

Issue Analysis Form



Date: September 13, 2022
Item: Utility Department - Reclassification [Utilities Inspector]
Lead Department(s): Human Resources/Utilities
Contact Person(s): Corrie Hurt, HR Director and Frank Haltom, Director Utilities & Engineering

Description and Current Status

The Utilities Department received approval to fund a Part-Time Utility Worker III during the FY2023 budget process. This position has not yet been filled / remains vacant. Stormwater responsibilities recently transitioned from Community Development and Code Compliance to the Utilities Department, and no personnel was transferred with this shift. Due to workload demands, the Director of Utilities & Engineering is requesting a reclassification of the vacant Part-Time Utility Worker III position to a newly created Full-Time Utilities Inspector. A job description has been created, and the recommended grade is 314. There is no increased fiscal impact for FY2023, with an estimated November 1, 2022 fill date. The full year estimated impact, FY2024 and beyond is \$26,703 [net of future pay increases and benefit rate changes]. Staff does recommend paying 25% of the salary and benefits for this position using Stormwater Fees accounted for within the Stormwater Fund. The FY2023 adopted budget includes a Stormwater Fund contingency of \$48,200, and a budget transfer from Stormwater Fund Contingency to Stormwater Salary and Benefit lines of \$11,968 to cover 25% of the salary and benefits is requested.

Board Action Requested: Authorize change to FY22-23 Position Control Chart, reclassifying the vacant Part-Time Utility Worker III position to a Full-Time Utilities Inspector, with the Stormwater fund as the recommended funding source. A budget transfer of \$11,968 from Stormwater contingency to salary and benefit lines is requested as follows.

Stormwater Contingency	0220-04-104-2121-49199	(11,968.00) Decrease
Stormwater Salaries	0220-04-104-2121-41100	8,509.00 Increase
Stormwater FICA	0220-04-104-2121-42100	651.00 Increase
Stormwater Retirement	0220-04-104-2121-42210	1,399.00 Increase
Stormwater Health Insurance	0220-04-104-2121-42300	996.00 Increase
Stormwater Group Life Insur	0220-04-104-2121-42400	114.00 Increase
Stormwater Disability Insur	0220-04-104-2121-42500	45.00 Increase
Stormwater Workers Comp.	0220-04-104-2121-42700	254.00 Increase

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?

Fiscal Impact Statement

There is no fiscal impact for FY2023, however staff recommends that 25% of salary and benefits be covered by the Stormwater Fund (stormwater fees). The annual fiscal impact for FY2024 and beyond is \$26,703 (net of pay increases and benefit rate changes). A budget transfer from the Stormwater Fund contingency to salary and benefits lines totaling \$11,968 is requested.

County Impact

Approval of this position change will allow for completion of needed Utilities inspections, and will assist in meeting the workload demands of the recently transferred Stormwater program.

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 13th day of September, 2022:

<u>Present:</u>	<u>Vote:</u>
Marlene J. Waymack, Chair	
Donald R. Hunter, Vice-Chair	
Floyd M. Brown, Jr.	
Alan R. Carmichael	
T. J. Webb	

A-4

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

RESOLUTION; CHANGE TO FY 2022-2023 POSITION CHART WITH THE FOLLOWING CHANGES **AND** FY 2022-2023 BUDGET TRANSFER (\$11,968)

- Convert Part-Time Utility Worker III to Full-Time Utilities Inspector [Utilities and Stormwater Fund budgets]
- Approve Budget Transfer to allow for 25% of salaries and benefits to be paid from Stormwater Fees accounted for within the Stormwater Fund

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 13th day of September, 2022 hereby approves the requested changes to the FY 2022-2023 Position Chart and that no changes be made to the chart without Board approval regardless of what other County policies may state.

BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 13th day of September, 2022, does hereby authorize the following amendment / transfers among accounts within the 2022-2023 Budget, such line items increased and changed as follows, which monies to be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George;

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
Budget Amendment:	
<i>Stormwater Fund</i>	
<i>Expenditure – Increase:</i>	
0220-04-104-2121-41100	Stormwater Salaries \$8,509.00
0220-04-104-2121-42100	Stormwater FICA SS/Medicare \$ 651.00
0220-04-104-2121-42210	Stormwater VRS Retirement \$1,399.00
0220-04-104-2121-42300	Stormwater Health Insurance \$ 996.00
0220-04-104-2121-42400	Stormwater Group Life Insur \$ 114.00

