

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 13th day of September, 2016:

Present:

William A. Robertson, Jr., Chairman
Jerry J. Skalsky, Vice-Chairman
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; FY16-17 POSITION CHART

NOW, THEREFORE, BE IT RESOLVED that this Board of Supervisors of the County of Prince George this 13th day of September, 2016 hereby approves the FY16-17 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:

Percy C. Ashcraft
County Administrator



COUNTY OF PRINCE GEORGE

Human Resources Department

P.O. Box 68

Prince George, VA 23875

Phone (804) 722-8669 Fax (804) 732-1967

Nancy V. Shaffer
Director of Human Resources

MEMORANDUM

To: Mr. Percy Ashcraft
County Administrator

From: Nancy Shaffer
Director of Human Resources

Date: September 2, 2016

Re: Position Control Chart

The County has initiated a change within the Police Department that requires a modification to the County's Position Control Chart.

After a thorough assessment of needs within the Police Department, the Chief has made a recommendation to eliminate a Sergeant position and add a Lieutenant position. With this recommended change, it will provide for a consistent supervisory structure within the Uniform Patrol, Detective, and Community Policing divisions. This modification to the department will allow the Police Department to operate in a more streamlined and efficient manner. There will be a \$3,000.00 financial impact due to this restructuring of the department. The funds to support this requested increase are available in the Department's approved FY17 budget.

Please place on the Board of Supervisor's agenda the approval of the Position Control Chart. If you have questions or concerns, I am available at your convenience.

| | Amended FY13-14 | Amended FY14-15 | Adopted FY15-16 | Amended FY15-16 | Adopted FY16-17 | Amended FY16-17 | Change FY16-17 |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------------|
| Pretrial Investigator | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| Senior Pretrial Officer | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Employees | 4.5 | 3.5 | 3.5 | 3.5 | 4.5 | 4.5 | 0 |
| COMMUNITY DEVELOPMENT AND CODE COMPLIANCE [0300] | | | | | | | |
| Office Manager | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| Deputy Director, Building Insp | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| Director of Community Dev./Building Officia | 1 | 1 | 1 | 1 | 1 | 1 | 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 |
| Erosion & Sediment Control Insp. | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| Senior Building Inspector | 3 | 3 | 3 | 3 | 3 | 3 | 0 |
| Office Associate II | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | 0 |
| Planner I- Subdivision | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| Planner I- Environmental & Storm Water | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| Planning Manager | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| Total Employees | 13.5 | 13.5 | 13.5 | 13.5 | 13.5 | 13.5 | 0 |
| COMPREHENSIVE SERVICES ACT | | | | | | | |
| CSA Coordinator | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Employees | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 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 | 1 | 1 | 1 | 1 | 1 | 0 |
| Project Management Specialist | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| Project Assistant | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Administrative Associate | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Employees | 5 | 4 | 4 | 4 | 4 | 4 | 0 |
| COUNTY ATTORNEY [0102] | | | | | | | |
| Legal Assistant | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| County Attorney | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| County Attorney (PT) | 0 | 0 | 0 | 0 | 0.5 | 0.5 | 0 |
| Total Employees | 2 | 2 | 2 | 2 | 2.5 | 2.5 | 0 |
| COUNTY GARAGE [0502] | | | | | | | |
| Mechanic | 2 | 2 | 2 | 2 | 2 | 2 | 0 |
| Heavy Equipment Mechanic | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Master Mechanic | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| Fleet Manager | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| Total Employees | 4 | 4 | 4 | 4 | 4 | 4 | 0 |
| ECONOMIC DEVELOPMENT [2151] | | | | | | | |
| Office Associate I | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| Specialist, Economic Development | 0 | 0 | 0 | 0 | 1 | 1 | 0 |
| Director, Economic Development | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| Total Employees | 2 | 2 | 2 | 2 | 3 | 3 | 0 |
| EMERGENCY COMMUNICATIONS CENTER [0603] | | | | | | | |
| Communications Officer | 12 | 12 | 12 | 12 | 12 | 12 | 0 |
| Communications Supervisor | 2 | 2 | 2 | 2 | 2 | 2 | 0 |
| Total Employees | 14 | 14 | 14 | 14 | 14 | 14 | 0 |
| ENGINEER | | | | | | | |
| Engineering Technician | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| County Engineer | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Employees | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| FINANCE [0402] | | | | | | | |
| Accounting Clerk | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| Accounting Manager | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Payroll Specialist | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| Deputy Director of Finance | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Budget Analyst | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Payroll Supervisor | 1 | 1 | 1 | 1 | 1 | 1 | 0 |

