

# AUTHORIZED POSITIONS PER DEPARTMENT

		<u>FY 96</u>	<u>FY 97</u>
Board of Supervisors	<u>Full-Time Permanent</u> Secretary to the Board	1	1
County Attorney	<u>Full-Time Permanent</u> County Attorney	1	1
	Deputy County Attorney	1	1
	Administrative Secretary	1	1
	Secretary	<u>0.25 *</u>	<u>0</u>
		3.25	3
	<u>Part-Time Permanent</u> Secretary	0	1 *
	<u>Part-Time Temporary</u> Law Clerk	480 hours	480 hours
County Administration	<u>Full-Time Permanent</u> County Administrator	1	1
	Assistant County Administrator	1	1
	Administrative Aide	1	1
	Secretary	<u>0.25 *</u>	<u>0</u>
		3.25	3
	<u>Part-Time Permanent</u> Secretary	0	1 *
	<u>Part-Time Temporary</u> Senior Office Assistant	504 hours	504 hours

\*One-fourth of full-time position in FY 96 redesigned as a part-time permanent position in FY 97.

**AUTHORIZED POSITIONS PER DEPARTMENT**

		<u><b>FY 96</b></u>	<u><b>FY 97</b></u>
Human Resource	<u>Full-Time Permanent</u>		
	Human Resource Manager	1	1
	Senior Personnel Analyst	1	1
	Personnel Analyst	1	1
	Personnel Assistant	<u>1</u>	<u>1</u>
		4	4
	<u>Part-Time Temporary</u>		
	Senior Office Assistant	780 hours	780 hours
Training and Quality Performance	<u>Full-Time Permanent</u>		
	Training and Quality Performance Coordinator	1	1
	Management Analyst	2	2
	Secretary	<u>0.50 *</u>	<u>0.50 *</u>
		3.50	3.50
Volunteer Services	<u>Full-Time Permanent</u>		
	Volunteer Coordinator	1	1
	Secretary	<u>0.50 *</u>	<u>0.50 *</u>
	1.50	1.50	

\*One-half of full-time position shared between Volunteer Services and Training and Quality Performance.

**AUTHORIZED POSITIONS PER DEPARTMENT**

		<u>FY 96</u>	<u>FY 97</u>
General Registrar	<u>Full-Time Permanent</u>		
	General Registrar	1	1
	Chief Assistant General Registrar	1	1
	Assistant General Registrar	<u>1</u>	<u>1</u>
		3	3
	<u>Part-Time Permanent</u>		
	Assistant General Registrar (1,352 hours)	1	1
	<u>On-Call</u>		
	Office Assistant	300 hours	300 hours
	Electoral Board/Elections	Appointed Electoral Board	3
Financial and Management Services	<u>Full-Time Permanent</u>		
	Manager of Financial and Management Services	1	1
	Assistant Manager	1	1
	Senior Administrative Secretary	1	1
	Secretary	1	1
	Office Assistant	<u>1</u>	<u>1</u>
		5	5

# AUTHORIZED POSITIONS PER DEPARTMENT

		<u>FY 96</u>	<u>FY 97</u>
Accounting	<u>Full-Time Permanent</u>		
	Accounting Supervisor	1	1
	Senior Accountant	1	1
	Payroll Specialist	1	1
	Account Clerk III	1	0
	Account Clerk II	2	2
	Accounting Technician	<u>1</u>	<u>2</u>
		7	7
	<u>Part-Time Temporary</u>		
	Interns	1,180 hours	1,180 hours
Commissioner of the Revenue	<u>Constitutional Officer</u>		
	Commissioner of the Revenue	1	1
	<u>Full-Time Permanent*</u>		
	Deputy Commissioner	1	1
	Business License Inspector	1	1
	Tax Examiner II	2	2
	Tax Examiner I	3	3
	Tax Auditor	<u>1</u>	<u>1</u>
		8	8
	<u>Full-Time Permanent**</u>		
	Tax Examiner I	0	1
	<u>Full-Time Temporary**</u>		
	Tax Examiners	1	0

\*Positions partially funded by the State.

\*\*Position totally funded by the County, was temporary in FY 96.

