



STAFF REPORT

To: County Council
 Report Date: May 24, 2018
 Meeting Date: May 30, 2018
 Author: Brian Bellamy
 Description: Change in Chart of Positions
 Type of Item: Decision

A. Background

The County Manager’s Office and the Facilities Division are requesting a change in the 2018 Chart of Positions as revised in February. There are a total of five changes. These changes will help steam-line County operations helping us serve our citizens more effectively.

The Manager’s Office is requesting to modify the approved allocations for the following positions:

Current Title	Change in Status
Animal Control Administrator	From filled position to vacant position
Risk & Procurement Administrator	From vacant position to filled position

With the appointment of Clay Coleman to **Risk & Procurement Administrator**, the **Animal Control Administrator** position will not be filled. Stacy Gunn, Field Supervisor, will retain her current title but will act as the interim administrator. Clay will supervise Stacy giving her direction and educating her, helping Stacy learn the position and be successful as the interim administrator.

The Manager’s Office is also requesting the Council to modify the Chart of Positions changing the **Executive Assistant/Purchasing Administrator** to an **Executive Assistant** title but with the additional responsibilities to fill in for the Risk & Procurement Administrator when he is out of the office for an extended period and to help when additional assistance is needed.

Date	FTE	PTE	Other	Total
2017	309	30	12	351
Bud Adopt	312	29	9	350
2018 Rev 1	312	31	9	352
2018 Rev 2	312	31	9	352
Employee Count				

Michael Crystal, Summit County Facilities Director is proposing to eliminate the **Grounds Supervisor** position. This position was created when the incumbent was transferred from Public Works to this position. This position has been programmed to expire when the incumbent left County employment. Ben Blonquist, who has held this position since April 1999 is retiring from the County on June 16 after 40 years of service to the citizens of the County. Mike is proposing to change this FTE into a **Maintenance Technician** position. This changes the Maintenance Technician allocation from two to three. Changing this position will allow this individual to be cross-trained and better serve all county facilities.

These changes do not increase Summit County's FTE count of 312. This keeps the county's total number of employees at 352 including time limited and Reserve Officers.

B. Proposal

Amend the Chart of Positions as noted on the attached document.

C. Recommendation

Staff recommends the Council approve the changes regarding the Chart of Positions.

Chart of Positions
May 2018

Department	Position	2005 Fulltime	2006 Fulltime	2007 Fulltime	2008 Fulltime	2009 Fulltime	2010 Fulltime	2011 Fulltime	2012 Fulltime	2013 Fulltime	2014 Fulltime	2015 Fulltime	2016 Fulltime	2017 Fulltime	2018 Fulltime
Animal Control	Animal Control Administrator	1	1	1	1	1	1	1				1	1	1	0
	Field Supervisor	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Animal Control Officers	4	5	5	5	5	5	4	3	3	3	4	4	4	4
	Kennel Tech	1						1	1	1	1	2	2	2	2
	Subtotal	7	7	7	7	7	7	7	5	5	5	8	8	8	7
Assessor's Office	County Assessor	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Chief Deputy Assessor	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Commercial Appraiser										1	1	1	1	1
	Appraisal Supervisor	1	1	1	1	1	1	1							
	Assoc Commercial Appraiser	1	1	1	1	1	1								
	Appraiser/Software Spec					1	1	1	1	1	1	1	1	0	0
	Deputy Appraisers	6	6	6	6	5	4	4	4	4	4	4	4	4	4
	Assessing Tech	1	1	2	2	2	2	2	2	2	2	2	2	3	3
Subtotal	11	11	12	12	12	11	10	9	9	10	10	10	10	10	
Attorney's Office	County Attorney	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Chief Civil Attorney	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Civil Attorneys	2	2	2	2	2	2	2	2	1	1	2	2	2	2
	Chief Prosecutor			1								1	1	1	1
	Prosecuting Attorneys	3	3	3	3	3	3	3	3	3	2	2	2	2	2
	Investigator		1	1			1	1	1	1	1	1	1	1	1
	Victim Advocate Director	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Victim Advocate		1		1	1	1								
	CJC Director													1	1
	Legal Secretary	1	1												
	Paralegal			1	1	1	1	1	1	1	1	1	1	1	1
Subtotal	9	11	11	10	10	11	10	10	9	9	10	11	11	11	
Auditor's Office	County Auditor	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Chief Deputy Auditor	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Financial Officer										1				
	Payroll Clerk												1	1	1
	Management Analyst										1				
	Accountant	1	1	1	1	1	1	1	1	1					
	Auditing Tech	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Subtotal	5	5	5	5	5	5	5	5	5	5	6	4	5	5	