| | Amended FY13-14 | Amended FY14-15 | Adopted FY15-16 | Amended FY15-16 | Adopted FY16-17 | Amended FY16-17 | Change FY16-17 |
|--------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------------|
| Accountant | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Accounting Supervisor | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| Financial Reporting Accountant | 0 | 1 | 1 | 1 | 1 | 1 | 0 |
| Sr. Accounting Clerk | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Director of Finance | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| Procurement Officer | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| Total Employees | 6 | 7 | 7 | 7 | 7 | 7 | 0 |

FIRE & EMS [0610 & 0613 (SAFER GRANT)]

| | | | | | | | |
|----------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|----------|
| Office Manager | 1 | 1 | 0 | 0 | 0 | 0 | 0 |
| Division Chief | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Director of Fire & EMS | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| Deputy Director of Fire & EMS | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Revenue Recovery Program Manager | 1 | 1 | 0 | 0 | 0 | 0 | 0 |
| Fire & EMS Business Manager | 0 | 0 | 1 | 1 | 1 | 1 | 0 |
| Captain | 0 | 0 | 3 | 3 | 3 | 3 | 0 |
| Lieutenant | 0 | 0 | 6 | 6 | 6 | 6 | 0 |
| EMT/Intermediate/Firefighter | 11 | 11 | 3 | 3 | 3 | 4 | 1 |
| EMT/Paramedic/Firefighter | 2 | 2 | 4 | 4 | 4 | 3 | -1 |
| EMT/Paramedic/Firefighter Sup. | 3 | 3 | 0 | 0 | 0 | 0 | 0 |
| Office Associate II | 0 | 0 | 1 | 1 | 1 | 1 | 0 |
| Office Associate I | 1 | 1 | 0 | 0 | 0 | 0 | 0 |
| Volunteer Coordinator | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Employees | 20 | 20 | 19 | 19 | 19 | 19 | 0 |

.* 2 FT added 1/1/06, 2 FT positions approved 6/26/07- unappropriated

GENERAL PROPERTIES [0504]

| | | | | | | | |
|--------------------------------------|----------|----------|----------|----------|----------|----------|----------|
| Office Associate II | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Administrative Associate | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| Building Maintenance Mechanic | 2 | 2 | 3 | 3 | 3 | 3 | 0 |
| Building Maint/ Cony Station Sup. | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Buildings & Grounds Maint Mech | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| Senior Building Maintenance Mechan c | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| Courier/ Stock Clerk | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| Deputy General Services Director | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| General Services Director | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| Total Employees | 8 | 8 | 9 | 9 | 9 | 9 | 0 |

GENERAL SERVICES

| | | | | | | | |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|
| General Services Manager | | | | | | | |
| Total Employees | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

GIS

| | | | | | | | |
|------------------------|----------|----------|----------|----------|----------|----------|----------|
| GIS Coordinator | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Employees | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

HUMAN RESOURCES [0103]

| | | | | | | | |
|--|----------|----------|----------|----------|----------|----------|----------|
| Human Resources Analyst | 2 | 1 | 1 | 1 | 1 | 1 | 0 |
| Human Res Technician | 0 | 1 | 1 | 0 | 0 | 0 | 0 |
| Human Resources Information Specialist | 0 | 0 | 0 | 1 | 1 | | 0 |
| Dir. of Human Resources | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| Total Employees | 3 | 3 | 3 | 3 | 3 | 3 | 0 |

