

Issue Analysis Form



Date: May 10, 2022

Item: Position Control Chart – General Services
 Lead Department(s): Human Resources & General Services

Contact Person(s): Corrie Hurt & Dean Simmons

Description and Current Status

Staff is requesting, for consideration, a decrease in 1 FTE; Building & Grounds Maintenance Mechanic position to fund a Maintenance Supervisor. The current Building & Grounds Maintenance Mechanic position will be vacant after June 30 due to a retirement. This change requires a modification to the County's Position Control Chart. The purpose for the change is to have a supervisor to oversee the day-to-day operations and to be a "working" supervisor. This position will assist the Director with oversight in contracted services and planned construction projects.

The Building & Grounds Maintenance Mechanic is currently a grade 313 and the Maintenance Supervisor will be grade 318 (non-exempt). This change will not take effect until FY2022-2023 (July 1, 2022), but staff would like to advertise this position to fill immediately after approval.

POSITION CHART FUNDED POSITIONS

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

	Funded	Funded	Funded	Funded	Funded	Funded	Funded	Funded
	Amended FY 19-20	Amended FY 20-21	Adopted FY 21-22	Amended FY 21-22	Requested FY 22-23	Introduced FY 22-23	Adopted FY 22-23	Change FY22-23
GENERAL PROPERTIES [0604]								
Office Manager	1	1	1	1	1	1	1	0
Building Maintenance Mechanic	4	3	3	3	3	3	3	0
Electrician	0	1	1	1	1	1	1	0
Buildings & Grounds Maint Mech	1	1	1	1	1	1	0	-1
Senior Building Maintenance Mechanic	0	0	0	0	0	0	0	0
Maintenance Supervisor	0	0	0	0	1	0	1	1
Deputy Director General Services	0	0	0	0	0	0	0	0
General Services Director	1	1	1	1	1	1	1	0
Total Employees	7	7	7	7	8	7	7	0

The full position control chart will be provided to the Board for approval with the adoption of the FY2022-2023 budget on May 24.

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?

Board Action Requested: Approve modification to the FY2022-2023 Position Control Chart. A draft resolution is attached for board review and consideration. The full Position Control Chart will be provided for approval with the Budget adoption on May 24.

Fiscal Impact Statement

Potential impact to the FY22-23 budget of approximately \$8,000 due to step placement and prior relevant experience.

County Impact

This will allow more direct oversight of the Maintenance personnel and the electrician. This will also allow a lead person to be in charge of the department when the Director is absent.

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 10th day of May, 2022:

Present:

Vote:

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

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

RESOLUTION; MODIFICATION TO FY2022-2023 POSITION CONTROL CHART for the County General Services Department with the following changes:

- Decrease 1 FT Building & Maintenance Mechanic, Increase 1 FT Maintenance Supervisor

NOW, THEREFORE, BE IT RESOLVED that this Board of Supervisors of the County of Prince George this 10th day of May, 2022 hereby approves the requested changes to the FY2022-2023 Position Chart and that no changes be made to the chart without Board approval regardless of what other County polices may state.

A Copy Teste:

Jeffrey D. Stoke
County Administrator