

# AUTHORIZED POSITIONS PER DEPARTMENT

		<u>FY 97</u>	<u>FY 98</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	<u>1</u>	<u>1</u>
		3	3
	<u>Part-Time Permanent</u>		
	Office Assistant (624 hours)	1	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
	Capital Projects Administrator*	<u>1</u>	<u>1</u>
		4	4
		<u>Part-Time Permanent</u>	
	Secretary (1,040 hours)	1	1
	<u>On-Call</u>		
	Senior Office Assistant	504 hours	100 hours

\* Added in September 1996.

# AUTHORIZED POSITIONS PER DEPARTMENT

		<u>FY 97</u>	<u>FY 98</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>On-Call</u>		
	Senior Office Assistant	780 hours	100 hours
Training and Quality Performance	<u>Full-Time Permanent</u>		
	Training and Quality Performance Coordinator	1	1
	Training and Quality Performance 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><b>FY 97</b></u>	<u><b>FY 98</b></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><b>FY 97</b></u>	<u><b>FY 98</b></u>
Accounting	<u>Full-Time Permanent</u>		
	Accounting Supervisor	1	1
	Senior Accountant	1	1
	Payroll Specialist	1	1
	Account Clerk II	2	2
	Accounting Technician	2	2
		<u>7</u>	<u>7</u>
		7	7
	<u>Full-Time Limited-Term*</u>		
	Accountant I	0	1
	Account Clerk I	0	1
		<u>0</u>	<u>1</u>
		0	2
	<u>Part-Time Temporary</u>		
Interns	1,180 hours	1,000 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	4	4
	Tax Auditor	1	1
		<u>9</u>	<u>9</u>
		9	9

\* Positions funded by Regional Jail and Juvenile Detention Commission.

\*\*Positions partially funded by the State.

# AUTHORIZED POSITIONS PER DEPARTMENT

		<u>FY 97</u>	<u>FY 98</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
	Real Estate 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*	1	1
	Account Clerk II**	2	4
	Accounting Technician*	<u>1</u>	<u>1</u>
		8	10
		<u>Part-Time Temporary**</u>	
Account Clerk I	1,377 hours	1,718 hours	

\*Positions approved and partially funded by the State.

\*\*Positions totally funded by the County.

# AUTHORIZED POSITIONS PER DEPARTMENT

		<u>FY 97</u>	<u>FY 98</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	4	4
	Automotive Inventory Specialist	<u>1</u>	<u>1</u>
		7	7
Facilities Management	<u>Full-Time Permanent</u>		
	Facilities Management Administrator	1	1
	Building Maintenance Superintendent	1	1
	Facilities Maintenance Coordinator	1	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
	HVAC Technician	1	1
	Electrician	<u>1</u>	<u>1</u>
		14	14
	<u>Part-Time Permanent</u>		
	Custodian (8,060 hours)	7	7
	<u>On-call</u>		
Custodian	1,850 hours	1,850 hours	

**AUTHORIZED POSITIONS PER DEPARTMENT**

		<u><b>FY 97</b></u>	<u><b>FY 98</b></u>
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 Assistant/Specialist	<u>5</u>	<u>5</u>
		8	8
	<u>Seasonal Positions</u>		
	Grounds Maintenance Assistants	2,058 hours	2,058 hours
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
	Information Center Specialist	1	1
	Microcomputer Specialist	2	1
	Microcomputer Network Specialist	0	1
	Information Systems Operations Technician	<u>1</u>	<u>1</u>
		8	8
Information Resources Management	<u>Full-Time Permanent</u>		
Information Technology	Publications Management Supervisor	1	1
	Publications Specialist I/II	2	2
	Telecommunications Network Specialist	1	1
	Graphics Specialist	1	1
	Records and Imaging Specialist	1	1
	Records Center Clerk	<u>1</u>	<u>1</u>
		7	7
	<u>Part-Time Permanent</u>		
	Publications Specialist I/II (1,300 hours)	1	1

**AUTHORIZED POSITIONS PER DEPARTMENT**

		<u><b>FY 97</b></u>	<u><b>FY 98</b></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
	<u>Part-Time Limited-Term</u>		
	Engineering Technician (1,040 hours)	1	1
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
	Park/Greenway Planner	<u>0.50 *</u>	<u>0.50 *</u>
		10.50	10.50
	<u>Part-Time Temporary</u>		
Development Management Technician	375 hours	0 hours	

\*Position shared with Recreation Administration.