## AUTHORIZED POSITIONS PER DEPARTMENT

		<u>FY 96</u>	<u>FY 97</u>
Real Estate Assessments	<u>Full-Time Permanent</u>		
	Director of Real Estate Assessments	1	1
	Appraiser III	1	1
	Appraiser II	1	1
	Appraiser I	1	1
	GIS/Cartographic Technician	2	2
	Real Estate Information Specialist	1	1
	Customer Service/Technical Assistant	<u>2</u>	<u>2</u>
		9	9
Treasurer	<u>Constitutional Officer</u>		
	Treasurer	1	1
	<u>Full-Time Permanent*</u>		
	Assistant Treasurer	1	1
	Fiscal Technician	3	3
	Account Clerk I**	2	3
	Accounting Technician	<u>1</u>	<u>1</u>
		7	8
	<u>Part-Time Temporary**</u>		
	Account Clerk I	1,439 hours	1,377 hours

\*Positions approved and partially funded by the State.

\*\*Positions totally funded by the County.

**AUTHORIZED POSITIONS PER DEPARTMENT**

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		<u>FY 96</u>	<u>FY 97</u>
Purchasing	<u>Full-Time Permanent</u>		
	Purchasing Director	1	1
	Senior Buyer	1	1
	Buyer	<u>1</u>	<u>1</u>
		3	3
Fleet Maintenance	<u>Full-Time Permanent</u>		
	Fleet Maintenance Administrator	1	1
	Shop Foreman	1	1
	Automotive Mechanic*	5	4
	Automotive Inventory Specialist	<u>1</u>	<u>1</u>
	8	7	

\*One Mechanic in FY 96 was limited-term and isn't included in FY 1997.

# AUTHORIZED POSITIONS PER DEPARTMENT

		<u>FY 96</u>	<u>FY 97</u>
Building Maintenance	<u>Full-Time Permanent</u>		
	Facilities Management Administrator	1	1
	Building Maintenance Superintendent	1	1
	Facilities Maintenance Coordinator	0	1
	Custodial Supervisor	1	1
	Custodian	3	3
	Building Maintenance Specialist I	2	2
	Building Maintenance Specialist II	1	1
	HVAC/Electrical Assistant	2	2
	Secretary	1	0
	HVAC Technician	1	1
	Electrician	1	1
		14	14
	<u>Part-Time Permanent</u>		
	Custodian (8,060 hours)	7	7
	<u>On-call</u>		
	Custodian	1,807 hours	1,850 hours
Grounds Maintenance	<u>Full-Time Permanent</u>		
	Parks and Grounds Maintenance Superintendent	1	1
	Landscape Foreman	1	1
	Small Engine Mechanic	1	1
	Grounds Maintenance Specialist	3	4
	Grounds Maintenance Assistant	2	1
		8	8
	<u>Seasonal Positions</u>		
	Grounds Maintenance Assistants	2,058 hours	2,058 hours

# AUTHORIZED POSITIONS PER DEPARTMENT

	<u>FY 96</u>	<u>FY 97</u>
Information Resources Management <u>Full-Time Permanent</u>		
Data Processing/Information Center Director of Information Resources Management	1	1
Data Processing Administrator	1	1
Programmer Analyst	1	1
Programmer Analyst/Integrator	1	1
Telecommunications Network Specialist	0	1
Information Center Specialist	1	1
Microcomputer Specialist	2	2
Information Systems Operations Technician	1	1
	8	9
 Publications Management <u>Full-Time Permanent</u>		
Publications Management Supervisor	1	1
Publications Specialist I/II	2	2
	3	3
<u>Part-Time Permanent</u>		
Publications Specialist I/II (1,300 hours)	1	1
 Graphics <u>Full-Time Permanent</u>		
Graphics Specialist	1	1
 Records Management <u>Full-Time Permanent</u>		
Records and Imaging Specialist	1	1
Records Center Clerk	1	1
	2	2

**AUTHORIZED POSITIONS PER DEPARTMENT**

		<u>FY 96</u>	<u>FY 97</u>
Development Management	<u>Full-Time Permanent</u>		
	Development Manager	1	1
	Civil Engineer I	1	1
	Environmental Specialist	1	1
	Administrative Secretary	1	1
	Development Management Technician	<u>1</u>	<u>1</u>
		5	5
Planning and Development	<u>Full-Time Permanent</u>		
	Director of Planning	1	1
	Principal Planner	2	2
	Planner/Senior Planner	5	5
	Administrative Secretary	1	1
	Secretary	1	1
	Greenway Planner	<u>0</u>	<u>0.50</u> *
		10	10.50
	<u>Part-Time Temporary</u>		
	Development Management Technician	500 hours	375 hours

\*Position shared with Recreation Administration.

