## **Issue Analysis Form**

Date:

**November 23, 2021** 

**Position Control Chart** 

Item:

Change

Fire & EMS, Human

Lead Department(s):

Resources & Finance

Paul Beamon, Corrie

Contact Person(s):

**Hurt & Betsy Drewry** 



The Board received information on staff needs at its November 17, 2021 work session. The Board agreed by consensus to consider mid-year additions to the position control chart for Fire & EMS. Staff is requesting for consideration, three mid-year position additions as follows:

**Fire Medic** – Addition of three new positions to help reduce the amount of overtime that is being spent and to eliminate burn out of employees and the potential of shutting down trucks. This will also create a better work-life balance for the existing staff by having three additional employees.

The position additions will require modifications to the adopted FY2021-2022 Position Control Chart. These additional positions will have an impact of \$106,500 on the FY2021-2022 budget. The requested amendment/transfer is detailed below among accounts within the 2021-2022 budget.

<u>FUND/ORGANIZATION</u>	AMOUNT
Budget Amendment:	

### Expenditure – Increase:

Fire/EMS		
0100-03-200-0610-41100	Fire/EMS Salaries	\$70,000.00
0100-03-200-0610-42100	Fire/EMS FICA SS/Medicare	\$ 5,355.00
0100-03-200-0610-42210	Fire/EMS VRS Retirement	\$10,451.00
0100-03-200-0610-42300	Fire/EMS Health Insurance	\$17,325.00
0100-03-200-0610-42400	Fire/EMS Group Life Insurance	\$ 938.00
0100-03-200-0610-42700	Fire/EMS Worker's Compensation	\$ 2,431.00
	SUB-TOTAL	\$106,500.00
0100-09-401-0917-49199	General Fund Contingency	(106,500.00)

<u>Board Action Requested:</u> Approve modification to the FY2021-2022 Position Control Chart and transfer from General Fund Contingency. A draft resolution is attached for board review and consideration.



Government Path	1	
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 fiscal impact anticipated for FY2021-2022 is \$106,5 presented / requested.	500 if addi	tions approved as
County Impact		
Addition of these positions will enhance operations and	reduce O	T in Fire & EMS
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 23<sup>rd</sup> day of November, 2021:

Timee George, viiginia and 25 day of the control, 2022	
Present:	Vote:
Floyd M. Brown, Jr., Chairman	
Marlene J. Waymack, Vice-Chair	
Alan R. Carmichael	
Donald R. Hunter	
T. J. Webb	
A-2	
On motion of, seconded by unanimously, the following Resolution was adopted:	, which carried
RESOLUTION; FY 2021-2022 BUDGET AME AND CHANGE TO FY 2021-2022 POSITION	ENDMENT (\$106,500) CHART WITH THE

• Increase Fire Medic positions [0610 budget] from 10 to 13

FOLLOWING CHANGES

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 23<sup>rd</sup> day of November, 2021, does hereby authorize the following amendment / transfers among accounts within the 2021-2022 Budget, such line items increased and changed as follows, which monies to be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George;

BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 23<sup>rd</sup> day of November, 2021 hereby approves the requested changes to the FY 2021-2022 Position Chart and that no changes be made to the chart without Board approval regardless of what other County policies may state.

<b>FUND/ORGANIZATION</b>		<u>AMOUNT</u>
<b>Budget Amendment:</b>		
Expenditure – Increase:		
Fire/EMS		
0100-03-200-0610-41100	Fire/EMS Salaries	\$70,000.00
0100-03-200-0610-42100	Fire/EMS FICA SS/Medicare	\$ 5,355.00
0100-03-200-0610-42210	Fire/EMS VRS Retirement	\$10,451.00
0100-03-200-0610-42300	Fire/EMS Health Insurance	\$17,325.00
0100-03-200-0610-42400	Fire/EMS Group Life Insurance	\$ 938.00
0100-03-200-0610-42700	Fire/EMS Worker's Compensation	\$ 2,431.00
·	SUB-TOTAL	\$106,500.00
0100-09-401-0917-49199	General Fund Contingency	(106,500.00)