**AUTHORIZED POSITIONS PER DEPARTMENT**

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		<u>FY 97</u>	<u>FY 98</u>
Code Compliance	<u>Full-Time Permanent</u>		
	Director of Code Compliance/Zoning Administrator	1	1
	Chief Building Inspector	1	1
	Inspector/Combination Inspector	7	7
	Plans Examiner	1	1
	Permit Technician	1	1
	Senior Permit Technician	1	1
	Code Compliance Officer	<u>2</u>	<u>2</u>
		14	14
Environmental Services	<u>Full-Time Permanent</u>		
	Environmental Director	1	1
	Engineering Inspector	4	4
	Management Assistant	<u>1</u>	<u>1</u>
		6	6
Economic Development	<u>Full-Time Permanent</u>		
	Economic Development Director	1	1
	Economic Development Assistant	1	1
	Development Management Technician	<u>1</u>	<u>1</u>
		3	3

## AUTHORIZED POSITIONS PER DEPARTMENT

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		<u>FY 97</u>	<u>FY 98</u>
Solid Waste Management	<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>2</u>
		5	6
	<u>Part-time Permanent</u>		
	Recycling/Beautification Coordinator (1,560 hours)	1	1
	<u>Full-Time Temporary</u>		
	Convenience Center Attendant II	2,080 hours	0 hours
	<u>Part-Time Temporary</u>		
	Convenience Center Attendant I	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	1,160 hours	1,160 hours
	Mosquito Control Operator	<u>500</u> hours	<u>500</u> hours
		1,660 hours	1,660 hours

# AUTHORIZED POSITIONS PER DEPARTMENT

		<u>FY 97</u>	<u>FY 98</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	1,317 hours
Clerk of the Circuit Court	<u>Constitutional Officer</u>		
	Clerk of the Circuit Court	1	1
	<u>Full-Time Other**</u>		
	Assistant Chief Deputy	0	1
	Deputy Clerk IV	1	1
	Deputy Clerk II	4	3
	Deputy Clerk I	4	3
	Senior Clerk Typist	0	1
		9	9
	<u>Part-Time Other***</u>		
	General Office Clerk (2,184 hours total)	2	2
	<u>Part-Time Limited-Term***</u>		
	General Office Clerk (1,560 hours)	1	1

\*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 97</u>	<u>FY 98</u>
Commonwealth Attorney	<u>Constitutional Officer</u>		
	Commonwealth Attorney	1	1
	<u>Full-Time Other*</u>		
	Attorney III	1	1
	Attorney II	1	1
	Juvenile Justice Attorney I	0	1
	Paralegal Assistant	1	1
	Secretary	1	1
	Administrative Assistant I	<u>1</u>	<u>1</u>
		5	6
	<u>Full-Time, Limited Term**</u>		
	Assistant Commonwealth Attorney II	1	0
	<u>Part-Time Temporary**</u>		
Law Clerk	1,000 hours	1,000 hours	
Sheriff	<u>Constitutional Officer</u>		
	Sheriff	1	1
	<u>Full-Time Other***</u>		
	Deputy Sheriff****	5	10
	Civil Process Server	1	1
	Secretary****	<u>0</u>	<u>1</u>
	6	12	

\*Positions approved and partially funded by the State.

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

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

\*\*\*\*Six positions added January 1, 1998, when Sheriff becomes combined with City of Williamsburg.

# AUTHORIZED POSITIONS PER DEPARTMENT

		<u>FY 97</u>	<u>FY 98</u>
Police Department	<u>Full-Time Permanent</u>		
	Police Chief	1	1
	Deputy Police Chief	1	1
	Police Major	1	1
	Investigator/Sr. Investigator	6	6
	Lieutenant	6	6
	Property Control Officer	1	1
	Police Officer/Senior Officer/Master Officer	36 *	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%; border: 0.5px solid black;"/>	<hr style="width: 100%; border: 0.5px solid black;"/>
		57	57
	<u>Full-Time, Limited-Term**</u>		
	Police Officer	2	2
	<u>Part-Time, Limited-Term</u>		
	Grant Administrator (780 hours)	1	1
Animal Control	<u>Full-Time Permanent</u>		
	Animal Warden	1	1
	Deputy Animal Warden	1	1
		<hr style="width: 100%; border: 0.5px solid black;"/>	<hr style="width: 100%; border: 0.5px solid black;"/>
		2	2
		<u>Part-Time Permanent</u>	
	Deputy Animal Warden (1,560 hours)	0	1
	<u>On-Call</u>		
	Deputy Animal Warden	1,790 hours	450 hours

\*Two Officers as over-authorizations to address turnover.

\*\*Grant supported positions.

# AUTHORIZED POSITIONS PER DEPARTMENT

		<u>FY 97</u>	<u>FY 98</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	0
	Deputy Fire Marshal	0	1
	Fire Prevention and Safety Officer	1	1
	Firefighter/Senior Firefighter/Firefighter Medic/Senior Firefighter Medic	34	34
	Administrative Secretary	1	1
		<hr style="width: 100%; border: 0.5px solid black;"/>	<hr style="width: 100%; border: 0.5px solid black;"/>
		54	54
	<u>Part-Time Permanent</u>		
	Senior Office Assistant (1,040 hours)	1	0
	Senior Office Assistant (1,560 hours)	0	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	1	1
		<hr style="width: 100%; border: 0.5px solid black;"/>	<hr style="width: 100%; border: 0.5px solid black;"/>
	17	17	
Emergency Services	<u>Full-Time Permanent</u>		
	Administrative Secretary	1	1
	<u>Part-Time Permanent</u>		
	Deputy Emergency Services Coordinator (1,248 hours)	1	1