**AUTHORIZED POSITIONS PER DEPARTMENT**

		<u>FY 96</u>	<u>FY 97</u>
Code Compliance	<u>Full-Time Permanent</u>		
	Director of Code Compliance/Zoning Administrator	1	1
	Inspection Field Supervisor	1	1
	Inspector/Combination Inspector	6	7
	Plans Examiner	1	1
	Permit Technician	1	1
	Senior Permit Technician	1	1
	Code Compliance Officer	2	2
	Civil Engineer II	1	1
	Engineering Inspector	3	4
	Management Assistant	<u>1</u>	<u>1</u>
		18	20
Economic Development	<u>Full-Time Permanent</u>		
	Economic Development Director	1	1
	Secretary	0.50 *	0
	Economic Development Assistant	0	1 *
	Development Management Technician	<u>1</u>	<u>1</u>
		2.50	3

\*One-half of full-time position shared between Economic Development, County Administration, and County Attorney in FY 96, assigned full-time to Economic Development in FY 97.

# AUTHORIZED POSITIONS PER DEPARTMENT

		<u>FY 96</u>	<u>FY 97</u>
Refuse Disposal and Collection	<u>Full-Time Permanent</u>		
	Solid Waste Supervisor	1	1
	Solid Waste Assistant	1	1
	Convenience Center Attendant I	2	2
	Convenience Center Attendant II	<u>1</u>	<u>1</u>
		5	5
	<u>Part-time Permanent</u>		
	Recycling/Beautification Coordinator	1,040 hours	1,560 hours
	<u>Full-Time Temporary</u>		
	Convenience Center Attendant	1	1
	<u>Part-Time Temporary</u>		
	Convenience Center Attendant	1,248 hours	1,248 hours
	<u>On-call</u>		
	Convenience Center Attendants	720 hours	720 hours
Mosquito Control	<u>Seasonal Positions</u>		
	Assistant Biologist	1,000 hours	1,160 hours
	Mosquito Control Technician	800 hours	0 hours
	Mosquito Control Operator	<u>300 hours</u>	<u>500 hours</u>
		2,100 hours	1,660 hours

**AUTHORIZED POSITIONS PER DEPARTMENT**

		<u>FY 96</u>	<u>FY 97</u>
Contribution to Courts/Judicial	<u>Circuit Court</u>		
	<u>Full-Time Permanent*</u>		
	Court Administrator	2	2
	<u>Temporary*</u>		
	Law Clerk (1,317 hours)	1	1
Clerk of the Circuit Court	<u>Constitutional Officer</u>		
	Clerk of the Circuit Court	1	1
	<u>Full-Time Other**</u>		
	Deputy Clerk IV	1	1
	Deputy Clerk II	4	4
	Deputy Clerk I	4	4
		<u>4</u>	<u>4</u>
		9	9
	<u>Part-Time Other***</u>		
	Assistant to Clerk (2,184 hours total)	2	2
	Part-Time Temporary***		
	General Office Clerical	1,560 hours	1,560 hours

\*Positions funded 50 percent by County and 50 percent by the City of Williamsburg.

\*\*Positions funded by the State.

\*\*\*Positions funded by the County.

# AUTHORIZED POSITIONS PER DEPARTMENT

		<u>FY 96</u>	<u>FY 97</u>
Commonwealth Attorney	<u>Constitutional Officer</u>		
	Commonwealth Attorney	1	1
	 <u>Full-Time Other*</u>		
	Assistant Commonwealth Attorney III	1	1
	Assistant Commonwealth Attorney II	1	1
	Paralegal Assistant	1	1
	Secretary	1	1
	Administrative Assistant I	<u>1</u>	<u>1</u>
		5	5
	 <u>Full-Time, Limited Term**</u>		
	Assistant Commonwealth Attorney II	0	1
	 <u>Part-Time Temporary**</u>		
	Law Clerk (1,000 hours)	1	1
	Sheriff	<u>Constitutional Officer</u>	
Sheriff		1	1
 <u>Full-Time Other***</u>			
Deputy Sheriff		5	5
Process Server		<u>1</u>	<u>1</u>
	6	6	

\*Positions approved and partially funded by the State, new Assistant Commonwealth Attorney in FY 97 may be partially funded by the

\*\*Positions funded by the County and the City of Williamsburg.