Page 2 of 2
A Copy Teste:
Percy C. Ashcraft County Administrator

### FOR MODIFICATION 11/23/2021 - Fire & EMS

	Funded Amended	Funded Amended	Funded Adopted	Funded Amended	Funded Adopted	Funded Amended	Funded Change	Change
	FY 18-19		FY 20-21	FY 20-21	FY 21-22	FY 21-22	FY21-22	<u>NOTES</u>
NIMAL CONTROL [0611]						2		
Animal Control Officer	3	3	3	3	3	3	0	
Manager I, Animal Control	1	1	1	1	1		0	
Coordinator, Animal Adoption Services	1	1	11	1	11	1	0	
Kennel Attendant - Full-Time	1	1	1	1	1		0	
Kennel Attendant - Part Time	0	0	Ö	0	Ö	0	0	
otal Employees	6	6	6	6	6	6	0	
SSESSOR [0401]	-	22.5	7411	7211	27	2	0	
Real Estate Appraiser II	2	2	2	2	2	0	0	
Senior Real Estate Appraiser	0	0	0	0	0		0	
Real Estate Assessor		1	1	1	1		0	
Coordinator IV, Real Estate Operations		1	1		!		0	
Real Estate Technician		1	1	1	1	5	0	
otal Employees	5	5	5	5	5		Ÿ.	
OARD OF SUPERVISORS [0100]								
Clerk to the Board of Supervisors						1	0	
otal Employees		1	1	4	1	3	0.	
IRCUIT COURT CLERK [0202]		123	20	921	2	~	2	
Office Associate I	.0	0	. 0	0	0	0	0	
Chief Deputy		1		1	111	1		
Clerk of Circuit Court	1	1	1	1	1	1	0	
Deputy Court Clerk I	3	3	3	3	2	2	0	
Deputy Court Clerk II	1		1	1	2	2	0	
otal Employees	6	6	6	6	6	۰	0	
IRCUIT COURT JUDGE [0902]						3	0	
Court Administrator							0	
otal Employees	1	3	1	30	3.		9.	
OMMISSIONER OF THE REVENUE [0200]	0	0	0	0	0	0	0	
Tax Compliance Auditor	1	1	1	1	1	Ť	ő	
Deputy License Inspector		<del>- i -</del>		- 1			0	
Commissioner of the Revenue	1 3	3	3	3	3	3	0	
Deputy Commissioner of Revenue	1	0	0	0	ő	ő	o o	
Senior Deputy Commissioner of Revenue	0	1	1	<u> </u>	1	Ť	Ö	
Chief Deputy Commissioner of Revenue	6	6	6	6	- 6	6		
otal Employees		•			*	70	₹	
OMMONWEALTH'S ATTORNEY [0204]	0	0	0	0	0	0	0	
Administrative Associate	1	1	1	1	i	1	o o	
Office Manager	2	2	2	2	2	2	0	
Legal Assistant	0	0	0	0	0	õ	0	
Office Associate I	2	3	3	3	3	3	ő	
Asst. Commonwealth's Attorney FT		0.5	0.5	0.5	0.5	0.5	0	
Asst. Commonwealth's Attorney PT	0.5			0.5	1	1	0	
Commonwealth's Attorney	1	7.5	7.5	7.5	7.5	7.5	0	