INFORMATION TECHNOLOGY [0403]

| | | | | | | | |
|---------------------------------------|----------|----------|----------|----------|----------|----------|----------|
| Information Systems Support Tech | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Director of Information Technology | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| Network Administrator | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Applications Specialist | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| GIS Technician | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| GIS Coordinator | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| Information Systems Business Process | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| Information Systems System Engineer | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| Info Systems/Public Safety Specialist | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Employees | 6 | 6 | 6 | 6 | 6 | 6 | 0 |

PLANNING

| | | | | | | | |
|---------------------|---|---|---|---|---|---|---|
| Office Associate II | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Planning Technician | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Planner I | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| | Amended FY13-14 | Amended FY14-15 | Adopted FY15-16 | Amended FY15-16 | Adopted FY16-17 | Amended FY16-17 | Change FY16-17 |
|-----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------------|
| VICTIM WITNESS [0906] | | | | | | | |
| Victim Witness Program Coord. | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| Total Employees | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| VJCCCA [0909] | | | | | | | |
| Probation Officer | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| Total Employees | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| UTILITIES [7001] | | | | | | | |
| Building Maintenance Mechanic | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Utility Billing Clerk | 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| Customer Service Agent II | 0 | 2 | 2 | 2 | 2 | 2 | 0 |
| Customer Service Agent I | 0 | 0 | 1 | 1 | 1 | 1 | 0 |
| Utility Billing Manager | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Utility Office Manager | 0 | 1 | 1 | 1 | 1 | 1 | 0 |
| Utility Maintenance Worker | 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| Maintenance Worker I | 0 | 3 | 3 | 3 | 3 | 3 | 0 |
| Maintenance Worker II | 0 | 1 | 1 | 0 | 0 | 0 | 0 |
| Maintenance Worker III | 0 | 1 | 1 | 2 | 2 | 2 | 0 |
| Utility Maintenance Mechanic | 4 | 0 | 0 | 0 | 0 | 0 | 0 |
| Utility Supervisor | 0 | 1 | 1 | 1 | 1 | 1 | 0 |
| Senior Utility Maintenance Worker | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Senior Utility Worker | 0 | 2 | 2 | 2 | 2 | 2 | 0 |
| Dir. Of Engineering & Utilities | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| Engineering Technician | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Operations Manager | 0 | 1 | 1 | 1 | 1 | 1 | 0 |
| Total Employees | 13 | 13 | 14 | 14 | 14 | 14 | 0 |
| Total | 246.5 | 248.5 | 250.5 | 250.5 | 253.0 | 253.0 | 0.0 |

~ PRINCE GEORGE COUNTY POLICE DEPARTMENT ~

COLONEL W. KEITH EARLY
CHIEF OF POLICE



PHONE (804) 733-2773
FAX (804) 733-2658

"IN PARTNERSHIP WITH THE COMMUNITY"

August 12, 2016

Mr. Percy C. Ashcraft, County Administrator
Prince George County, Virginia

Dear Mr. Ashcraft,

Having spent the past several months assessing our Department, and after consultations with my Command Staff, I respectfully request authorization to modify our organizational structure. Specifically, I am requesting to eliminate a sergeant's position and add a lieutenant's position from/to our control chart.

I am confident that this proposed modification will enable us to make our Department more streamlined and efficient, thus positioning us to better serve our community.

With the elimination of a sergeant position and the addition of a lieutenant position, we will have consistent supervisory structure within our Uniform Patrol Division, our Detective Division, and our Community Policing Unit. All of our supervisors will be responsible for overseeing personnel as well as managing various processes.

This request will cost approximately \$3,000 per year, and we will be able to absorb the expense in our current budget.

I have included both our current and proposed organizational charts for your reference. I am available at your convenience should you have any questions. As always, your consideration is most appreciated.

Sincerely,

Colonel W. Keith Early
Chief of Police

WKE/tmp

Prince George Police Department
2016