0220-04-104-2121-42500	Stormwater Disability Insur	\$ 45.00
<u>0220-04-104-2121-42700</u>	<u>Stormwater Worker's Compensation</u>	<u>\$ 254.00</u>
	SUB-TOTAL	\$11,968.00
0220-04-104-2121-49199	Stormwater Fund Contingency	(11,968.00)

A Copy Teste:

Jeffrey D. Stoke
County Administrator

**FOR REVISION 9/13/2022 -
UTILITIES (PT Utility Worker III to
FT Utilities Inspector)**

POSITION CHART FUNDED POSITIONS

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

	Funded Amended FY 19-20	Funded Amended FY 20-21	Funded Amended FY 21-22	Funded Adopted FY 22-23	Funded Amended FY 22-23	Funded Change from Adopted (Amendments) FY22-23	Change NOTES
Office Manager	1	1	1	1	1	0	
Legal Assistant	2	2	2	2	2	0	
Office Associate I	0	0	0	0	0	0	
Asst. Commonwealth's Attorney FT	3	3	3	2	2	0	
Asst. Commonwealth's Attorney PT	0.5	0.5	0.5	0.5	0.5	0	
Deputy Commonwealth's Attorney FT	0	0	0	1	1	0	
Commonwealth's Attorney	1	1	1	1	1	0	
Total Employees	7.5	7.5	7.5	7.5	7.5	0	
COMMUNITY CORRECTIONS [2179 / 2178]							
Dir. of Community Corrections	1	1	1	1	1	0	
Manager IV, Corrections Program Management	1	1	1	1	1	0	
Probation Officer	4	4	4	4	4	0	
Administrative Support Specialist II	1	1	1	1	1	0	
Total Employees	7	7	7	7	7	0	
COMMUNITY CORRECTIONS (PRETRIAL) [2174 / 2178 / 2179]							
Office Manager	1	1	1	1	1	0	
Pretrial Officer	3	3	3	2	2	0	
Pretrial Officer (PT)	0	0	0	0	0	0	
Pretrial Investigator	1	1	1	1	1	0	
Total Employees	5	5	5	4	4	0	
DRUG COURT [0920]							
Drug Court Administrator	0	1	1	1	1	0	
Total Employees	0	1	1	1	1	0	
COMMUNITY DEVELOPMENT AND CODE COMPLIANCE [0300]							
Office Manager	1	1	1	1	1	0	
Deputy Director/Building Official	1	1	1	1	1	0	
Deputy County Administrator, Community Development & Code Compliance	1	1	1	1	1	0	
Director of Community Development & Code Compliance	0	0	0	0	0	0	
Plans Reviewer	1	1	1	1	1	0	
Permit Technician II	1	1	1	1	1	0	
Permit Technician I	1	1	1	1	1	0	
Coordinator IV, Environmental Program	1	1	1	1	1	0	
Senior Building Inspector	3	3	3	3	3	0	
Administrative Support Specialist II	0	0	0	0	0	0	
Office Associate II (PT)	0	0	0	0	0	0	
Planner	0	0	0	0	0	0	
Manager VI, Planning	0	0	0	0	0	0	
Total Employees	10	10	10	10	10	0	

**FOR REVISION 9/13/2022 -
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FT Utilities Inspector)**

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Accounting Supervisor	1	1	1	1	1	0	
Financial Reporting Accountant	1	1	1	1	1	0	
Director of Finance	0	0	0	0	0	0	
Deputy County Administrator, Finance	1	1	1	1	1	0	
Procurement Officer	1	1	1	1	1	0	
Total Employees	7	7	7	7	7	0	
FIRE & EMS (0610)							
Director of Fire & EMS	1	1	0	0	0	0	
Fire & EMS Chief	1	1	1	1	1	0	
Deputy Director of Fire & EMS	0	0	0	0	0	0	
Manager II, Fire/EMS Business Management	1	1	1	1	1	0	
Captain	3	3	3	3	3	0	
Captain, Volunteer Fire/EMS Training				1	1	0	
Captain 1						0	
Captain 2						0	
Lieutenant	9	9	9	12	12	0	
Lieutenant 1						0	
Lieutenant 2						0	
Logistics Supervisor / Officer						0	
EMT/Intermediate/Firefighter	0	0	0	0	0	0	
EMT/Paramedic/Firefighter	0	0	0	0	0	0	
Fire Medic	10	10	13	15	15	0	
Fire Medic 1						0	
Fire Medic 2						0	
Fire Medic 3						0	
Fire Medic 4						0	
Administrative Support Specialist II	1	1	1	1	1	0	
Total Employees	25	25	28	34	34	0	
EMERGENCY MANAGEMENT (0612)							
Emergency Management Deputy Coordinator (FT)	0	0	0	0	1	1	Approved August 9, 2022 part-time to full-time
Emergency Management Deputy Coordinator (PT)	0.5	0.5	0.5	0.5	0	-0.5	
Total Employees	0.5	0.5	0.5	0.5	1	0.5	
FIRE & EMS [SAFER GRANT (0615 & 0616)] - BOTH GRANTS LAPSED [POSITIONS REFLECTED IN FIRE & EMS 0610]							
EMT/Paramedic/Firefighter [0616]	0	0	0	0	0	0	
Fire Medic [0616]	2	2	2	0	0	0	
Fire Medic 1 [0616]						0	
Fire Medic 2 [0616]						0	
Fire Medic 3 [0616]						0	
Fire Medic 4 [0616]						0	
Lieutenant [0616]	3	3	3	0	0	0	

