



STAFF REPORT

To: Summit County Council
From: Alan Siddoway, Lieutenant, Sheriff's Office
Brian Bellamy, Personnel Director
Janna Young, Deputy County Manager
Date of Meeting: July 8, 2020
Type of Item: Consideration and possible approval of an amendment to the Summit County Employee Chart of Positions for Public Health Emergency Preparedness (PHEP) and Emergency Management
Process: Regular Session

Requested Council Action

Approve proposed amendment to the Summit County Employee Chart of Positions, moving the Emergency Manager Full Time Equivalent (FTE) position to the Health Department for the Public Health Emergency Planning (PHEP) Coordinator, and authorizing the Manager to create a part-time, time limited position for a part-time Emergency Manager (EM).

Background

On February 5, 2020, Dr. Rich Bullough, Summit County Health Officer, proposed to the County Council an amendment to the Summit County Employee Chart of Positions, making changes to the FTE position that had been performing both the PHEP functions in the Health Department, and the EM functions in the Sheriff's Office. His proposal took out the PHEP functions from the EM position and added one FTE to the County workforce, resulting in two FTE positions instead of one. Prior to February 5th, Chris Crowley, was filling the FTE position that was tasked with the PHEP and EM functions.

The Health Department holds a long-term contract with the State of Utah that funds the PHEP position at 100%, and a portion of the County's Communications and Public Engagement Director for PHEP communications. As a requirement of grant funding from the state, the PHEP position must be located in the Health Department and must be full-time. Dr. Bullough explained that each time the PHEP program is audited by the state, the County receives low marks because the position is not full-time. The state has recently made it clear to the Health Department that increasing PHEP capacity is a condition of continued funding.

The Council supported the change in the EM job description, pulling out the PHEP functions, but did not approve adding a new FTE to the employee chart of positions. Rather, the Council requested Staff find another way of making these changes without adding to the County's workforce.

Since the end of February, 2020, Chris Crowley has been exclusively working as the PHEP Coordinator, and Alan Siddoway, Lieutenant in the Sheriff's Office, has been serving as the interim EM, in addition to his Lieutenant duties leading the Sheriff's Office Search and Rescue efforts.

Staff and the Sheriff remain convinced that separating the two programs under two different managers is the best course of action and that as a result, the County will be better prepared to handle both health-related emergencies and manmade or natural disaster emergencies that occur within our community.

The current COVID-19 emergency has provided experience for why separating out the PHEP position was a good decision. This experience, which also included a large earthquake event at the same time the County was responding to the COVID-19 emergency, has also provided additional justification for why a dedicated EM is needed. The COVID-19 emergency has stressed emergency resources, putting into question the County's ability to handle additional emergencies that might occur this summer, such as a wildfire, search and rescue event(s), or another earthquake.

Staff have developed a proposal for how to dedicate an EM resource without adding FTE to the chart of positions with no budget adjustment from the 2020 amended budget.

Operational Picture for the Emergency Manager

The EM position would operate within the Sheriff's Office under the direction of the Search & Rescue Lieutenant, Alan Siddoway.

The EM would perform the following duties (prioritized by supervisor and the County Manager):

- Update/implement the Summit County Emergency Operations Plan (which currently does not include a Recovery, Evacuation, or Fatality Management component)
- Coordinate/spearhead the Summit County employee emergency preparedness program
- Coordinate the utilization/public awareness of the Everbridge mass notification system

- Ensure that the Emergency Operations Center (EOC) is functional/operational and can be activated as needed
- Manage the Emergency Management Planning Grant (EMPG) with the state (Current award is \$41,500.00)
- Manage the Homeland Security Grant (SHSP) and assist other agencies within Summit County with their awards
- Make application for the Pre-Disaster Mitigation Grant (PDM) to fund various mitigation projects within Summit County
- Identify/seek funding sources to facilitate emergency preparedness within Summit County
- Work closely with the Summit County Manager's Office to develop/implement a continuity of operations plan (COOP) to insure Summit County Government and services operate during emergencies and disasters
- Coordinate with the three school districts and school resource officers for emergency situations in the schools
- Coordinate the Summit County Emergency Preparedness Fair and other community outreach/public awareness events
- Liaise with emergency managers/responders from other jurisdictions
- Work closely with the Summit County Wildland Fire Warden and the Summit County Public Health Emergency Planner
- Coordinate/collaborate with community partners and non-governmental organizations (Red Cross, religious organizations, etc.)
- Liaise with the State of Utah Department of Emergency Management
- Coordinate/host yearly fire evacuation meeting
- Develop/implement training and exercises for employees/citizens
- Coordinate the Community Emergency Response Teams (CERT) within Summit County
- Attend regional coordination meetings for Region II
- Respond as appropriate to incidents within Summit County

Budget Committee Review

Prior to bringing this proposal to the Council, Staff sent it to the County's Budget Committee to review and provide feedback per the policy that the Budget Committee weigh in on chart of positions changes that occur outside of the annual budget cycle.

After review, the Budget Committee recommended the following:

Recent events have helped demonstrate the need for an EM position separate from the PHEP position. The expectation is that this position brings in grant revenue to help offset employment compensation. The Committee recommends adding a new FTE to the Chart of Positions to accommodate both the EM and PHEP functions. If it is not the desire of the Manager or

Council to increase the total number of the Chart of Positions, then the Committee reserves the right to discuss frozen positions with the affected departments in order to determine the impacts and priorities of the County as a whole.

