



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: October 16, 2017

Re: Position Control Chart

The County has initiated a change within the Office of the Circuit Court that requires a modification to the County's Position Control Chart.

Due to the recent retirement of an employee that was classified as a Deputy Court Clerk I, the Clerk of the Circuit Court reassigned the duties of the position to the current Office Associate I. It is requested that the position control chart be changed to reflect a vacant Office Associate I position and to increase the Deputy Court Clerk I position by one. The Office Associate I a grade 4 on the County's compensation and classification plan and the Deputy Court Clerk I position is a grade 5.

At the same time and due to the fact that the Criminal case load is up by 9% and the Civil case load is up by 8%, the Clerk also reassigned additional duties to the Deputy Court Clerk II and the Chief Deputy Court Clerk. Several of these new duties include, recording of deeds and setting up payment plans following criminal proceedings and receiving payments. Probate is also up by 8% and recordings of collections for the County continue to rise. With the additional responsibilities, the Clerk is recommending a reclassification of both positions. The Deputy Court Clerk II is currently a grade 6 and the Chief Deputy Court Clerk is a grade 10. The reclassification would propose that the Clerk II be assigned to a grade 7 and the Chief Deputy be assigned to a grade 11. There will be a total of \$8,160.00 in salary adjustments given during this process. The funding is available and within the constraints of the FY2018 Clerk of the Circuit Court's departmental 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.

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 24th day of October, 2017:

<u>Present:</u>	<u>Vote:</u>
William A. Robertson, Jr., Chairman	
Donald R. Hunter, Vice-Chairman	
Alan R. Carmichael	
Hugh G. Mumford	
T. J. Webb	

A-1

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

RESOLUTION; FY2017-2018 POSITION CHART

NOW, THEREFORE, BE IT RESOLVED that this Board of Supervisors of the County of Prince George this 24th day of October, 2017 hereby approves the requested changes to the FY2017-2018 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

FUNDED POSITIONS

For Consideration 10/24/17
Clerk of Court Request

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

	Funded	Funded	Funded	Funded	Funded	Funded	Funded
	Amended FY14-15	Amended FY15-16	Adopted FY16-17	Amended FY16-17	Adopted FY17-18	Amended FY17-18	Funded Change [Amended] Adopted] FY17-18
ANIMAL CONTROL [0611]							
Animal Control Officer	3	3	3	3	3	3	0
Animal Control Supervisor	1	1	1	1	1	1	0
Office Associate I	0	0	0	0	0	0	0
Office Associate II	1	1	1	1	1	1	0
Kennel Attendant - Full-Time	1	1	1	1	1	1	0
Kennel Attendant - Part Time	0.5	0.5	0.5	0.5	0.5	0.5	0
Total Employees	6.5	6.5	6.5	6.5	6.5	6.5	0
ASSESSOR [0401]							
Real Estate Appraiser I	1	0	0	0	0	0	0
Real Estate Appraiser II	1	2	2	2	2	2	0
Real Estate Assessor	1	1	1	1	1	1	0
Real Estate Clerk	1	0	0	0	0	0	0
Real Estate Technician	1	2	2	2	2	2	0
Senior Real Estate Appraiser	0	0	0	0	0	0	0
Total Employees	5	5	5	5	5	5	0
CIRCUIT COURT CLERK [0202]							
Office Associate I	1	1	1	1	1	0	1
Chief Deputy	1	1	1	1	1	1	0
Clerk of Circuit Court	1	1	1	1	1	1	0
Deputy Court Clerk I	2	2	2	2	2	3	1
Deputy Court Clerk II	1	1	1	1	1	1	0
Total Employees	6	6	6	6	6	6	0
CIRCUIT COURT JUDGE [0902]							
Court Administrator	1	1	1	1	1	1	0
Total Employees	1	1	1	1	1	1	0
COMMISSIONER OF THE REVENUE [0200]							
Bus Lic Insp/Personnel Prop Auditor	1	0	0	0	0	0	0
Tax Compliance Auditor	0	1	1	1	1	1	0
Commissioner of the Revenue	1	1	1	1	1	1	0
Office Associate I	0	0	0	0	0	0	0
Deputy Commissioner of Revenue	3	3	3	3	3	3	0
Senior Deputy Commissioner of Revenue	1	1	1	1	1	1	0
Total Employees	6	6	6	6	6	6	0
COMMONWEALTH'S ATTORNEY [0204]							
Administrative Associate	1	1	1	1	1	1	0
Office Manager	1	1	1	1	1	1	0
Office Associate I	1	1	1	1	1	1	0
Asst. Commonwealth's Attorney FT	2	2	2	2	2	2	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
Total Employees	6.5	6.5	6.5	6.5	6.5	6.5	0
COMMUNITY CORRECTIONS [2179 / 2178]							
Dir. of Community Corrections	1	1	1	1	1	1	0
Program Manager	1	1	1	1	1	1	0
Probation Officer	4	4	3	4	4	4	0
Senior Probation Officer	0	0	0	0	0	0	0
Office Associate I	1	0	0	0	0	0	0
Office Associate II	0	1	1	1	1	1	0
Total Employees	7	7	6	7	7	7	0
COMMUNITY CORRECTIONS (PRETRIAL) [2174 / 2178 / 2179]							
Office Associate II	0	0	0	0	0	0	0
Office Manager	1	1	1	1	1	1	0
Pretrial Officer	1	1	2	2	3	3	0
Pretrial Officer (PT)	0.5	0.5	0.5	0.5	0	0	0
Pretrial Investigator	1	1	1	1	1	1	0
Senior Pretrial Officer	0	0	0	0	0	0	0
Total Employees	3.5	3.5	4.5	4.5	5	5	0