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Lieutenant 1 [0616]						0	
Lieutenant 2 [0616]						0	
Captain, Volunteer Fire/EMS Training [0615]	1	1	1	0	0	0	
Captain 1 (Volunteer Fire/EMS Training) [0615]						0	
Captain 2 (Volunteer Fire/EMS Training) [0615]						0	
Fire Captain, Volunteer Fire/EMS Training [0615]	0	0	0	0	0	0	
Total Employees	6	6	6	0	0	0	
GENERAL PROPERTIES [0504]							
Office Manager	1	1	1	1	1	0	
Building Maintenance Mechanic	4	3	3	3	3	0	
Electrician	0	1	1	1	1	0	
Buildings & Grounds Maint Mech	1	1	1	0	0	0	
Senior Building Maintenance Mechanic	0	0	0	0	0	0	
Maintenance Supervisor	0	0	0	1	1	0	
Deputy Director General Services	0	0	0	0	0	0	
General Services Director	1	1	1	1	1	0	
Total Employees	7	7	7	7	7	0	
HUMAN RESOURCES [0103]							
Human Resources Analyst	1	1	1	1	1	0	
Human Resources Supervisor	0	0	0	0	0	0	
Human Res Technician	1	1	1	1	1	0	
Human Resources Information Specialist	0	0	0	0	0	0	
Dir. of Human Resources	1	1	1	1	1	0	
Total Employees	3	3	3	3	3	0	
INFORMATION TECHNOLOGY [0403]							
Director of Information Technology	1	1	1	1	1	0	
Information Systems Specialist, Applications	1	0	0	0	0	0	
Network Systems Engineer	0	0	0	0	0	0	
Computer / Technical Support Specialist	0	0	0	0	0	0	
GIS Technician	1	1	1	1	1	0	
Coordinator V, GIS	1	1	1	1	1	0	
Information Systems Analyst, Business Process	1	1	1	1	1	0	
Information Systems Technician	0	2	2	3	3	0	
Information Systems System Engineer	1	0	0	0	0	0	
Total Employees	6	6	6	7	7	0	
PLANNING							
Administrative Support Specialist II	1	1	1	1	0	-1	
Planning & Zoning Technician	0	0	0	0	1	1	Approved 7/12/2022
Planner	1	0	0	0	0	0	

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UTILITIES (PT Utility Worker III to
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POSITION CHART FUNDED POSITIONS

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	Funded Amended FY 19-20 2.5	Funded Amended FY 20-21 2.5	Funded Amended FY 21-22 2.5	Funded Adopted FY 22-23 2.5	Funded Amended FY 22-23 2.5	Funded Change from Adopted (Amendments) FY22-23 0	Change NOTES
Total Employees							
SHERIFF [0203]							
Chief Deputy	1	1	1	1	1	0	
Deputy Sheriff - FT	6	6	6	6	6	0	
Deputy Sheriff - PT	0.5	0.5	0.5	0.5	0.5	0	
Office Manager	1	1	1	1	1	0	
Lieutenant	1	1	1	1	1	0	
Sergeant	1	1	1	1	1	0	
Sheriff	1	1	1	1	1	0	
Total Employees	11.5	11.5	11.5	11.5	11.5	0	
SOCIAL SERVICES [0701]							
Manager V, Social Services Administration	0	0	0	0	0	0	
Deputy Director, Social Services	1	1	1	1	1	0	
Director, Social Services	1	1	1	1	1	0	
Benefits Program Specialist III - Full-Time	5	5	6	7	7	0	
Benefits Program Specialist III - Part-Time	0	0	0	0.5	0.5	0	
Benefits Program Specialist IV	2	2	2	2	2	0	
Benefits Program Supervisor	1	1	1	1	1	0	
Administrative Support Specialist II	3	3	3	3	3	0	
Administrative Support Specialist III	2	2	2	2	2	0	
Manager III, Social Services Case Management (Social Worker) - FT	7	7	8	8	8	0	
Manager III, Social Services Case Management (Social Worker) - PT	0.5	0.5	0.5	0.5	0.5	0	
Office Manager	1	1	0	0	0	0	
Manager IV, Social Services Administration	1	1	1	1	1	0	
Manager IV, Advanced Social Services Case Management (Social Worker)	2	2	2	2	2	0	
Manager V, Social Services Case Management (Social Worker)	1	1	1	1	1	0	
Total Employees	26.5	26.5	28.5	30	30	0	
TREASURER [0201]							
Deputy Treasurer - FT	4	4	4	4	4	0	
Deputy Treasurer - PT	0.5	0.5	0	0	0	0	
Chief Deputy Treasurer	1	1	1	1	1	0	
Treasurer	1	1	1	1	1	0	
Total Employees	6.5	6.5	6	6	6	0	
VICTIM WITNESS [0906]							
Victim Witness Advocate	0	0	0	1	1	0	
Coordinator IV (from II), Victim Witness Program	1	1	1	1	1	0	
Total Employees	1	1	1	2	2	0	
VJCCA [0809]							



