



COUNTY OF PRINCE GEORGE
Human Resources Department
P.O. Box 68
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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: June 30, 2017

Re: Position Control Chart

The County has initiated a change within the department of the Human Resources that requires a modification to the County's Position Control Chart.

Based on needs determined by the Director of Community Development and Code Compliance, a recommendation has been made to reclassify the position of Office Manager to a Community Development and Code Compliance Office Manager position. As the County has grown, and with the implementation of online permitting, this job has evolved in complexity and requires thorough knowledge of accounting and financial functions, as this position will manage all online and over the counter transactions for multiple divisions. This position will be responsible for the development and management of website transactions, which include online permitting and scheduling, and will maintain specialized permitting and code compliance software and programs. This position will also manage all customer service activities and supervision of staff, while performing other related Human Resources functions. The current Office Manager position is a grade 8 on the County's Compensation Plan and the Community Development and Code Compliance Office Manager position will be placed on the Plan as a grade 12. There will be a \$12,279.00 increase in the starting salary. The FY17/18 Community Development and Code Compliance budget will be able to absorb this increase.

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.

FUNDED POSITIONS

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

	Funded Amended FY14-15	Funded Amended FY15-16	Funded Adopted FY16-17	Funded Amended FY16-17	Funded Adopted FY17-18	Funded Change FY17-18
ANIMAL CONTROL [0611]						
Animal Control Officer	3	3	3	3	3	0
Animal Control Supervisor	1	1	1	1	1	0
Office Associate I	0	0	0	0	0	0
Office Associate II	1	1	1	1	1	0
Kennel Attendant - Full-Time	1	1	1	1	1	0
Kennel Attendant - Part Time	0.5	0.5	0.5	0.5	0.5	0
Total Employees	6.5	6.5	6.5	6.5	6.5	0
ASSESSOR [0401]						
Real Estate Appraiser I	1	0	0	0	0	0
Real Estate Appraiser II	1	2	2	2	2	0
Real Estate Assessor	1	1	1	1	1	0
Real Estate Clerk	1	0	0	0	0	0
Real Estate Technician	1	2	2	2	2	0
Senior Real Estate Appraiser	0	0	0	0	0	0
Total Employees	6	5	5	5	5	0
CIRCUIT COURT CLERK [0202]						
Office Associate I	1	1	1	1	1	0
Chief Deputy	1	1	1	1	1	0
Clerk of Circuit Court	1	1	1	1	1	0
Deputy Court Clerk I	2	2	2	2	2	0
Deputy Court Clerk II	1	1	1	1	1	0
Total Employees	6	6	6	6	6	0
CIRCUIT COURT JUDGE [0902]						
Court Administrator	1	1	1	1	1	0
Total Employees	1	1	1	1	1	0
COMMISSIONER OF THE REVENUE [0200]						
Bus Lic Insp/Personnel Prop Auditor	1	0	0	0	0	0
Tax Compliance Auditor	0	1	1	1	1	0
Commissioner of the Revenue	1	1	1	1	1	0
Office Associate I	0	0	0	0	0	0
Deputy Commissioner of Revenue	3	3	3	3	3	0
Senior Deputy Commissioner of Revenue	1	1	1	1	1	0
Total Employees	6	6	6	6	6	0
COMMONWEALTH'S ATTORNEY [0204]						
Administrative Associate	1	1	1	1	1	0
Office Manager	1	1	1	1	1	0
Office Associate I	1	1	1	1	1	0
Asst. Commonwealth's Attorney FT	2	2	2	2	2	0
Asst. Commonwealth's Attorney PT	0.5	0.5	0.5	0.5	0.5	0
Commonwealth's Attorney	1	1	1	1	1	0
Total Employees	6.5	6.5	6.5	6.5	6.5	0
COMMUNITY CORRECTIONS [2179 / 2178]						
Dir. of Community Corrections	1	1	1	1	1	0
Program Manager	1	1	1	1	1	0
Probation Officer	4	4	3	4	4	0
Senior Probation Officer	0	0	0	0	0	0
Office Associate I	1	0	0	0	0	0
Office Associate II	0	1	1	1	1	0
Total Employees	7	7	6	7	7	0

	Funded Amended FY14-15	Funded Amended FY15-16	Funded Adopted FY16-17	Funded Amended FY16-17	Funded Adopted FY17-18	Funded Change FY17-18
SOCIAL SERVICES [0701]						
Administrative Manager	1	1	1	1	1	0
Dir. of Social Services	1	1	1	1	1	0
Office Associate III (Screener)	0	0	0	0	0	0
Eligibility Worker	5	6	6	6	6	0
Eligibility Supervisor	1	1	1	1	1	0
Employment Services Worker	0	0	0	0	0	0
Social Services Office Associate I	0	0	0	0	0	0
Social Services Office Associate II	4	4	4	4	4	0
Administrative Associate	1	1	1	1	1	0
Case Manager (Social Worker) - FT	6	7	7	7	8	1
Case Manager (Social Worker) - PT	0.5	0.5	0.5	0.5	0.5	0
Senior Case Manager (Social Worker)	2	2	1	1	1	0
Case Manager Supervisor (Social Worker)	1	1	1	1	1	0
Total Employees	22.5	24.5	23.5	23.5	24.5	1
TREASURER [0201]						
Deputy Treasurer - FT	4	4	4	4	4	0
Deputy Treasurer - PT	0.5	0.5	0.5	0.5	0.5	0
Chief Deputy Treasurer	1	1	1	1	1	0
Treasurer	1	1	1	1	1	0
Total Employees	6.5	6.5	6.5	6.5	6.5	0
VICTIM WITNESS [0906]						
Victim Witness Program Coord.	1	1	1	1	1	0
Total Employees	1	1	1	1	1	0
VJCCCA [0909]						
Probation Officer	1	1	1	1	1	0
Total Employees	1	1	1	1	1	0
UTILITIES [7001]						
Building Maintenance Mechanic	0	0	0	0	0	0
Utility Billing Clerk	0	0	0	0	0	0
Customer Service Agent II	2	2	2	2	2	0
Customer Service Agent I	0	1	1	1	1	0
Utility Billing Manager	0	0	0	0	0	0
Utility Office Manager	1	1	1	1	1	0
Utility Maintenance Worker	0	0	0	0	0	0
Maintenance Worker I	3	3	3	3	3	0
Maintenance Worker II	1	0	0	0	0	0
Maintenance Worker III	1	2	2	2	2	0
Utility Maintenance Mechanic	0	0	0	0	0	0
Utility Supervisor	1	1	1	1	1	0
Senior Utility Maintenance Worker	0	0	0	0	0	0
Senior Utility Worker	2	2	2	2	2	0
Dir. Of Engineering & Utilities	1	1	1	1	1	0
Engineering Technician	0	0	0	0	0	0
Operations Manager	1	1	1	1	1	0
Total Employees	13	14	14	14	14	0
Total	244.0	245.0	246.5	248.5	250.0	1.5

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 11th day of July, 2017.

Present:

William A. Robertson, Jr., Chairman
Donald R. Hunter, Vice-Chairman
Alan R. Carmichael
Hugh G. Mumford
T. J. Webb

Vote:

A-8

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

RESOLUTION; FY17-18 POSITION CHART

NOW, THEREFORE, BE IT RESOLVED that this Board of Supervisors of the County of Prince George this 11th day of July, 2017 hereby approves the FY17-18 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