

Issue Analysis Form



Date: September 13, 2022
Item: Real Estate Assessor's Reclassification
Lead Department(s): Human Resources/Assessor
Contact Person(s): Corrie Hurt, HR Director and Brian Gordineer, RE Assessor

Description and Current Status

The Coordinator IV, Real Estate Operations is retiring effective 9/1/2022. The recent implementation of the Vision software is reducing administrative duties (reduced data entry), and resources are better allocated to the appraisal function. **A reclassification of the Coordinator IV, Real Estate Operations to Senior Real Estate Appraiser is requested.** This reclassification, and hiring another Senior Appraiser will allow for a faster transition from ProVal to Vision for the January 1, 2023 valuation, and reduce the need to rely on trending for real property valuations. This position will allow for more in-person valuations and inspections annually. There is no estimated fiscal impact for FY2022 and no additional appropriation is required. The full year estimated impact, FY2024 and beyond is \$12,733.

Board Action Requested: Authorize change to FY22-23 Position Control Chart, reclassifying the Coordinator IV, Real Estate Operations to Senior Real Estate Appraiser.

Government Path

Does this require IDA action?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does this require BZA action?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does this require Planning Commission action?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does this require Board of Supervisors action?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does this require a public hearing?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

If so, before what date?

Fiscal Impact Statement

There is no fiscal impact for FY2023, and no additional appropriation. The annual fiscal impact for FY2024 and beyond is \$12,733 (net of pay increases and benefit rate changes).

County Impact

This reclassification will allow for more in-person appraisals and inspections annually, and a faster transition from Proval to Vision for the January 1, 2023 valuation.

Notes

**FOR REVISION 9/13/2022 -
ASSESSOR (Reclassification -
Coordinator IV to Sr. Appraiser)**

POSITION CHART FUNDED POSITIONS

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

	Funded	Funded	Funded	Funded	Funded	Funded	
	Amended FY 19-20	Amended FY 20-21	Amended FY 21-22	Adopted FY 22-23	Amended FY 22-23	Change from Adopted (Amendments) FY22-23	Change NOTE6
ANIMAL CONTROL [0611]							
Animal Control Officer	3	3	3	3	3	0	
Manager I, Animal Control	1	1	1	1	1	0	
Coordinator, Animal Adoption Services	1	1	1	1	1	0	
Kennel Attendant - Full-Time	1	1	1	1	1	0	
Kennel Attendant - Part Time	0	0	0	0	0	0	
Total Employees	6	6	6	6	6	0	
ASSESSOR [0401]							
Real Estate Appraiser I or II	2	2	1	1	1	0	
Senior Real Estate Appraiser	0	0	1	1	2	1	For discussion 9/13/2022 - Reclassification of Coordinator IV to Senior RE Appraiser
Real Estate Assessor	1	1	1	1	1	0	
Coordinator IV, Real Estate Operations	1	1	1	1	0	-1	
Real Estate Technician	1	1	1	1	1	0	
Total Employees	5	5	5	5	5	0	
BOARD OF SUPERVISORS [0100]							
Clerk to the Board of Supervisors	1	1	1	1	1	0	
Total Employees	1	1	1	1	1	0	
CIRCUIT COURT CLERK [0202]							
Office Associate I	0	0	0	0	0	0	
Chief Deputy	1	1	1	1	1	0	
Clerk of Circuit Court	1	1	1	1	1	0	
Deputy Court Clerk I	3	3	2	2	2	0	
Deputy Court Clerk II	1	1	2	2	2	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]							
Tax Compliance Auditor	0	0	0	0	0	0	

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	Amended FY 19-20	Amended FY 20-21	Amended FY 21-22	Adopted FY 22-23	Amended FY 22-23	Change from Adopted (Amendments) FY22-23	Change NOTES
Deputy License Inspector	1	1	1	1	1	0	
Commissioner of the Revenue	1	1	1	1	1	0	
Deputy Commissioner of Revenue	3	3	3	3	3	0	
Senior Deputy Commissioner of Revenue	0	0	0	0	0	0	
Chief Deputy Commissioner of Revenue	1	1	1	1	1	0	
Total Employees	6	6	6	6	6	0	
COMMONWEALTH'S ATTORNEY [0204]							
Administrative Associate	0	0	0	0	0	0	
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	