UTILITY INSPECTOR

FLSA Status: Non-Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Under general Supervision, this specialized technical position performs inspections for the installation of water, wastewater and stormwater utilities on County infrastructure and commercial development construction projects to ensure compliance with County codes, and approved plans and specifications. This position reports to the Utility Project Engineer.

This is heavy manual work requiring intermittent lifting of objects weighing at least 50 pounds or more. Work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, dust and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment. This position may involve call-out for after-hours work activities. Potential danger at or around construction sites.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The incumbent performs inspections related to the construction of water and wastewater infrastructure that ensure compliance with contract terms, construction plans and specifications for County and private sector projects; performs inspections for compliance with the County's erosion and sediment control requirements, drainage requirements, and Virginia Stormwater Management Program requirements for County projects; investigates drainage and/or erosion complaints.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Implements and maintains the County's Backflow Prevention and Cross Connection Control program;
- Coordinates, schedules and conducts cross connection surveys of the potable water systems;
- Enforces backflow prevention regulations and identifies noncompliance, provides explanation, interpretation, and information to persons with related questions, issues, or problems;
- Responsible for the inspection of all utility installation and repair projects and reports findings to the contractor and Operations Manager;
- Schedules and conducts inspections of utilities and enforces codes pertaining to public water and wastewater services;
- Maintains records of field changes on construction projects for incorporation into record drawings;
- Maintains records associated with work activities and utilizes Department asset/work management system;
- Generates bills for development inspection services;
- Interacts with the public, providing information and responses to inquiries;
- Meets with the engineers and contractors to discuss permits, construction plans, and related activities;
- Reviews construction plans/submittals and makes recommendations; provides information and assistance to other departments, contractors, engineers, and the general public;
- Performs a variety of administrative duties associated with assigned programs to include processing paperwork, maintaining daily logs and developing correspondence;
- Provides general support to Public Utilities staff;
- Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;
- Ensures that work activities follow department and industry safety requirements;
- Performs related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough technical and working knowledge of engineering principles involved in design and construction methods involved in the installation of utilities. Ability to read and accurately interpret contracts, plans, and specifications. Considerable knowledge of the tools, materials and equipment used in the installation, replacement, maintenance and repair of water, wastewater and stormwater lines and facilities; thorough knowledge in the use of common hand and power tools; ability to operate utility construction equipment; ability to establish and maintain positive working relationships with customers, supervisor and contractors. Skilled in the use of a variety of office equipment including computer-driven word processing, spreadsheet, and file maintenance programs; Knowledge of state and local ordinances and codes administered through the County;

EDUCATION AND EXPERIENCE:

High school diploma or equivalent supplemented with training in inspection & testing procedures required; and seven (7) years related water, wastewater, and stormwater utility construction experience preferred; OR any equivalent combination of education and experience and/or training sufficient to demonstrate the required knowledge, skills and abilities is acceptable.

SPECIAL REQUIREMENTS:

Valid Commonwealth of Virginia driver's license at hire; Must have, or obtain within 1 year of employment, a Backflow Prevention Device Worker License issued by the Virginia Department of Professional and Occupational Regulation; may work beyond normal schedule; may be assigned routine scheduled coverage responsibilities under call-out policy; must wear uniform according to standards, including safety equipment. Certification as an Erosion and Sediment Control Inspector preferred.