

# Issue Analysis Form



**Date:** November 23, 2021  
**Item:** Position Control Chart Change  
**Lead Department(s):** Police, Human Resources & Finance  
**Contact Person(s):** Keith Early, Corrie Hurt, Betsy Drewry

## Description and Current Status

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

**Police Officer** – Reduce the number of sworn police officers in the FY2021-2022 position control chart from 44 to 43.

**Police Accreditation Manager** – Add a new position to the FY2021-2022 position control chart.

## 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

This change will alleviate some critical administrative duties from the sworn officers in the department.

## 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:

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Present:

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

Vote:

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A-3

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

RESOLUTION; FY 2021-2022 CHANGE TO FY 2021-2022 POSITION CHART WITH THE FOLLOWING CHANGES

- Decrease the number of Police Officer positions from 44 to 43
- Add a new position of Police Accreditation Manager

BE IT 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.

A Copy Teste:

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Percy C. Ashcraft  
County Administrator

# POSITION CHART FUNDED POSITIONS

FOR MODIFICATION 11/23/2021 - Police Department

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

	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 FY 21-22	Change NOTES
<b>ANIMAL CONTROL [0611]</b>								
Animal Control Officer	3	3	3	3	3	3	0	
Manager I, Animal Control	1	1	1	1	1	1	0	
Coordinator, Animal Adoption Services	1	1	1	1	1	1	0	
Kennel Attendant - Full-Time	1	1	1	1	1	1	0	
Kennel Attendant - Part Time	0	0	0	0	0	0	0	
<b>Total Employees</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>0</b>	
<b>ASSESSOR [0401]</b>								
Real Estate Appraiser II	2	2	2	2	2	2	0	
Senior Real Estate Appraiser	0	0	0	0	0	0	0	
Real Estate Assessor	1	1	1	1	1	1	0	
Coordinator IV, Real Estate Operations	1	1	1	1	1	1	0	
Real Estate Technician	1	1	1	1	1	1	0	
<b>Total Employees</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>0</b>	
<b>BOARD OF SUPERVISORS [0100]</b>								
Clerk to the Board of Supervisors	1	1	1	1	1	1	0	
<b>Total Employees</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	
<b>CIRCUIT COURT CLERK [0202]</b>								
Office Associate I	0	0	0	0	0	0	0	
Chief Deputy	1	1	1	1	1	1	0	
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	1	2	2	0	
<b>Total Employees</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>0</b>	
<b>CIRCUIT COURT JUDGE [0902]</b>								
Court Administrator	1	1	1	1	1	1	0	
<b>Total Employees</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	
<b>COMMISSIONER OF THE REVENUE [0200]</b>								
Tax Compliance Auditor	0	0	0	0	0	0	0	
Deputy License Inspector	1	1	1	1	1	1	0	
Commissioner of the Revenue	1	1	1	1	1	1	0	
Deputy Commissioner of Revenue	3	3	3	3	3	3	0	
Senior Deputy Commissioner of Revenue	1	0	0	0	0	0	0	
Chief Deputy Commissioner of Revenue	0	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>0</b>	
<b>COMMONWEALTH'S ATTORNEY [0204]</b>								
Administrative Associate	0	0	0	0	0	0	0	
Office Manager	1	1	1	1	1	1	0	
Legal Assistant	2	2	2	2	2	2	0	
Office Associate I	0	0	0	0	0	0	0	
Asst. Commonwealth's Attorney FT	2	3	3	3	3	3	0	
Asst. Commonwealth's Attorney PT	0.5	0.5	0.5	0.5	0.5	0.5	0	
Commonwealth's Attorney	1	1	1	1	1	1	0	
<b>Total Employees</b>	<b>6.5</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	<b>0</b>	

# POSITION CHART FUNDED POSITIONS

FOR MODIFICATION 11/23/2021 - Police Department

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

	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 FY 21-22	Change NOTES
<b>COMMUNITY CORRECTIONS [2179 / 2178]</b>								
Dir. of Community Corrections	1	1	1	1	1	1	0	
Manager IV, Corrections Program Management	1	1	1	1	1	1	0	
Probation Officer	4	4	4	4	4	4	0	
Administrative Support Specialist II	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>0</b>	
<b>COMMUNITY CORRECTIONS (PRETRIAL) [2174 / 2178 / 2179]</b>								
Office Manager	1	1	1	1	1	1	0	
Pretrial Officer	3	3	3	3	3	3	0	
Pretrial Officer (PT)	0	0	0	0	0	0	0	
Pretrial Investigator	1	1	1	1	1	1	0	
<b>Total Employees</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>0</b>	
<b>DRUG COURT [0920]</b>								
Drug Court Administrator	0	0	0	1	1	1	0	
<b>Total Employees</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	
<b>COMMUNITY DEVELOPMENT AND CODE COMPLIANCE [0300]</b>								
Office Manager	1	1	1	1	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	1	0	
Permit Technician II	1	1	1	1	1	1	0	
Permit Technician I	1	1	1	1	1	1	0	
Coordinator IV, Environmental Program	1	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	0	0	0	0	
<b>Total Employees</b>	<b>13</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>0</b>	
<b>COUNTY ADMINISTRATION [0101]</b>								
County Administrator	1	1	1	1	1	1	0	
Deputy County Administrator	1	1	1	1	1	1	0	
Executive Assistant/ Deputy Clerk	0	0	0	0	0	0	0	
Project Management Specialist	0	0	0	0	0	0	0	
<b>Total Employees</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>	
<b>COUNTY ATTORNEY [0102]</b>								
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	
<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>0</b>	
<b>COUNTY GARAGE [0502]</b>								
Mechanic	2	2	2	2	2	2	0	
Master Mechanic	1	0	0	0	0	0	0	

