

# Issue Analysis Form



**Date:** January 24, 2023  
**Item:** Change Part-Time Commonwealth's Attorney Position to Full-Time  
**Lead Department(s):** Human Resources / Commonwealth's Attorney  
**Contact Person(s):** Corrie Hurt, Human Resources Director & Susan Fierro, Commonwealth's Attorney

### Description and Current Status

The Board of Supervisors received a report at its January 10 meeting, that due an increase in caseload and jury trials, the Commonwealth's Attorney is requesting conversion of her part-time Assistant Commonwealth's Attorney to full-time. The position is currently funded by the Virginia Compensation Board as part-time, and the part-time Assistant Commonwealth's Attorney resigned effective November 25, 2022. There have been very few qualified applicants who have applied for the part-time position as posted, and salary demands exceed available funding. The estimated fiscal impact of this change for FY2023, with an estimated February 1, 2023 fill date is \$25,806 (salary and benefits). This impact is net of wage and FICA savings projected from the part-time Attorney's November 25 resignation. This position is supported by the Compensation Board as a part-time position. It is **not expected** that the Compensation Board will change the position to a full-time position, but the Commonwealth's Attorney will make a request. The full-year impact for FY2024 is \$80,863, net of any salary increases that may occur for FY2024.

**Board Action Requested:** Authorize change to FY22-23 Position Control Chart and transfer from General Fund Contingency of \$25,806 to cover FY23 fiscal impact (with expected fill date of 2/1/2023).

Requested FY2023 Budget Amendment / Transfer is shown below:

Fund/Organization:

#### General Fund

#### Expenditure Increase / (Decrease)

0100-02-020-0204-41100	Comm Atty Salaries	\$	37,530.00
0100-02-020-0204-41300	Comm Atty PT Wages	\$	(24,412.00)
0100-02-020-0204-42100	Comm Atty FICA	\$	1,004.00
0100-02-020-0204-42210	Comm Atty VRS Retire	\$	6,170.00
0100-02-020-0204-42300	Comm Atty Hlth Ins.	\$	4,813.00
0100-02-020-0204-42400	Comm Atty GT Life Ins	\$	503.00
0100-02-020-0204-42400	Comm Atty Disability	\$	198.00
0100-09-401-0917-49199	Gen Fund Contingency	\$	(25,806.00)

### 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

A fiscal impact of \$25,806 (salary and benefits) is estimated with a February 1, 2023 position fill date. Full year impact for FY2024, and beyond, is \$80,863, net of any salary or benefit increases.

### County Impact

Making the position full-time will result in recruiting an attorney to handle dockets, bench trials, and jury trials. The previous part-time attorney handled complex domestic violence and crimes against children and currently all attorneys in the office are absorbing those cases into their caseload. Additionally, converting the position from part-time to full-time will assist with the increased caseload caused by an increase the number of jury trials. The number of jury trials in 2019 was 4, and in 2022, 35 defendants requested a jury trial with 11 cases going forward. When accounting for multiple day jury trials being handled by more than 1 prosecutor, we had 34 days of jury trials in 2022 compared with 4 days in 2019.

### Notes

**FOR REVISION 01/24/2023 -  
COMMONWEALTH'S ATTORNEY -  
CONVERSION OF PART-TIME ASSISTANT  
COMMONWEALTH'S ATTY TO FULL-TIME**

## POSITION CHART FUNDED POSITIONS

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

	Funded	Funded	Funded	Funded	Funded	Funded	Change
	Amended	Amended	Amended	Adopted	Amended	Change from	Change
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 22-23	Adopted	NOTES
						(Amendments)	
						FY22-23	
<b>ANIMAL CONTROL [0611]</b>							
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	
<b>Total Employees</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>0</b>	
<b>ASSESSOR [0401]</b>							
Real Estate Appraiser I or II	2	2	1	1	1	0	
Senior Real Estate Appraiser	0	0	1	1	2	1	Approved 9/13/2022
Real Estate Assessor	1	1	1	1	1	0	
Coordinator IV, Real Estate Operations	1	1	1	1	0	-1	Approved 9/13/2022
Real Estate Technician	1	1	1	1	1	0	
<b>Total Employees</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>0</b>	
<b>BOARD OF SUPERVISORS [0100]</b>							
Clerk to the Board of Supervisors	1	1	1	1	1	0	
<b>Total Employees</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	
<b>CIRCUIT COURT CLERK [0202]</b>							
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	
<b>Total Employees</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>0</b>	
<b>CIRCUIT COURT JUDGE [0902]</b>							
Court Administrator	1	1	1	1	1	0	
<b>Total Employees</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	
<b>COMMISSIONER OF THE REVENUE [0200]</b>							
Tax Compliance Auditor	0	0	0	0	0	0	
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	