\*\*\*Positions approved and funded by the State.

# AUTHORIZED POSITIONS PER DEPARTMENT

		<u>FY 96</u>	<u>FY 97</u>
Police Department	<u>Full-Time Permanent</u>		
	Police Chief	1	1
	Police Major	1	1
	Police Captain	1	1
	Investigator/Sr. Investigator	5	6
	Lieutenant	5	6
	Property Control Officer	0	1
	Police Officer/Senior Officer/Master Officer	38 *	36 *
	Crime Prevention Officer	1	1
	Police Planner	1	1
	Administrative Secretary	1	1
	Police Records Clerk	1	1
	Senior Office Assistant	1	1
		<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
		56	57
	<u>Full-Time, Limited-Term</u>		
	Police Officer	2	2
	<u>Part-Time, Limited-Term</u>		
	Grant Administrator	1	1
Animal Control	<u>Full-Time Permanent</u>		
	Animal Warden	1	1
	Deputy Animal Warden	1	1
		<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
		2	2
		<u>On-Call</u>	
	Deputy Animal Warden	1,230 hours	1,230 hours
	<u>Part-Time Temporary</u>		
	Deputy Animal Warden	1,560 hours	1,560 hours

\*Two Officers as overauthorizations to address turnover.

# AUTHORIZED POSITIONS PER DEPARTMENT

		<u>FY 96</u>	<u>FY 97</u>
Fire Department	<u>Full-Time Permanent</u>		
	Fire Chief	1	1
	Deputy Chief of Training and Operations	1	1
	Fire/EMS District Chief	3	3
	Fire/EMS Captain	12	12
	Fire Inspector	1	1
	Fire Prevention and Safety Officer	1	1
	Firefighter/Senior Firefighter/Firefighter Medic/Senior Firefighter Medic	33	34
	Administrative Secretary	<u>1</u>	<u>1</u>
		53	54
	<u>Part-Time Permanent</u>		
	Senior Office Assistant (1,040 hours)	1	1
Emergency Medical Services	<u>Full-Time Permanent</u>		
	Fire/EMS Captain	3	3
	Firefighter Medic/Senior Firefighter Medic/Firefighter/ Senior Firefighter	13	13
	District Chief	<u>1</u>	<u>1</u>
		17	17
Emergency Services	<u>Full-Time Permanent</u>		
	Administrative Secretary	1	1
	<u>Part-Time Permanent</u>		
	Deputy EMS Coordinator (1,248 hours)	1	1

# AUTHORIZED POSITIONS PER DEPARTMENT

		<u>FY 96</u>	<u>FY 97</u>
Radio Maintenance	<u>Full-Time Permanent</u> Electronics Technician	1	1
Central Dispatch	<u>Full-Time Permanent</u> Emergency Communications Director	1	1
	Telecommunicator Trainee/Telecommunicator	6	6
	Senior Telecommunicator	4	4
		11	11
	<u>Part-Time Permanent</u> Telecommunicator Trainee/Telecommunicator (2,080 hours (4,160 hours FY 97)	2	4
	<u>On-Call</u> Telecommunicator Trainee/Telecommunicator	1,260 hours	0
Community Services Office	<u>Full-Time Permanent</u> Community Services Manager	1	1
	Assistant Manager	1	1
	Administrative Secretary	1	1
	Social Work Supervisor	1	1
	Human Services Specialist	0	1
		4	5
	<u>Full-Time, Limited-Term</u> Teacher/Job Development Specialist	1	0