#### FOR MODIFICATION 11/23/2021 - Fire & EMS

	Funded	Funded	Funded	Funded	Funded	Funded	Funded	
	Amended FY 18-19	Amended FY 19-20	Adopted FY 20-21	Amended FY 20-21	Adopted FY 21-22	Amended FY 21-22	Change FY21-22	Change NOTES
DMMUNITY CORRECTIONS [2179 / 2178]	F1 10-13	FT 13-20	1120-21	1 20-21	112122			
Dir. of Community Corrections	1	1	1	1	11	1	0	
Manager IV, Corrections Program Management		1	- 1	- 3	1	1	0	
Probation Officer	4	4	4	4	4	4	0	
Administrative Support Specialist II	1	1	1	1		1	0	
otal Employees	7	7	7	7	7	7	0	
DMMUNITY CORRECTIONS (PRETRIAL) [2174 / 2178 / 2179]								
Office Manager	1	1	1_	1	1	1	0	
Prelrial Officer	3	3	3	3	3	3	0	
Pretrial Officer (PT)	0	0	0	0	0	00	0	
Pretrial Investigator	1	1		1	11	1	0	
otal Employees	6	5	5	5	5	5	0	
RUG COURT [0920]		460	122	10	537	20	11.00	
Drug Court Administrator	0	0	0		1	1	0	
otal Employees	0	0	0	1	10	1	O.	
DMMUNITY DEVELOPMENT AND CODE COMPLIANCE [0300]							1797	
Office Manager	1_	11	111	1		1	0	
Deputy Director/Building Official	1	1	1	1	1	1	0	
Deputy County Administrator, Community Development & Code Compliance	0	1	1	1	1	1	0	
Director of Community Development & Code Compliance	1	0	0	0	0	0	0	
Plans Reviewer	1	1	1	1	_1		0	
Permit Technician II	1	1	_1_	1	1	1	0	
Permit Technician I		3		1	1		0	
Coordinator IV, Environmental Program		1	1	_1_	1	1	0	
Senior Building Inspector	3	3	3	3	3	3	0	
Administrative Support Specialist II	1	0	0	0	0	0	0	
Office Associate II (PT)	0	0	0	0	0	0	0	
Planner	1	0	0	0	0	0	0	
Manager VI, Planning	1	0	0	Ö	0	0	0	
otal Employees	13	10	10	10	10	10	O.	
OUNTY ADMINISTRATION [0101]	18	31	21	1	1	1	0	
County Administrator			1		- 1	-	0	
Deputy County Administrator Executive Assistant/ Deputy Clerk	Ö	0	0	0	0	Ö	ů .	
Project Management Specialist	ő	0	Ö	Ö	0	0	0	
ofal Employees	2	2	2	2	2	2	0	
OUNTS ATTORNEY FOARM								
OUNTY ATTORNEY [0102]	3	1	1	1	1	1	0	
Senior Legal Assistant County Attorney	_ <del> </del> _	_ i	$\rightarrow$				Ö	
County Attorney (PT)	0.5	0.5	0.5	0.5	0.5	0,5	0	
otal Employees	2.5	2.5	2.5	2.5	2.5	2.5	Ö	
7. 2								
OUNTY GARAGE [0502]	2411	. 24	2	2	2	2	0	
Mechanic	2							

### FOR MODIFICATION 11/23/2021 - Fire & EMS

	Funded	Funded	Funded	Funded	Funded	Funded	Funded	01
	Amended FY 18-19	Amended FY 19-20	Adopted FY 20-21	Amended FY 20-21	Adopted FY 21-22	Amended FY 21-22	Change FY21-22	Change NOTES
Apparatus Technician	0	2	2	2	2	2	0	
Manager IV, Fleet	1	1	1	1	1	1	0	
otal Employees	4	5	.5	5	5	6	0	
CONOMIC DEVELOPMENT [2151]							(150	
Administrative Support Specialist II		0	0	. 0	0	0	0	
Executive Assistant	0	1	1	1	1	11	0	
Specialist, Economic Development	1	1	1	1	1	1	0	
Director, Economic Development	0	0	0	0	0	0	0	
otal Employees	2	2	2	2	2	2	0	
MERGENCY 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	11	1	1	1	0	
otal Employees	17	17	17	17	17	17	0	
NANCE [0402]					50	21	2	
Accounting Clerk		1	11	1	1		0	
Payroll Specialist	1		1	- 1	1	1	0	
Payroll Supervisor	11	1	1	1	1	1	0	
Accounting Supervisor		1	1	1	1	1	Ö	
Financial Reporting Accountant	1		11	1	1	1	0	
Director of Finance	Ô	0	0	0	0	0	0	
Deputy County Administrator, Finance	1	11	1		1	1	0	
Procurement Officer	1	1	1	11	1		0	
otal Employees	7	7	7	7	7	7	0	
IRE & EMS [0610]					- 5	2	2	
Director of Fire & EMS	111	1	3	- 81	0	0	0	
Fire & EMS Chief						1	0	
Deputy Director of Fire & EMS		0	0	0	0	0	Ò	
Manager II, Fire/EMS Business Management	1	1	1	1	1		0	
Captain	3	3	3	3	3	3	0	
Captain 1							0	
Captain 2							Ö	
Lieutenant	7	9	9	9	9	9	0	
Lieutenant 1							0	
Lieutenant 2							0	
Logistics Supervisor / Officer					0	0	0	
EMT/intermediate/Firefighter	5	0	0	0	0	0	0	
EMT/Paramedic/Firefighter	5	0	0	0	0	0	0	
The stands		10	10	10	10	13	3	Request for 3 Additional Fire Medics 11/23/2021
Fire Medic 1		1,0	- '0				0	
Fire Medic 2							0	
							Ö	
Fire Medic 3 Fire Medic 4							0	
	1	1			-	1	Ö	
Administrative Support Specialist II	23	25	25	25	25	28	3	

