



COUNTY OF PRINCE GEORGE
Human Resources Department
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Nancy V. Shaffer
Director of Human Resources

MEMORANDUM

To: Mr. Percy Ashcraft
County Administrator

From: Nancy Shaffer
Director of Human Resources

Date: January 3, 2017

Re: Position Control Chart

The County has initiated a change within the Police Department and the Department of Community Corrections that requires modifications to the County's Position Control Chart.

After the FY17/18 budget was passed and approved by the Board of Supervisors, the Police Department gained one new grant funded position for a School Resource Officer. Upon reviewing the chart with the Chief of Police, a recommendation was made to combine the Police Officer and the Police Officer (Detective) positions. This recommendation is agreeable, as all Police Officer are a grade 10 on the County's compensation and classification system.

The Director of Community Corrections applied for and received a grant from State Drug Court for an additional Probation Officer position. The position control chart has been amended to reflect this additional grant funded position.

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 FY15-18	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/ Conv Station Sup.	0	0	0	0	0	0	0
Buildings & Grounds Maint Mech	1	1	1	1	1	1	0
Senior Building Maintenance Mechanic	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	0	0	0	0	0	0	0
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	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

	<u>Amended FY13-14</u>	<u>Amended FY14-15</u>	<u>Adopted FY15-16</u>	<u>Amended FY15-16</u>	<u>Adopted FY16-17</u>	<u>Amended FY16-17</u>	<u>Change FY16-17</u>
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	255.0	2.0

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 January, 2017.

Present:

Alan R. Carmichael
Donald R. Hunter
William A. Robertson, Jr.
Jerry J. Skalsky
T. J. Webb

Vote:

A-3

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 10th day of January, 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