	7	7	7	7	7	7	7	0	0	
REGISTRAR [0901]														
Deputy Registrar	1	1	1	1	1	1	1	1	1	1	1	0	0	
Deputy Registrar, PTR	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0	0	
General Registrar	1	1	1	1	1	1	1	1	1	1	1	0	0	
Total Employees	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	0	0	
SHERIFF [0203]														
Chief Deputy	1	1	1	1	1	1	1	1	1	1	1	0	0	
Deputy Sheriff - FT	5	5	5	6	6	6	6	6	6	6	6	0	0	
Deputy Sheriff - PT	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0	0	
Office Manager	1	1	1	1	1	1	1	1	1	1	1	0	0	
Lieutenant	1	1	1	1	1	1	1	1	1	1	1	0	0	
Sergeant	1	1	1	1	1	1	1	1	1	1	1	0	0	
Sheriff	1	1	1	1	1	1	1	1	1	1	1	0	0	
Total Employees	10.5	10.5	10.5	11.5	11.5	11.5	11.5	11.5	11.5	11.5	11.5	0	0	
SOCIAL SERVICES [0701]														
Manager V, Social Services Administration	1	0	0	0	0	0	0	0	0	0	0	0	0	
Deputy Director, Social Services		1	1	1	1	1	1	1	1	1	1	0	0	