#### FOR MODIFICATION 11/23/2021 - Fire & EMS

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

	Funded	Funded	Funded	Funded	Funded	Funded	Funded	Change
	Amended FY 18-19	Amended FY 19-20	Adopted FY 20-21	Amended FY 20-21	Adopted FY 21-22	Amended FY 21-22	Change FY21-22	Change NOTES
MERGENCY MANAGEMENT (0612)								
Emergency Management Deputy Coordinator (PT)	0.5	0.5	0.5	0.5	0.5	0.5	0	
otal Employees	0.5	0.5	0.5	0,5	0,5	0.5	0	
IRE & EMS [SAFER GRANT (0515 & 0616)]	140	1011	12	1911	υ.		1.00	
EMT/Paramedic/Firefighter [0616]	2	0	0	0	0	0	0	
Fire Medic (0616)		2	2	2	2	2	0	
Fire Medic 1 [0616]							0	
Fire Medic 2 [0616]							0	
Fire Medic 3 (0616)							0	
Fire Medic 4 (0616)							0	
Lieutenant [0616]	3	3	3	3	3	3	0	
Lieutenant 1 [0616]							0	
Lieutenant 2 [0616]							0	
Captain, Volunteer Fire/EMS Training [0615]		1	1	1	1	1	0	
Captain 1 (Volunteer Fire/EMS Training) [0615]							0	
Captain 2 (Volunteer Fire/EMS Training) [0615]							0	
Fire Captain, Volunteer Fire/EMS Training (0615)	1	0	0	0	0	0	0	
otal Employees	6	6	6	6	6	•	0	
ENERAL PROPERTIES [0604]							. 22	
Office Manager	1	1	1	3	1	1	0	
Building Maintenance Mechanic	4	4	3	3	3	3	0	
Electrician	0	0	1	1	1	11	0	
Buildings & Grounds Maint Mech	1	1	1	1	11	1	0	
Senior Building Maintenance Mechanic	0	0	0	0	0	0	0	
Deputy Director General Services	0	0	0	0	0	Ó	0	
General Services Director	1	1	1	1	1	1	0	
otal Employees	7	7	7	7	7	7	0	
UMAN RESOURCES [0103]						167	-	
Human Resources Analyst	11	1	1	1		1	0	
Human Resources Supervisor	0	0	0	0	0	0	0	
Human Res Technician	1	1	1	1	1	1	0	
Human Resources Information Specialist	0	0	0	0	Ö	0	0	
Dir. of Human Resources	1	31	1	1	1	1	0	
otal Employees	3	3	3	3	3	3	0	
NFORMATION TECHNOLOGY [0403]							73	
Director of Information Technology	- 1		- 31	010	1		0	
Information Systems Specialist, Applications	1	1	- 1	0	0	0	0	
Network Systems Engineer	0	0	0	0	.0	0	0	
Computer / Technical Support Specialist	0	0	0	O	Ö	0	0	
GIS Technician	1	- 1	- 1	1	- 1	1	0	
Coordinator V, GIS	- 1	.1	01	1	1	1	0	
Information Systems Analyst, Business Process	1	1	-1	-	1	- 1	0	
Information Systems Technician	0	0	0	2	2	2	0	
Information Systems System Engineer	1	1	-1	0	0	Ö	0	
otal Employees	6	- 6	6	6	6	6	0	