## AUTHORIZED POSITIONS PER DEPARTMENT

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		<u>FY 97</u>	<u>FY 98</u>
Radio Maintenance	<u>Full-Time Permanent</u> Electronics Technician	1	1
Central Dispatch	<u>Full-Time Permanent</u> Emergency Communications Director Telecommunicator Trainee/Telecommunicator Senior Telecommunicator	1 6 4	1 6 4
		11	11
	<u>Part-Time Permanent</u> Telecommunicator Trainee/Telecommunicator (4,160 hours)	4	4
Community Services Office	<u>Full-Time Permanent</u> Community Services Manager Assistant Manager Administrative Secretary Senior Social Work Supervisor Human Services Specialist	1 1 1 1 1	1 1 1 1 1
		5	5
Communications and Neighborhood Connections	<u>Full-Time Permanent</u> Communications and Neighborhoods Administrator Communications/Video Coordinator Neighborhood Resource Coordinator Video Engineer	1 1 1 1	1 1 1 1
		4	4
	<u>Full-Time, Limited-Term</u> Communications/Cable Specialist*	1	1

\*Partially funded by the City of Williamsburg.

# AUTHORIZED POSITIONS PER DEPARTMENT

		<u>FY 97</u>	<u>FY 98</u>	
Satellite Office	<u>Full-Time Permanent</u>			
	Citizens Assistance Officer II	1	1	
	Citizens Assistance Officer I	1	1	
		<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	
		2	2	
	<u>Part-Time Permanent</u>			
	Citizen Assistance Officer I (1,040 hours)	1	1	
Recreation Services	<u>Full-Time Permanent</u>			
	Recreation Program Administrator	1	1	
	Administrative Secretary	1	1	
	Recreation Program Specialist	2	2	
	Recreation Program Coordinator	4	4	
	Sr. Recreation Program Coordinator	1	1	
		<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	
		9	9	
		<u>Part-Time Permanent</u>		
		Senior Recreation Leader (11,000 hours)	8	8
	<u>Seasonal Positions</u>			
	Recreation Leader	16,413 hours	24,866 hours	
	Senior Recreation Leader	2,440 hours	11,530 hours	
	Bus Driver	691 hours	1,300 hours	
		<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	
		19,544 hours	37,696 hours	

# AUTHORIZED POSITIONS PER DEPARTMENT

		<u>FY 97</u>	<u>FY 98</u>
Parks and Facilities	<u>Full-Time Permanent</u>		
	Superintendent of Parks and Recreation	1	1
	Secretary	1	1
	Recreation Center Administrator	2	2
	Senior Customer Assistant	6	6
	Lead Custodian	2	2
	Senior Aquatic Coordinator	1	1
	Aquatics Coordinator	1	1
	Customer Service Coordinator	<u>1</u>	<u>1</u>
		15	15
	<u>Part-Time Permanent</u>		
	Lifeguard (9,828 hours)	7	7
	Custodian (9,150 hours)	7	7
	Customer Assistant (19,806 hours)	17	17
	Park Supervisor (1,469 hours)	1	1
	Park Attendant (2,418 hours)	2	0
	Fitness Attendant (9,176 hours)	<u>7</u>	<u>9</u>
		41	41
	<u>On-Call</u>		
	Lifeguard	1,284 hours	1,284 hours
Fitness Attendant	624 hours	624 hours	
Custodian	338 hours	338 hours	
Customer Assistant	<u>730 hours</u>	<u>730 hours</u>	
	2,976 hours	2,976 hours	

# AUTHORIZED POSITIONS PER DEPARTMENT

		<u>FY 97</u>	<u>FY 98</u>
Parks and Facilities, Cont.	<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	<u>5,856 hours</u>	<u>5,856 hours</u>
		10,119 hours	10,119 hours
Recreation Administration	<u>Full-Time Permanent</u>		
	Parks and Recreation Director	1	1
	Park/Greenway Planner**	0.50	0.50
	Management Assistant	1	0
	Revenue Development Administrator	0	1
	Fiscal Specialist	1	1
	Account Clerk I	<u>0</u>	<u>1</u>
		3.50	4.50
	<u>Part-Time Permanent</u>		
	Office Assistant (1,300 hours)	1	1
	<u>Part-Time Temporary</u>		
	Account Clerk I	1,040 hours	0 hours
Cooperative Extension Service	<u>Full-Time Other*</u>		
	Unit Administrator	1	1
	Extension Agent	<u>2</u>	<u>2</u>
		3	3
	<u>On-Call</u>		
	Secretary	0 hours	520 hours

\* Funded primarily by Federal and State Governments.

\*\*Split with the Planning Division.