Chart of Positions
May 2018

Department	Position	2005 Fulltime	2006 Fulltime	2007 Fulltime	2008 Fulltime	2009 Fulltime	2010 Fulltime	2011 Fulltime	2012 Fulltime	2013 Fulltime	2014 Fulltime	2015 Fulltime	2016 Fulltime	2017 Fulltime	2018 Fulltime
Clerk's Office	Clerk	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Chief Deputy Clerk	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Deputy Clerk	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Subtotal		3	3	3	3	3	3	3	3	3	3	3	3	3	3
Community Development	Comm Development Director	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Office Manager				1	1	1	1	1	1	1	1	1	1	1
	Administrative Assistant	2	2	2											
	Planning and Zoning Admin									1	1	1	1	1	1
	Economic Development Spec	1	1												
	Planning Director	1	1	1	1										
	Project Coordinator				1	1	1	1	1	1	1	1	1	1	1
	Senior Planner										2	2	2	2	2
	Special Projects Manager										1	1			
	Principle Planner	1	2	2	1	1	1	1	1	1	1	1	1	1	1
	County Planners	6	5	5	7	6	5	5	5	5	2	2	2	2	2
	Assistant County Planner	2	2	1				1	1	1	1	1	1	1	1
	Code Enforcement Officer	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Permit Technician	1	1	1	1	1			1						
	Secretaries	3	3	2	3	3	2	2	2	2	2	2	2	2	2
	Chief Building Official	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Plan Examiner	1	1	1	1						1	1	1	1	1
	Assistant Plan Examiner												1	1	1
	Inspector/Supervising Building Offic												1	1	1
	Plan Exam/Asst Building Offic						1	1	1	1					
Building Inspectors	6	8	8	7	7	5	4	4	4	4	5	5	5	5	
Subtotal		27	29	26	26	24	20	20	19	20	21	22	22	22	22

Chart of Positions
May 2018

Department	Position	2005 Fulltime	2006 Fulltime	2007 Fulltime	2008 Fulltime	2009 Fulltime	2010 Fulltime	2011 Fulltime	2012 Fulltime	2013 Fulltime	2014 Fulltime	2015 Fulltime	2016 Fulltime	2017 Fulltime	2018 Fulltime	
County Manager's Office	County Manager						1	1	1	1	1	1	1	1	1	
	Assistant County Manager					1	1	1	1	1	1	1	1	1		
	Deputy County Manager														1	
	Rural Affairs Assistant Manager														1	
	Commission Administrator	1	1	1	1											
	Executive Assistant													1	1	1
	Exec Assistant/Purch Admin															0
	Special Projects Director			1	1	1	1									
	Economic Development Coord										1	1	1	1	1	1
	Sustainability Manager							1	1	1	1	1	1	1	1	
	Comm & Pub Affairs Spec									1	1	1	1	1	1	1
	Office Manager							1	1	1	1	1	1			
	Financial Officer												1	1	1	1
	Management Analyst												1	1		
	Risk & Procurement Administrator														1	1
	Regional Transportation Plan												1	1	1	1
	Senior Citizen Cook															1
	Receptionist						1	1								
	Historian	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Administrative Assistant			1	1	1										
Fair Coordinator												1	1			
Special Events Manager														1	1	
Emergency Manager														1	1	
Secretary	1	1	1	1				1	1	2	1	1	1	1	1	
Subtotal		3	3	5	5	5	7	6	6	8	8	12	12	13	14	
Engineering	County Engineer	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Engineer	2	2	2	2	2	2	2	2	2	3	3	3	3	3	
	Public Works Inspectors	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
	Engineering Tech		1	1	1								1	1	1	1
	Code Enforcement Tech								1	1	1	1	1	1	1	1
	Eng. Sec/Assistant Tech	1	1	1	1	1	1									
	Secretary									1	1	1	1	1	1	1
	Subtotal		6	7	7	7	6	6	6	6	7	8	9	9	9	9
Facilities Department	Facilities Manager	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Grounds Supervisor	1	1	1	1	1	1	1	1	1	1	1	1	1	0	
	Facilities Tech	1	1	1	1	1	1	1	1							
	Housekeeping Supervisor	1	1	1	1	1	1	1	1					1	1	1
	Housekeepers	3	3	4	4	4	5	5	4	5	5	5	4	5	6	6
	Maintenance Techs						2	2	2	2	2	2	2	2	2	3
	Office Manager													1	1	1
Custodian	2	2	2	2	2				1	1	1	1	1			
Subtotal		9	9	10	10	10	11	11	11	10	10	10	11	11	12	