PLANNING

### FOR MODIFICATION 11/23/2021 - Fire & EMS

	Funded	Funded	Funded	Funded	Funded	Funded	Funded	
	Amended FY 18-19	Amended FY 19-20	Adopted FY 20-21	Amended FY 20-21	Adopted FY 21-22	Amended FY 21-22	Change FY21-22	Change NOTES
Administrative Support Specialist II	PY 10-13	1	1	1	1	1	0	
Planner	0	1	0	0	0	0	0	
Manager VI, Planning	0	-1	0	0	0	0	0	
Planner I	Ö	0	- 1	- 1	1	1	0	
Planner II	Ö	0	1	1		- 1	0	
Planner	0	0	0	0	0	0	0	
al Employees	ŏ	3	3	3	3	3	0	
5. 8								
LICE [0601]	4	54	94	- 11	4	4	0	
Administrative Support Specialist III					<del>- i</del>	1	0	
Chief of Police		1	1	1		6	0	
Police Sergeant	6	6	6	6	6			
Police Captain	2	1	1	11	1	1	0	
Police Major	0	11	1	1	1	1	0	
Police Officer	41	44	44	44	44	44	0	
Police Officer First Class		- '''					0	
Senior Police Officer							0	
Master Police Officer							0	
Career Police Officer							0	
Administrative Support Specialist I	1	1	1	1	1	1	0	
Crime Analyst	- 1	- 1	-1	- 1	1	1	0	
Administrative Support Specialist III (PTR)	0.5	0.5	0.5	0,5	0.5	0.5	0	
Administrative Support Specialist III (PTR)	0.5	0.5	0.5	0,5	0.0	0	ő	
Property & Evidence Technician	0	0	0	0	0	o o	Ö	
Public Safety Information System Specialist		- 6	6	6	6	6	ő	
Police Lieutenant	6				62.5	62.5	ö	
tal Employees	59.5	62.5	62.5	62.5	62.5	62.5		
CREATION [0505]					9	101	ω.	
Sr. Grounds Maintenance Wkr	2	2	2	1	1	1	0	
Coordinator I, Grounds Maintenance & Tourism				1	1	1	0	
Coordinator I, Assistant Athletics	- 1	1	1	1	1	1	0	
Coordinator V, Athletics		1	- 1	0	0	0	Ö	
Manager V, Sports & Tourism		-		- 1	1	1	0	
Dir. of Parks and Recreation	1	1	- 1	- 1	1	1	0	
Coordinator I, Parks Special Activities	1		1	1	1	1	0	
Administrative Support Specialist III				1	- 1	1	0	
Administrative Support Specialist III	1	- 1	1	0	Ö	0	0	
Administrative Support Specialist II	<del>i</del>	7	7	7	7	7	0	
al Employees		,		×.	*		9	
GISTRAR [0901]								
Deputy Registrar	1	31	3	(1)	1	1	0	
Deputy Registrar; PTR	0.5	0.5	0.5	0.5	0.5	0.5	O O	
General Registrar	1	1	1	1	1	1	0	
al Employees	2.5	2.5	2.5	2.5	2,5	2.5	0	
ERIFF [0203]								
Chief Deputy	1	4	- 31	-043	16	31	0	
Deputy Sheriff - FT	5	6	8	6	6	6	0	
		0.5	0.5	0.5	0.5	0.5	0	
Day of the Control of								
Deputy Sheriff - PT Office Manager	0.5	0.5	1	1	1	1	ő	