	Funded	Funded	Funded	Funded	Funded	Funded	Funded Change (Amended to Adopted) FY17-18
	Amended FY14-15	Amended FY15-16	Adopted FY16-17	Amended FY16-17	Adopted FY17-18	Amended FY17-18	
COMMUNITY DEVELOPMENT AND CODE COMPLIANCE [0300]							
Office Manager	1	1	1	1	1	0	-1
Community Development & Code Comp Office Manager	0	0	0	0	0	1	1
Deputy Director, Building Insp	1	1	1	1	1	1	0
Director of Community Dev./Building Official	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
Environmental Program Coordinator	1	1	1	1	1	1	0
Senior Building Inspector	3	3	3	3	3	3	0
Office Associate II (PT)	0.5	0.5	0.5	0.5	0.5	0.5	0
Planner - Subdivision	0	0	0	0	0	0	0
Planner - Environmental & Storm Water	0	0	0	0	1	1	0
Planning Manager	1	1	1	1	1	1	0
Total Employees	13.5	11.5	11.5	11.5	12.5	12.5	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	0	0	0	0	0	0	0
Executive Assistant/ Deputy Clerk	1	1	1	1	1	1	0
Project Management Specialist	1	1	1	1	0	0	0
Project Assistant	0	0	0	0	0	0	0
Administrative Associate	0	0	0	0	0	0	0
Total Employees	3	3	3	3	2	2	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	0.5	0.5	0.5	0.5	0
Total Employees	2	2	2.5	2.5	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	1	1	1	1	0
Director, Economic Development	1	1	1	1	1	1	0
Total Employees	2	2	3	3	3	3	0
EMERGENCY COMMUNICATIONS CENTER [0603]							
Communications Officer	12	12	12	12	12	14	2
Communications Supervisor	2	2	2	2	2	2	0
Public Safety Answering Point Manager	0	0	0	0	0	1	1
Total Employees	14	14	14	14	14	16	3
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
Accountant	0	0	0	0	0	0	0
Accounting Supervisor	1	1	1	1	1	1	0
Financial Reporting Accountant	1	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	7	7	7	7	7	7	0