## AUTHORIZED POSITIONS PER DEPARTMENT

		<u>FY 96</u>	<u>FY 97</u>
Communications and Neighborhood Connections	<u>Full-Time Permanent</u>		
	Communications and Neighborhoods Administrator	1	1
	Communications/Video Services Coordinator	1	1
	Neighborhood Resource Officer	1 ***	1
	Video Engineer	<u>1</u>	<u>1</u>
		4	4
	<u>Full-Time, Limited-Term</u>		
	Communications/Cable Specialist*	0	1
	<u>Part-Time Limited-Term*</u>		
	Communications Specialist (1,040 hours)	1	0
Satellite Office	<u>Full-Time Permanent</u>		
	Citizens Assistance Officer II	1	1
	Citizens Assistance Officer I	<u>1</u>	<u>1</u>
		2	2
	<u>Part-Time Permanent</u>		
Citizen Assistance Officer I	0 **	1	
Recreation Services	<u>Full-Time Permanent</u>		
	Recreation Program Administrator	1	1
	Secretary	1	1
	Recreation Program Assistants	0	2
	Recreation Program Specialist	3	3
	Sr. Recreation Program Specialist	<u>1</u>	<u>1</u>
	6	8	

\*Partially funded by the City of Williamsburg.

\*\*Previously an on-call position.

\*\*\*Added in mid-year, Fiscal 1996.

## AUTHORIZED POSITIONS PER DEPARTMENT

		<u>FY 96</u>	<u>FY 97</u>
Recreation Services, Cont.	<u>Part-Time Permanent</u>		
	Recreation Program Specialist I (1,560 hours)	1	0
	Recreation Site Coordinator	<u>0</u>	<u>8</u>
		1	8
	<u>Part-Time Temporary</u>		
	Recreation Program Assistant	1,640 hours	0 hours
	<u>Seasonal Positions</u>		
	Recreation Leader	16,413 hours	16,413 hours
	Recreation Site Coordinator	11,000 hours	2,440 hours
	Bus Driver	<u>763 hours</u>	<u>691 hours</u>
		28,176 hours	19,544 hours
Parks and Facilities	<u>Full-Time Permanent</u>		
	Parks and Recreation Facilities Coordinator	1	1
	Secretary	1	1
	Recreation Center Administrator	2	2
	Recreation Program Specialist	0	1 *
	Senior Customer Assistant	5	6 *
	Lead Custodian	2	2
	Aquatics Facilities Supervisor	1	1
	Aquatics Facilities Specialist	1	1
	Customer Assistant Supervisor	<u>1</u>	<u>1</u>
		14	16

## AUTHORIZED POSITIONS PER DEPARTMENT

		<u>FY 96</u>	<u>FY 97</u>
Parks and Facilities, Cont.	<u>Part-Time Permanent</u>		
	Lifeguard I (9,828 hours)	7	7
	Custodian (3,822 hours - FY 96) (9,150 hours - FY 97)	3	7 *
	Customer Assistant (10,244 hours - FY 96) (19,792 hours - I	10	16 *
	Park Supervisor (1,469 hours)	1	1
	Park Attendant (2,418 hours)	2	2
	Fitness Room Attendant (3,848 hours - FY 96) (9,176 hours	3	7 *
		26	40
	<u>On-Call</u>		
	Lifeguard	1,284 hours	1,284 hours
	Fitness Room Attendant	624 hours	624 hours
	Custodian	754 hours	338 hours
	Customer Assistant	730 hours	730 hours
		3,392 hours	2,976 hours
	<u>Seasonal Positions</u>		
	Lifeguard	2,563 hours	2,563 hours
	Customer Assistant	780 hours	780 hours
	Park Supervisor	920 hours	920 hours
	Park Attendant/Lead Park Attendant	5,856 hours	5,856 hours
		10,119 hours	10,119 hours

\*Thirteen new part-time permanent positions are proposed to open the expanded Recreation Center, each of these positions is budgete

## AUTHORIZED POSITIONS PER DEPARTMENT

		<u>FY 96</u>	<u>FY 97</u>
Recreation Administration	<u>Full-Time Permanent</u>		
	Director of Parks and Recreation	1	1
	Greenway Planner**	0	0.50
	Management Assistant	1	1
	Fiscal Specialist	<u>1</u>	<u>1</u>
		3	3.50
	<u>Part-Time Permanent</u>		
	Office Assistant (1,300 hours)	1	1
	<u>Part-Time Temporary</u>		
	Account Clerk I	1,040 hours	1,040 hours
Cooperative Extension Service	<u>Full-Time Other*</u>		
	Unit Administrator	1	1
	Extension Agent	<u>2</u>	<u>2</u>
		3	3

\* Funded primarily by Federal and State Governments.

\*\*Split with the Planning Division.