**FOR REVISION 01/24/2023 -  
COMMONWEALTH'S ATTORNEY -  
CONVERSION OF PART-TIME ASSISTANT  
COMMONWEALTH'S ATTY TO FULL-TIME**

# 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
<b>Total Employees</b>	6	6	6	6	6	0	
<b>COMMONWEALTH'S ATTORNEY [0204]</b>							
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	3	1	For Consideration 1/24/2023 - Conversion of Part-Time Assistant CA to Full-Time Asst CA
Asst. Commonwealth's Attorney FT - GRANT FUNDED & SHARED WITH THE CITY OF HOPEWELL	0	0	0	0	1	1	Approved 1/10/2023
Asst. Commonwealth's Attorney PT	0.5	0.5	0.5	0.5	0	-0.5	For Consideration 1/24/2023 - Conversion of Part-Time Assistant CA to Full-Time Asst CA
Deputy Commonwealth's Attorney FT	0	0	0	1	1	0	
Commonwealth's Attorney	1	1	1	1	1	0	
<b>Total Employees</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	<b>9</b>	<b>1.5</b>	
<b>COMMUNITY CORRECTIONS [2179 / 2178]</b>							
Dir. of Community Corrections	1	1	1	1	1	0	
Manager IV, Corrections Program Management	1	1	1	1	1	0	
74 Probation Officer	4	4	4	4	4	0	
Administrative Support Specialist II	1	1	1	1	1	0	
<b>Total Employees</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>0</b>	
<b>COMMUNITY CORRECTIONS (PRETRIAL) [2174 / 2178 / 2179]</b>							
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	
<b>Total Employees</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>0</b>	
<b>DRUG COURT [0920]</b>							
Drug Court Administrator	0	1	1	1	1	0	
<b>Total Employees</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	
<b>COMMUNITY DEVELOPMENT AND CODE COMPLIANCE [0300]</b>							

# POSITION CHART FUNDED POSITIONS

**FOR REVISION 01/24/2023 -  
COMMONWEALTH'S ATTORNEY -  
CONVERSION OF PART-TIME ASSISTANT  
COMMONWEALTH'S ATTY TO FULL-TIME**

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	Funded	Funded	Funded	Funded	Funded	Funded	Change
	Amended	Amended	Amended	Adopted	Amended	Change from	Change
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 22-23	Adopted	NOTES
						(Amendments)	
						FY22-23	
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	
<b>Total Employees</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>0</b>	
<b>COUNTY ADMINISTRATION [0101]</b>							
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	
<b>Total Employees</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>1</b>	
<b>COUNTY ATTORNEY [0102]</b>							
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	
<b>Total Employees</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>0</b>	
<b>COUNTY GARAGE [0602]</b>							
Mechanic	2	2	2	2	2	0	
Master Mechanic	0	0	0	0	0	0	
Apparatus Technician	2	2	2	2	1	-1	
							Reclassification approved August 9, 2022 (Apparatus Technician to Fleet Supervisor)
Fleet Supervisor	0	0	0	0	1	1	
Manager IV, Fleet	1	1	1	1	1	0	
Administrative Support Specialist III	0	0	1	1	1	0	

**FOR REVISION 01/24/2023 -  
COMMONWEALTH'S ATTORNEY -  
CONVERSION OF PART-TIME ASSISTANT  
COMMONWEALTH'S ATTY TO FULL-TIME**

## 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) FY 22-23	Change NOTES
<b>Total Employees</b>	5	6	6	6	6	0	
<b>ECONOMIC DEVELOPMENT [2151]</b>							
Administrative Support Specialist II	0	0	0	0	0	0	
Executive Assistant	1	1	1	1	1	0	
Specialist, Economic Development & Tourism	1	1	1	1	1	0	
Director, Economic Development & Tourism	0	0	0	1	1	0	
<b>Total Employees</b>	2	2	2	3	3	0	
<b>EMERGENCY COMMUNICATIONS CENTER [0603]</b>							
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	
<b>Total Employees</b>	17	17	17	17	17	0	
<b>FINANCE [0402]</b>							
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	
<b>Total Employees</b>	7	7	7	7	7	0	
<b>FIRE &amp; EMS [0610]</b>							
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	1	1	1	0	
Captain 1	1	1	1	1	1	0	
Captain 2	1	1	1	1	1	0	
Lieutenant	9	9	9	12	12	0	
Lieutenant 1	1	1	1	1	1	0	
Lieutenant 2	1	1	1	1	1	0	
Logistics Supervisor / Officer	1	1	1	1	1	0	