**FOR MODIFICATION 11/23/2021 - Police  
Department**

# POSITION CHART FUNDED POSITIONS

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Apparatus Technician	0	2	2	2	2	2	0	
Manager IV, Fleet	1	1	1	1	1	1	0	
<b>Total Employees</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>0</b>	
<b>ECONOMIC DEVELOPMENT [2151]</b>								
Administrative Support Specialist II	1	0	0	0	0	0	0	
Executive Assistant	0	1	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	
<b>Total Employees</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>	
<b>EMERGENCY COMMUNICATIONS CENTER [0603]</b>								
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	
<b>Total Employees</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>0</b>	
<b>FINANCE [0402]</b>								
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	0	0	0	0	0	0	0	
Deputy County Administrator, Finance	1	1	1	1	1	1	0	
Procurement Officer	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>0</b>	
<b>FIRE &amp; EMS [0610]</b>								
Director of Fire & EMS	1	1	1	1	0	0	0	
Fire & EMS Chief					1	1	0	
Deputy Director of Fire & EMS		0	0	0	0	0	0	
Manager II, Fire/EMS Business Management	1	1	1	1	1	1	0	
Captain	3	3	3	3	3	3	0	
Captain 1							0	
Captain 2							0	
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	
Fire Medic		10	10	10	10	13	3	Request for 3 Additional Fire Medics - 11/23/2021
Fire Medic 1							0	
Fire Medic 2							0	
Fire Medic 3							0	
Fire Medic 4							0	
Administrative Support Specialist II	1	1	1	1	1	1	0	
<b>Total Employees</b>	<b>23</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>28</b>	<b>3</b>	

# POSITION CHART FUNDED POSITIONS

FOR MODIFICATION 11/23/2021 - Police Department

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<b>EMERGENCY MANAGEMENT (0612)</b>								
Emergency Management Deputy Coordinator (PT)	0.5	0.5	0.5	0.5	0.5	0.5	0	
<b>Total Employees</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0</b>	
<b>FIRE &amp; EMS [SAFER GRANT (0615 &amp; 0616)]</b>								
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	
<b>Total Employees</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>0</b>	
<b>GENERAL PROPERTIES [0604]</b>								
Office Manager	1	1	1	1	1	1	0	
Building Maintenance Mechanic	4	4	3	3	3	3	0	
Electrician	0	0	1	1	1	1	0	
Buildings & Grounds Maint Mech	1	1	1	1	1	1	0	
Senior Building Maintenance Mechanic	0	0	0	0	0	0	0	
Deputy Director General Services	0	0	0	0	0	0	0	
General Services Director	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>0</b>	
<b>HUMAN RESOURCES [0103]</b>								
Human Resources Analyst	1	1	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	0	0	0	
Dir. of Human Resources	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>0</b>	
<b>INFORMATION TECHNOLOGY [0403]</b>								
Director of Information Technology	1	1	1	1	1	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	0	0	0	0	
GIS Technician	1	1	1	1	1	1	0	
Coordinator V, GIS	1	1	1	1	1	1	0	
Information Systems Analyst, Business Process	1	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	0	0	
<b>Total Employees</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>0</b>	

PLANNING





# POSITION CHART FUNDED POSITIONS

FOR MODIFICATION 11/23/2021 - Police Department

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

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Deputy Sheriff - FT	5	6	6	6	6	6	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	
<b>Total Employees</b>	<b>10.6</b>	<b>11.6</b>	<b>11.6</b>	<b>11.6</b>	<b>11.6</b>	<b>11.6</b>	<b>0</b>	
<b>SOCIAL SERVICES [0701]</b>								
Manager V, Social Services Administration	0	0	0	0	0	0	0	
Deputy Director, Social Services	1	1	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	1	0	
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	1	0	
<b>Total Employees</b>	<b>26.5</b>	<b>26.5</b>	<b>26.5</b>	<b>26.5</b>	<b>28.5</b>	<b>28.5</b>	<b>0</b>	
<b>TREASURER [0201]</b>								
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	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</b>	<b>6</b>	<b>0</b>	
<b>VICTIM WITNESS [0906]</b>								
Coordinator II, Victim Witness Program	1	1	1	1	1	1	0	
<b>Total Employees</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	
<b>VJCCA [0909]</b>								
Coordinator III, Community Services	1	1	1	1	1	1	0	
<b>Total Employees</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	
<b>UTILITIES [7001]</b>								
Utility Billing/Collection Specialist I	1	1	1	1	1	1	0	
Utility Billing/Collection Specialist II	2	2	2	2	2	2	0	
Utility Billing/Collection Specialist III	0	0	0	0	0	0	0	
Manager V, Utility Office Management	1	1	1	1	1	1	0	
Utility Worker I	3	3	3	3	3	3	0	
Utility Worker II	0	0	0	0	0	0	0	
Utility Worker III	2	1	1	1	1	1	0	
Utility Waterworks Operator	0	1	1	1	1	1	0	
Meter Technician	0	0	1	1	1	1	0	
Utility Supervisor	1	1	1	0	0	0	0	



# POSITION CHART FUNDED POSITIONS

FOR MODIFICATION 11/23/2021 - Police Department

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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	1	0	
Manager V. Utility Operations Management	1	1	1	1	1	1	0	
<b>Total Employees</b>	<b>14</b>	<b>14</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>0</b>	
<b>Total</b>	<b>264.0</b>	<b>273.0</b>	<b>274.0</b>	<b>275.0</b>	<b>276.5</b>	<b>279.5</b>	<b>3.0</b>	
FULL-TIME	260.0	269.0	270.0	271.0	273.0	276.0	3.0	
PART-TIME	4.00	4.00	4.00	4.00	3.50	3.50	-	