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	Amended FY 19-20	Amended FY 20-21	Amended FY 21-22	Adopted FY 22-23	Amended FY 22-23	Change from Adopted (Amendments) FY22-23	Change NOTES
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	
COUNTY ADMINISTRATION [0101]							
County Administrator	1	1	1	1	1	0	
Deputy County Administrator	1	1	1	0	0	0	
Executive Assistant/ Deputy Clerk	0	0	0	0	0	0	
Public Information Officer	0	0	0	0	1	1	Approved 7/12/2022
Project Management Specialist	0	0	0	0	0	0	
Total Employees	2	2	2	1	2	1	
COUNTY ATTORNEY [0102]							
Senior Legal Assistant	1	1	1	1	1	0	
County Attorney	1	1	1	1	1	0	
County Attorney (PT)	0.5	0.5	0.5	0.5	0.5	0	
Total Employees	2.5	2.5	2.5	2.5	2.5	0	
COUNTY GARAGE [0502]							
Mechanic	2	2	2	2	2	0	
Master Mechanic	0	0	0	0	0	0	
Apparatus Technician	2	2	2	2	1	-1	

**FOR REVISION 9/13/2022 -
ASSESSOR (Reclassification -
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POSITION CHART FUNDED POSITIONS

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	Funded	Funded	Funded	Funded	Funded	Funded	
	Amended	Amended	Amended	Adopted	Amended	Change from Adopted (Amendments)	Change
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 22-23	FY 22-23	NOTES
Fleet Supervisor	0	0	0	0	1	1	Reclassification approved August 9, 2022 (Apparatus Technician to Fleet Supervisor)
Manager IV, Fleet	1	1	1	1	1	0	
Administrative Support Specialist III	0	0	1	1	1	0	
Total Employees	5	5	6	6	6	0	
ECONOMIC DEVELOPMENT [2161]							
Administrative Support Specialist II	0	0	0	0	0	0	
Executive Assistant	1	1	1	1	1	0	
Specialist, Economic Development	1	1	1	1	1	0	
Director, Economic Development	0	0	0	1	1	0	
Total Employees	2	2	2	3	3	0	
EMERGENCY COMMUNICATIONS CENTER [0603]							
Communications Officer	14	14	14	14	14	0	
Communications Supervisor	2	2	2	2	2	0	
Manager VI (formerly V), Emergency Communications Center	1	1	1	1	1	0	
Total Employees	17	17	17	17	17	0	
FINANCE [0402]							
Accounting Clerk	1	1	1	1	1	0	
Payroll Specialist	1	1	1	1	1	0	
Payroll Supervisor	1	1	1	1	1	0	
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	0	
Deputy Director of Fire & EMS	0	0	0	0	0	0	
Manager II, Fire/EMS Business Management	1	1	1	1	1	0	

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	Funded	Funded	Funded	Funded	Funded	Funded	Change from Adopted (Amendments)	Change NOTES
	Amended FY 19-20	Amended FY 20-21	Amended FY 21-22	Adopted FY 22-23	Amended FY 22-23	Amended FY 22-23	FY 22-23	
Captain	3	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	
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	

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	Amended FY 19-20	Amended FY 20-21	Amended FY 21-22	Adopted FY 22-23	Amended FY 22-23	Change from Adopted (Amendments) FY22-23	Change NOTES
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 [0604]							
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							

**FOR REVISION 9/13/2022 -
ASSESSOR (Reclassification -
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	Amended FY 19-20	Amended FY 20-21	Amended FY 21-22	Adopted FY 22-23	Amended FY 22-23	Change from Adopted (Amendments) FY22-23	Change NOTES
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	
Manager VI, Planning	1	0	0	0	0	0	
Planner I	0	1	1	1	1	0	
Planner II	0	1	1	1	1	0	
Planner	0	0	0	0	0	0	
Total Employees	3	3	3	3	3	0	
POLICE [0601]							
Administrative Support Specialist III	1	1	1	1	1	0	
Chief of Police	1	1	1	1	1	0	
Police Sergeant	6	6	6	6	6	0	
Police Captain	1	1	1	1	1	0	
Police Major	1	1	1	1	1	0	
Police Officer	44	44	43	44	44	0	
Police Officer First Class						0	
Senior Police Officer						0	
Master Police Officer						0	
Career Police Officer						0	
Administrative Support Specialist I	1	1	1	1	1	0	
Crime Analyst	1	1	1	1	1	0	
Administrative Support Specialist III (PTR)	0.5	0.5	0.5	0.5	0.5	0	
Accreditation Manager	0	0	1	1	1	0	
Property & Evidence Technician	0	0	0	0	0	0	
Public Safety Information System Specialist	0	0	0	0	0	0	
Police Lieutenant	6	6	5	6	6	0	
Total Employees	62.5	62.5	62.5	63.6	63.6	0	
RECREATION [0605]							
Sr. Grounds Maintenance Wkr	2	1	1	1	1	0	
Coordinator I, Grounds Maintenance & Tourism		1	1	1	1	0	
Coordinator I, Assistant Athletics	1	1	1	1	1	0	
Coordinator V, Athletics	1	0	0	0	0	0	
Manager V, Sports & Tourism		1	1	1	1	0	
Dir. of Parks and Recreation	1	1	1	1	1	0	