**FOR REVISION 01/24/2023 -  
COMMONWEALTH'S ATTORNEY -  
CONVERSION OF PART-TIME ASSISTANT  
COMMONWEALTH'S ATTY TO FULL-TIME**

# POSITION CHART FUNDED POSITIONS

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	Funded	Funded	Funded	Funded	Funded	Funded	Change
	Amended	Amended	Amended	Adopted	Amended	Change from	Change
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 22-23	Adopted	NOTES
						(Amendments)	
						FY22-23	
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	
<b>Total Employees</b>	<b>25</b>	<b>25</b>	<b>28</b>	<b>34</b>	<b>34</b>	<b>0</b>	
<b>EMERGENCY MANAGEMENT (0612)</b>							
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	
<b>Total Employees</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>1</b>	<b>0.5</b>	
<b>FIRE &amp; EMS [SAFER GRANT (0615 &amp; 0616)] - BOTH GRANTS LAPSED [POSITIONS REFLECTED IN FIRE &amp; EMS 0610]</b>							
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	
Captain 2 (Volunteer Fire/EMS Training) [0615]						0	
Fire Captain, Volunteer Fire/EMS Training [0615]	0	0	0	0	0	0	
<b>Total Employees</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>GENERAL PROPERTIES (0604)</b>							
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	

**FOR REVISION 01/24/2023 -  
COMMONWEALTH'S ATTORNEY -  
CONVERSION OF PART-TIME ASSISTANT  
COMMONWEALTH'S ATTY TO FULL-TIME**

## 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
Deputy Director General Services	0	0	0	0	0	0	
General Services Director	1	1	1	1	1	0	
<b>Total Employees</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>0</b>	
<b>HUMAN RESOURCES [0103]</b>							
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	
<b>Total Employees</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>	
<b>INFORMATION TECHNOLOGY [0403]</b>							
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	
<b>Total Employees</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>0</b>	
<b>PLANNING</b>							
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	
<b>Total Employees</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>	
<b>POLICE [0601]</b>							
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	

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CONVERSION OF PART-TIME ASSISTANT  
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	Amended	Amended	Amended	Adopted	Amended	Change from	Change
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 22-23	Adopted	NOTES
						(Amendments)	
						FY22-23	
Police Major	1	1	1	1	1	0	
Police Officer	44	44	43	44	45	1	Approved new SRO 9/13/2022
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	6	6	6	0	
<b>Total Employees</b>	<b>62.5</b>	<b>62.5</b>	<b>62.5</b>	<b>63.5</b>	<b>64.5</b>	<b>1</b>	
<b>RECREATION [0605]</b>							
Sr. Grounds Maintenance Wkr	2	1	1	1	1	0	
Coordinator I, Grounds Maintenance & Tourism		1	1	1	0	-1	Approved 11/9/2022 (Conversion of Coordinator I to Supervisor)
Grounds Maintenance & Tourism Supervisor				0	1	1	
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	
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	
<b>Total Employees</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>0</b>	
<b>REGISTRAR [0901]</b>							
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	
<b>Total Employees</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>0</b>	
<b>SHERIFF [0203]</b>							
Chief Deputy	1	1	1	1	1	0	
Deputy Sheriff - FT	6	6	6	6	6	0	



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	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 22-23	Adopted	NOTES
						(Amendments)	
						FY22-23	
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	
<b>Total Employees</b>	<b>11.5</b>	<b>11.5</b>	<b>11.5</b>	<b>11.5</b>	<b>11.5</b>	<b>0</b>	
<b>SOCIAL SERVICES [0701]</b>							
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	
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	
<b>Total Employees</b>	<b>26.6</b>	<b>26.6</b>	<b>28.5</b>	<b>30</b>	<b>30</b>	<b>0</b>	
<b>TREASURER [0201]</b>							
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	
<b>Total Employees</b>	<b>6.5</b>	<b>6.5</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>0</b>	
<b>VICTIM WITNESS [0906]</b>							
Victim Witness Advocate	0	0	0	1	1	0	
Coordinator IV (from II), Victim Witness Program	1	1	1	1	1	0	
<b>Total Employees</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>0</b>	