### FOR MODIFICATION 11/23/2021 - Fire & EMS

	Funded	Funded	Funded	Funded	Funded	Funded	Funded	
	Amended FY 18-19	Amended FY 19-20	Adopted FY 20-21	Amended FY 20-21	Adopted FY 21-22	Amended FY 21-22	Change FY21-22	Change NOTES
Lieutenant	-	1	1	1	1		00	
Sergeant	1	1	1	1	1	1	0	
Sheriff	1	1	1	1	1	1	Ö	
tal Employees	10.5	11.5	11.5	11.5	11.5	11.5	0	
OCIAL SERVICES [0701]		6		120	8	ω.	<u> </u>	
Manager V, Social Services Administration	0	0	0	0	0	0	0	
Deputy Director, Social Services	1	1			1	1	0	
Director, Social Services	1	1	1	1	1	1	0	
Benefits Program Specialist III	5	5	5	5	6	6	0	
Benefits Program Specialist IV	2	2	2	2	2	2	0	
Benefits Program Supervisor	1	1	1	1	1			
Administrative Support Specialist II	2	3	3	3	3	3	0	
Administrative Support Specialist III	2	2	2	2	2	2	0	
Manager III, Social Services Case Management [Social Worker] - FT	7	7	7	7	8	8	0	
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	0	0	0	
Manager IV, Social Services Administration					1	1	0	
Manager IV, Advanced Social Services Case Management [Social Worker]	2	2	2	2	2	2	0	
Manager V, Social Services Case Management [Social Worker]	1	1		1	1	1	0	
al Employees	25.5	26.5	26.5	26.5	28,5	28.5	0	
EASURER [0201]							2	
Deputy Treasurer - FT	4	4	4	4	4	4	0	
Deputy Treasurer - PT	0.5	0.5	0.5	0.5	0	0	0	
Chief Deputy Treasurer	1	1	1	1	1	1	0	
Treasurer	1	1	11	1	1	1	0	
tal Employees	6.5	6.5	6.5	6.5	6	6	0	
CTIM WITNESS [0906]				16	8	8	-	
Coordinator II, Victim Witness Program	1	1		1	1		0	
tal Employees	1	1	1		1		9	
CCCA [0909]		174						
Coordinator III, Community Services	1		1	1		1	0	
tal Employees	1	(1	1	(1)	3.		<u>u</u>	
ILITIES [7001]	19	15	(9)	527	2		0	
Utility Billing/Collection Specialist I				1		1	0	
Utility Billing/Collection Specialist II	2	2	2	2	2	2		
Utility Billing/Collection Specialist III	0	0	0	0	0	0	0	
Manager V, Utility Office Management	11	1	1	1	1	1	0	
Utility Worker I	3	3	3	3	3	3	0	
Utility Worker II	0	0	0	0	0	Ö	0	
Utility Worker III	2	1		1	1	1	0	
Utility Waterworks Operator	0	1		11	1	1	0	
Meter Technician	0	0	1	1	1	1	0	
Utility Supervisor	1	1	1	0	0	0	0	
Senior Utility Worker	2	2	2	2	2	2	0	
Utility Project Engineer	0	0	0	1	1	1	0	
Dir. Of Engineering & Utilities		- 1	- 1	- 1	1	1	0	

#### FOR MODIFICATION 11/23/2021 - Fire & EMS

	Funded Amended FY 18-19	Funded Amended FY 19-20	Funded Adopted FY 20-21	Funded Amended FY 20-21	Funded Adopted FY 21-22	Funded Amended FY 21-22	Funded Change FY21-22	Change <u>NOTES</u>
Manager V, Utility Operations Management Total Employees	14	14	15	15	15	15	0	
Total	264.0	273.0	274.0	275.0	276.5	279.5	3.0	
FULL-TIME	260.0 4.00	2 <b>69.0</b> 4.00	<b>270.0</b> 4.00	271.0 4.00	273.0 3.50	276.0 3.50	3.0	