	Funded	Funded	Funded	Funded	Funded	Funded	Funded
	Amended FY14-15	Amended FY15-16	Adopted FY16-17	Amended FY16-17	Adopted FY17-18	Amended FY17-18	Funded Change [Amended to Adopted] FY17-18
FIRE & EMS [0610]							
Office Manager	1	0	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	0	0	0	0	0	0
Fire & EMS Business Manager	0	1	1	1	1	1	0
Captain	0	3	3	3	3	3	0
Lieutenant	0	6	6	6	6	6	0
EMT/Intermediate/Firefighter	11	3	3	4	4	3	-1
EMT/Paramedic/Firefighter	2	4	4	3	3	4	1
EMT/Paramedic/Firefighter Sup.	3	0	0	0	0	0	0
Office Associate II	0	1	1	1	1	1	0
Office Associate I	1	0	0	0	0	0	0
Volunteer Coordinator	0	0	0	0	0	0	0
Total Employees	20	19	19	19	19	19	0
FIRE & EMS [SAFER GRANT (0615 & 0616)]							
EMT/Paramedic/Firefighter [0616]	0	0	0	0	0	2	2
Lieutenant [0616]	0	0	0	0	0	3	3
Recruitment & Retention Coordinator [0616]	0	0	0	0	0	1	1
Total Employees	0	0	0	0	0	6	6
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	3	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	0	0	0	0	0	0	0
Deputy General Services Director	0	0	0	0	0	0	0
General Services Director	1	1	1	1	1	1	0
Total Employees	6	7	7	7	7	7	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
Housing Programs Office							
Office Associate I							
Building Inspector							
Housing Inspections Agent							
Housing Programs Manager							
Total Employees							
HUMAN RESOURCES [0103]							
Human Resources Analyst	1	1	1	1	1	1	0
Human Resources Supervisor	0	0	0	0	1	1	0
Human Res Technician	1	0	0	0	0	0	0
Human Resources Information Specialist	0	1	1	1	0	0	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