VJCCA [0909]

**FOR REVISION 01/24/2023 -  
COMMONWEALTH'S ATTORNEY -  
CONVERSION OF PART-TIME ASSISTANT  
COMMONWEALTH'S ATTY TO FULL-TIME**

# POSITION CHART FUNDED POSITIONS

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

	Funded	Funded	Funded	Funded	Funded	Funded	Change
	Amended	Amended	Amended	Adopted	Amended	Change from	Change
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 22-23	Adopted	NOTES
						(Amendments)	
						FY22-23	
Coordinator III, Community Services	1	1	1	1	1	0	
<b>Total Employees</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	
<b>UTILITIES [7001]</b>							
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	-0.5	Approved 9/13/2022 - Reclassification of Part-Time Utility Worker III to Utilities Inspector (use of some Stormwater Fees)
Utility Inspector	0	0	0	0	1	1	Approved 9/13/2022 - Reclassification of Part-Time Utility Worker III to Utilities Inspector (use of some Stormwater Fees)
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	
Manager V, Utility Operations Management	1	1	1	1	1	0	
<b>Total Employees</b>	<b>14</b>	<b>15</b>	<b>15</b>	<b>15.5</b>	<b>16</b>	<b>0.5</b>	
<b>Total</b>	<b>273.0</b>	<b>275.0</b>	<b>280.5</b>	<b>284.5</b>	<b>289.0</b>	<b>4.5</b>	
<b>FULL-TIME</b>	<b>269.0</b>	<b>271.0</b>	<b>277.0</b>	<b>280.0</b>	<b>286.0</b>	<b>6.0</b>	
<b>PART-TIME</b>	<b>4.00</b>	<b>4.00</b>	<b>3.50</b>	<b>4.50</b>	<b>3.00</b>	<b>(1.50)</b>	

A Difference Exists Between Authorized and Funded #

<b>ASSESSOR [0401]</b>							
Senior Real Estate Appraiser							-1.0
<b>COMMUNITY DEVELOPMENT AND CODE COMPLIANCE [0300]</b>							
Manager VI, Planning							-1.0

**FOR REVISION 01/24/2023 -  
COMMONWEALTH'S ATTORNEY -  
CONVERSION OF PART-TIME ASSISTANT  
COMMONWEALTH'S ATTY TO FULL-TIME**

## POSITION CHART FUNDED POSITIONS

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

	Funded	Funded	Funded	Funded	Funded	Funded	Change
	Amended	Amended	Amended	Adopted	Amended	Change from	NOTES
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 22-23	Adopted	
						(Amendments)	
						FY22-23	
<b>COUNTY ADMINISTRATION [0101]</b>							
Project Management Specialist							-1.0
Deputy County Administrator							-1.0
<b>ECONOMIC DEVELOPMENT [2151]</b>							
Director, Economic Development							0.0
<b>GENERAL PROPERTIES [0504]</b>							
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 24<sup>th</sup> day of January, 2023:

Present:

Vote:

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

A-1

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 AMENDMENT (\$25,806)

- Change Part-Time Assistant Commonwealth’s Attorney to Full-Time [General Fund budget; Commonwealth’s Attorney 0204]

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 24<sup>th</sup> day of January, 2023 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 24<sup>th</sup> day of January, 2023, 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;

Continued

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
<b>Budget Amendment:</b>		
<b>General Fund</b>		
<b>Expenditure – Increase (Decrease):</b>		
0100-02-020-0204-41100	Commonwealth’s Attorney Salaries	\$ 37,530.00
0100-02-020-0204-41300	Commonwealth’s Atty PT Wages	( \$24,412.00)
0100-02-020-0204-42100	Commonwealth’s Atty FICA SS/Med	\$ 1,004.00
0100-02-020-0204-42210	Commonwealth’s Atty VRS Retirement	\$6,170.00
0100-02-020-0204-42300	Commonwealth’s Atty Health Ins.	\$ 4,813.00
0100-02-020-0204-42400	Commonwealth’s Atty Group Life Ins.	\$ 503.00
0100-02-020-0204-42400	Commonwealth’s Atty Disability Ins.	\$ 198.00
	<b>SUB-TOTAL</b>	<b>\$25,806.00</b>
0100-09-401-0917-49199	General Fund Contingency	(\$25,806.00)

A Copy Teste:

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Jeffrey D. Stoke  
County Administrator