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	Amended	Amended	Amended	Adopted	Amended	Change from Adopted (Amendments)	Change
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 22-23	FY 22-23	NOTES
Coordinator I, Parks Special Activities	1	1	1	1	1	0	
Administrative Support Specialist III		1	1	1	1	0	
Administrative Support Specialist II	1	0	0	0	0	0	
Total Employees	7	7	7	7	7	0	
REGISTRAR [0901]							
Deputy Registrar	1	1	1	1	1	0	
Deputy Registrar; PTR	0.5	0.5	0.5	0.5	0.5	0	
General Registrar	1	1	1	1	1	0	
Total Employees	2.5	2.5	2.5	2.5	2.5	0	
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	0	

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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	
VJCCCA [0909]							
Coordinator III, Community Services	1	1	1	1	1	0	
Total Employees	1	1	1	1	1	0	
UTILITIES [7001]							
Utility Billing/Collection Specialist I	1	1	1	1	1	0	
Utility Billing/Collection Specialist II	2	2	2	2	2	0	
Utility Billing/Collection Specialist III	0	0	0	0	0	0	
Manager V, Utility Office Management	1	1	1	1	1	0	
Utility Worker I	3	3	3	3	3	0	
Utility Worker II	0	0	0	0	0	0	
Utility Worker III	1	1	1	1	1	0	
Utility Worker III (PART TIME)	0	0	0	0.5	0.5	0	
Utility Waterworks Operator	1	1	1	1	1	0	
Meter Technician	0	1	1	1	1	0	
Utility Supervisor	1	0	0	0	0	0	
Senior Utility Worker	2	2	2	2	2	0	
Utility Project Engineer	0	1	1	1	1	0	
Dir. Of Engineering & Utilities	1	1	1	1	1	0	

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	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 22-23	FY22-23	NOTES
Manager V, Utility Operations Management	1	1	1	1	1	0	
Total Employees	14	15	15	15.5	15.5	0	
Total	273.0	275.0	280.5	284.5	286.0	1.5	
FULL-TIME	269.0	271.0	277.0	280.0	282.0	2.0	
PART-TIME	4.00	4.00	3.50	4.50	4.00	(0.50)	

A Difference Exists Between Authorized and Funded #

ASSESSOR [0401]	
Senior Real Estate Appraiser	-1.0
COMMUNITY DEVELOPMENT AND CODE COMPLIANCE [0300]	
Manager VI, Planning	-1.0
COUNTY ADMINISTRATION [0101]	
Project Management Specialist	-1.0
Deputy County Administrator	-1.0
ECONOMIC DEVELOPMENT [2151]	
Director, Economic Development	0.0
GENERAL PROPERTIES [0504]	
Courier/ Stock Clerk	-1.0
Deputy General Services Director	-1.0
	-6.0

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 13th day of September, 2022:

Present:

Vote:

Marlene J. Waymack, Chair
Donald R. Hunter, Vice-Chair
Floyd M. Brown, Jr.
Alan R. Carmichael
T. J. Webb

A-5

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

RESOLUTION; MODIFICATION TO FY2022-2023 POSITION CONTROL CHART for the County Real Estate Assessor's Office with the following changes:

- Decrease 1 Coordinator IV, Real Estate Operations, Increase 1 FT Senior Real Estate Appraiser

NOW, THEREFORE, BE IT RESOLVED that this Board of Supervisors of the County of Prince George this 13th day of September, 2022 hereby approves the requested changes to the FY2022-2023 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:

Jeffrey D. Stoke
County Administrator