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Department	Position	2005 Fulltime	2006 Fulltime	2007 Fulltime	2008 Fulltime	2009 Fulltime	2010 Fulltime	2011 Fulltime	2012 Fulltime	2013 Fulltime	2014 Fulltime	2015 Fulltime	2016 Fulltime	2017 Fulltime	2018 Fulltime	
Health Department	Health Director	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Deputy Health Director	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Business Manager				1	1	1	1	1	1	1	1	1	1	1	
	Emergency Response Planner	1	1	1	1	1	1	1	1	1	1	1				
	Public Information Officer												1	1	1	
	Administrative Assistant	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	WIC Director										1	1	1	1	1	
	Clinical Assistant	4	4	4	4	4	4	4	4	4	2	3	3	3	3	3
	Clinical Aide	3	2	2												
	Environmental Director	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Environmental Health Admin													1	1	1
	Environmental Hth Scientist	2	2	2	2	2	2	2	2	2	2	4	4	4	4	4
	Environmental Hlth Tech	1	1	1	1	1	1	1	1	1	1					
	Sustainability Coordinator															1
	Nurse Director	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Nurse Practitioner	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Public Health Nurse	4	4	4	4	5	4	3	3	3	3	3	3	3	3	3
	Early Intervention Ser. Prov	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Early Intervention Interpret					1	1	1	1	1	1					
	Registered Dietician									1	1	1	1	1	1	1
Occupational Therapist										1	1	1	1	1	1	
Health Promotions Director		1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Health Educator	2	2	1	1	1	1	1	1	1	1	1	2	2	3	3	
Subtotal		24	24	23	22	24	23	22	23	23	24	25	26	27	28	
Information Technology	Director	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	LAN Administrator	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Info Tech Specialists	3	3	3	4	4	4	4	3	3	3	3	3	3	3	
	GIS Coordinator										1	1	1	1	1	
	GIS Specialists	2	2	2	2	2	2	2	2	2	1	1	1	1	1	
	Web Administrator								1	1	1	1	1	1	1	
	Records Imaging Tech	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Subtotal		8	8	8	9	9	9	9	9	9	9	9	9	9	9	
Justice Court	Judge	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Court Administrator									1	1	1	1	1	1	
	Senior Court Clerk	1	1	1	1	1	1	1	1							
	Court Clerk	2	3	3	3	3	3	3	3	3	3	3	3	3	3	
Subtotal		4	5	5	5	5	5	5	5	5	5	5	5	5	5	

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Department	Position	2005 Fulltime	2006 Fulltime	2007 Fulltime	2008 Fulltime	2009 Fulltime	2010 Fulltime	2011 Fulltime	2012 Fulltime	2013 Fulltime	2014 Fulltime	2015 Fulltime	2016 Fulltime	2017 Fulltime	2018 Fulltime
Library	Library Director	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Assistant Library Director					1	1	1							
	Information Serv Librarian			1	1										
	Youth Services Librarian	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Technical Services Librarian	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Outreach Services Librarian	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Spanish Services Librarian							1	1	1	1	1	1	1	1
	Branch Librarians	2	2	2	2	2	2	2	3	3	3	3	3	3	3
	Administrative Assistant	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Library Clerks	3	5	6	6	6	5	5	6	6	6	6	6	6	4
Subtotal		10	12	14	14	14	14	14	15	15	15	15	15	13	13
Personnel	Director	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Benefits Administrator	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	HR Tech	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Subtotal		3	3	3	3	3	3	3	3	3	3	3	3	3	3
Public Works	Public Works Administrator	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Deputy Public Works Admin				1	1									
	Financial Analyst			1											
	Public Works Superintendent	1	1	1											
	Weed Supervisor													1	1
	Office Manager													1	1
	Road Superintendant				1	1	1	1	1	1	1	1	1	1	1
	Project Foreman	1	1	1					2	2	2	2	2	2	2
	Mechanics	2	2	2	2	2	2	2	2	2	2	2	2	1	1
	Mechanic Tech													1	1
	Secretary	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Weed Control Lead	1	1	1	1	1	1	1	1	1	1	1	1		
	Equip Operator/Weed Spray	1	1	1	1										1
	Equip Operator/Weed Enfor					1	2	1	1	1	1	1	1	1	1
	Weed Enforcement Officer								1	1	1	1	1	1	
	Equipment Operators	16	17	17	16	15	13	11	11	12	12	12	15	15	15
	Equip Operator/Storm Water		1	1	2	3	3	3	3	3	3				
Transit Maintenance Tech												1	1	1	
Sign Technician							1	1	1	1	1	1	1	1	
Subtotal		24	26	27	26	26	25	25	25	26	26	27	28	28	28