	Funded	Funded	Funded	Funded	Funded	Funded	Funded Change (Amended to Adopted) FY17-18
	Amended FY14-15	Amended FY15-16	Adopted FY16-17	Amended FY16-17	Adopted FY17-18	Amended FY17-18	
Senior Planner	0	0	0	0	0	0	0
Zoning Administrator	0	0	0	0	0	0	0
Dir. of Planning	0	0	0	0	0	0	0
Total Employees	0	0	0	0	0	0	0
POLICE [0601]							
Administrative Associate	1	1	1	1	1	1	0
Chief of Police	1	1	1	1	1	1	0
Police Sergeant	5	5	5	6	6	6	0
Police Captain	3	3	2	2	2	2	0
Police Officer	31	31	33	41	41	41	0
Police Officer (Detective)	9	9	9	0	0	0	0
Office Associate I	1	1	1	1	1	1	0
Office Associate II	1	1	1	1	1	1	0
Public Safety Information System Specialist	1	1	1	1	1	0	-1
Police Lieutenant	5	5	5	6	6	6	0
Total Employees	58	58	59	60	60	59	-1
RECREATION [0505]							
Sr. Grounds Maintenance Wkr	1	1	1	2	2	2	0
Assistant Athletic Coordinator	1	1	1	1	1	1	0
Athletic Coordinator	1	1	1	1	1	1	0
Dir. of Parks and Recreation	1	1	1	1	1	1	0
Grounds Maintenance Worker	1	1	1	0	0	0	0
Special Activities Coordinator	1	1	1	1	1	1	0
Office Associate II	1	1	1	1	1	1	0
Total Employees	7	7	7	7	7	7	0
REFUSE DISPOSAL							
Gate Attendant	0	0	0	0	0	0	0
Total Employees	0	0	0	0	0	0	0
REGISTRAR [0901]							
Deputy Registrar	1	1	1	1	1	1	0
Deputy Registrar, PTR	0.5	0.5	0.5	0.5	0.5	0.5	0
General Registrar	1	1	1	1	1	1	0
Office Associate I	0	0	0	0	0	0	0
Total Employees	2.5	2.5	2.5	2.5	2.5	2.5	0
SHERIFF [0203]							
Chief Deputy	1	1	1	1	1	1	0
Deputy Sheriff - FT	5	5	5	5	5	5	0
Deputy Sheriff - PT	0.5	0.5	0.5	0.5	0.5	0.5	0
Administrative Associate	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
Total Employees	10.5	10.5	10.5	10.5	10.5	10.5	0
SOCIAL SERVICES [0701]							
Administrative Manager	1	1	1	1	1	1	0
Dir. of Social Services	1	1	1	1	1	1	0
Office Associate III (Screeners)	0	0	0	0	0	0	0
Eligibility Worker	5	6	6	6	6	6	0
Eligibility Supervisor	1	1	1	1	1	1	0
Employment Services Worker	0	0	0	0	0	0	0
Social Services Office Associate I	0	0	0	0	0	0	0
Social Services Office Associate II	4	4	4	4	4	4	0
Administrative Associate	1	1	1	1	1	1	0
Case Manager (Social Worker) - FT	6	7	7	7	8	8	0
Case Manager (Social Worker) - PT	0.5	0.5	0.5	0.5	0.5	0.5	0
Senior Case Manager (Social Worker)	2	2	1	1	1	1	0
Case Manager Supervisor (Social Worker)	1	1	1	1	1	1	0
Total Employees	22.5	24.5	23.5	23.5	24.5	24.5	0
TREASURER [0201]							
Deputy Treasurer - FT	4	4	4	4	4	4	0
Deputy Treasurer - PT	0.5	0.5	0.5	0.5	0.5	0.5	0
Chief Deputy Treasurer	1	1	1	1	1	1	0
Treasurer	1	1	1	1	1	1	0
Total Employees	6.5	6.5	6.5	6.5	6.5	6.5	0
VICTIM WITNESS [0906]							
Victim Witness Program Coord.	1	1	1	1	1	1	0

	Funded	Funded	Funded	Funded	Funded	Funded	Funded Change [Amended to Adopted]
	Amended FY14-15	Amended FY15-16	Adopted FY16-17	Amended FY18-17	Adopted FY17-18	Amended FY17-18	Adopted FY17-18
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	0	0	0	0	0	0	0
Utility Billing Clerk	0	0	0	0	0	0	0
Customer Service Agent II	2	2	2	2	2	2	0
Customer Service Agent I	0	1	1	1	1	1	0
Utility Billing Manager	0	0	0	0	0	0	0
Utility Office Manager	1	1	1	1	1	1	0
Utility Maintenance Worker	0	0	0	0	0	0	0
Maintenance Worker I	3	3	3	3	3	3	0
Maintenance Worker II	1	0	0	0	0	0	0
Maintenance Worker III	1	2	2	2	2	2	0
Utility Maintenance Mechanic	0	0	0	0	0	0	0
Utility Supervisor	1	1	1	1	1	1	0
Senior Utility Maintenance Worker	0	0	0	0	0	0	0
Senior Utility Worker	2	2	2	2	2	2	0
Dir. Of Engineering & Utilities	1	1	1	1	1	1	0
Engineering Technician	0	0	0	0	0	0	0
Operations Manager	1	1	1	1	1	1	0
Total Employees	13	14	14	14	14	14	0
Total	244.0	245.0	246.5	248.5	250.0	257.0	8.0
FULL-TIME	240.0	241.0	242.0	244.0	246.0	253.0	8.0
PART-TIME	4.00	4.00	4.50	4.50	4.00	4.00	-

A Difference Exists Between Authorized and Funded #