Chart of Positions
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Department	Position	2005 Fulltime	2006 Fulltime	2007 Fulltime	2008 Fulltime	2009 Fulltime	2010 Fulltime	2011 Fulltime	2012 Fulltime	2013 Fulltime	2014 Fulltime	2015 Fulltime	2016 Fulltime	2017 Fulltime	2018 Fulltime	
Recorder's Office	County Recorder	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Chief Deputy Recorder	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	GIS Technician									1	1	1	1	1	1	
	Senior Cadastral Mapper	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Deputy Recorder	8	8	8	8	8	6	4	4	3	3	3	3	3	3	
Subtotal		11	11	11	11	11	9	7	7	7	7	7	7	7	7	
Solid Waste	Solid Waste Manager							1	1							
	Solid Waste Superintendant				1	1	1	1	1	1	1	1	1	1	1	
	Solid Waste Foreman														1	
	Landfill Operators	5	5	5	5	6	6	6	6	6	6	6	6	6	7	7
	Landfill Spotters		1	2	2	2	2	2	2	2	2	2	2	2	2	2
	Gate Attendant			1	1	1	1	1	1	1	1	1	1	1	1	1
Subtotal		5	6	8	9	10	10	11	11	10	10	10	10	10	11	
Treasurer's Office	County Treasurer	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Chief Deputy Treasurer	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Deputy Treasurer	1	1	1	1	1	2	1	1	1	1	1	1	1	1	
	Motor Vehicle Supervisor	1	1	1	1	1	1	1	1			1	1	1	1	
	Motor Vehicle Tech	3	3	3	3	3	3	3	3	4	4	2	2	3	3	
Subtotal		7	7	7	7	7	8	7	7	7	7	6	6	7	7	
USU	Secretary	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Subtotal		1	1	1	1	1	1	1	1	1	1	1	1	1	1	

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Department	Position	2005 Fulltime	2006 Fulltime	2007 Fulltime	2008 Fulltime	2009 Fulltime	2010 Fulltime	2011 Fulltime	2012 Fulltime	2013 Fulltime	2014 Fulltime	2015 Fulltime	2016 Fulltime	2017 Fulltime	2018 Fulltime	
Sheriff's Office	Sheriff	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Chief Deputy	1					1	1				1	1	1	1	
	Office Manager					1	1	1	1	1	1	1	1	1	1	
	Secretary	3	3	3	3	3	2	2	2	2	2	3	3	4	4	4
	Admin Assistant			1	1											
	Captain	3	4	4	4	4	3	1	2	1	1					
	Admin Lieutenant													1	1	1
	Patrol Lieutenant								1	1	1	1	1	1	1	1
	Patrol Sergeants	6	6	6	5	6	6	4	5	5	5	5	5	5	5	5
	Patrol Lead Deputies				4	4	4	5	5	4	4					
	Deputies	20	25	25	21	19	18	15	14	14	15	19	19	19	19	19
	JRI Deputy													2	2	2
	Major Crime Lieutenant								1	1	1	1	1	1	1	1
	Major Crime Sergeant								1	1	1	1	1	1	1	1
	Major Crime Detective								1	4	3	3	3	2	2	2
	Special Ops Lieutenant						1	1	1	1	1	1	1	1	1	1
	Special Ops Sergeant		1	1	1					2	1	1	1	1	1	1
	Special Ops Deputies	3	2	2												
	Detective Sergeant	1	2	2	3	3	3	2								
	Detectives	4	2	2	8	8	10	8	6	7	7	7	7	7	7	7
	Evidence Tech	1	1	1					1	1	1	1	1	1	1	1
	Corrections Lieutenant			1	1	1	1	1	1	1	1	1	1	1	1	1
	Corrections Sergeant	5	5	4	4	4	4	4	4	4	5	5	5	5	5	5
	Corrections Lead Deputies				4	4	4	4	4	4	4					
	Corrections Officers	16	16	16	15	14	14	13	12	12	12	16	16	16	16	16
	Corrections Nurse			1	1					1	1	1	1	1	1	1
	Court Security Lieutenant								1	1	1	1	1	1	1	1
	Court Security Sergeant	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Court Security Lead Deputy				1	1	1	1	1	1	1					
	Court Security Officer	4	4	4	4	6	6	6	6	6	7	7	8	8	8	8
	Inmate Working Deputies								2	2				2	2	2
	Kitchen Manager	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Cooks	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
Dispatch Supervisor	1	1	1	1	1	1	1	1	1	1	1	1				
Communications Lieutenant														1	1	
Lead Dispatchers	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
Dispatchers	11	11	11	11	12	12	12	12	12	12	12	12	12	17	17	
Subtotal		86	90	92	99	99	99	97	98	95	97	97	102	107	107	
Total FTE 1/4/2018		263	278	285	291	291	287	279	278	277	284	293	303	309	312	