Recommendation

In response to the Council's request to accomplish two separate emergency manager functions without adding a new FTE to the County's workforce, understanding the intent of the Budget Committee's recommendation and in consideration of next fiscal year's budget uncertainty, Staff propose the following:

1. Move the EM FTE to the Health Department for the PHEP Coordinator
2. Create a new part-time*, time limited position for a part-time EM
 - a. Time limited positions are outside of the County's merit system and as such, are not included in the Employee Chart of Positions and are not eligible for benefits, such as URS, paid leave, merit, dental coverage, etc. If under 30 hours/week, the position is not covered by health insurance either. The state limits how many of these positions we can have and limits the position to (up to) a three-year appointment. We have the flexibility to convert the position to an FTE in our merit system, or eliminate it due to budget or other reasons prior to the end of the three years.
3. Utilize current grant funding to pay for both positions with a small supplemental amount from the General Fund and under the constraints of the current 2020 amended budget to support the EM program
4. If and when the EM brings in additional grant funding, capacity can be added to the position, with subsequent approval by the County Council
5. If grant monies diminish, adjustments will be made to the position accordingly

* See Budget section for rationale for part-time/time-limited recommendation.

NOTE: While we do not currently have a dedicated EM, other than an interim manager from the Sheriff's Office, the EM position/FTE being proposed to move to the Health Department to be the PHEP position was not frozen.

Budget

The 2020 Council approved budget for Emergency Services is \$124,600. This includes salaries (\$66,000), benefits (\$35,000) and operational supplies and expenses (\$23,600). This budget is currently paying a portion of the PHEP Coordinator's salary and expenses related to emergency management. It

was not frozen or reduced during the budget amendment process earlier this spring in response to the economic impacts of the COVID-19 emergency.

If approved by the Council, once the PHEP FTE is established, the PHEP Coordinator's salary will be paid by the PHEP grant at 100%.

The emergency services program also receives federal and state grant money. The Emergency Management Planning Grant (EMPG) is approximately \$41,500, and two Homeland Security Grants equal around \$28,500, which cover a little more than half of the position and program expenses.

The EMPG grant is a 50/50 match while the State Homeland Security Program (SHSP) grant has no match requirement.

Both the EMPG and SHSP grants can be used to pay for personnel. There is a 50% limit on the amount of money used under SHSP for personnel. If both funding sources are used on personnel, we have to be careful about how we account for the EMPG cost match since SHSP cannot be used to match EMPG.

For example, if the part-time EM is paid \$20,000 and we plan to pay \$10,000 out of SHSP, only \$5,000 of the remaining \$10,000 could be covered with EMPG because the other \$5,000 would need to be paid with County funds to meet the 50/50 match.

The average pay for a mid-level emergency manager with 5-9 years of experience at a full-time capacity is around \$70,000, including benefits. Staff are confident the County can find a strong candidate to fill the EM position part-time well within the current 2020 budget.

Additionally, Staff believe there are other private and public grants that could fund even more of the EM budget should the County have a person in the position fully dedicated to identifying and applying for opportunities. It would be the expectation of whomever fills the EM role that they would identify, apply, and successfully bring in additional grant funding to cover the program.

While Staff strongly believe the EM position should be full-time in order to accomplish all the functions needed for a successful program (i.e. planning, training, grant management, CERT, emergency response, liaison work with partners, etc.), the current budget uncertainty for fiscal year 2021 prevents us from recommending more than a part-time, time-limited EM position at

this time as we intend for grants to cover the emergency services budget almost entirely.

If additional grant money is brought in, we can adjust capacity of the EM position to more than part-time/time-limited. On the converse, if current grant funding is reduced or goes away, we will need to adjust the position accordingly.

Justification

In light of recent budget cuts the Council has had to make due to projected revenue shortfalls as a consequence of the COVID-19 emergency, there is currently a hiring freeze in place in Summit County. Staff believe there is enough justification for appointing a part-time/time-limited, dedicated EM now during the freeze in order to keep the County safe.

Lessons Learned from COVID-19 Emergency

The Utah Department of Emergency Management has shared their appreciation for the continuity and engagement Summit County has demonstrated during the COVID-19 emergency, which can only be maintained by a dedicated individual in this position. Lt. Siddoway has devoted a tremendous amount of hours to serving as the interim EM at the cost of neglecting his other responsibilities in the Sheriff's Office, which will become a problem if a search and rescue event occurs while the County is activated for the COVID-19 emergency.

The interim EM currently serves as manager of the County's Emergency Operations Center (EOC). Since this was the first time in many years the County activated an EOC in real-time, the interim EM identified gaps in equipment, protocols, and plans. One of the most significant discoveries was the lack of EOC training for County department heads, political leadership, and partners prior to standing up the EOC for the current emergency.

At the beginning of the COVID-19 emergency, the interim EM held just-in-time training for department heads to activate the EOC, which went as well as it could have gone. However, it would have been far more effective had everyone come into the training with a strong foundation of EOC operations and purpose beforehand.

In addition to his EOC responsibilities during the COVID-19 emergency, the interim EM has also had to manage a number of other emergency-related duties, such as:

1. Assisting with planning around Coronavirus Aid, Relief, and Economic Security (CARES) Act funding and FEMA reimbursement.

2. Managing, distributing and tracking funds from the federal Homeland Security grants to sub grantees (i.e. fire districts)
3. Serving as liaison to the County's Fire Warden and state partners on wildfire planning and response, assisting in setting up base camps under the newly established COVID-19 protocols
4. Working with Sheriff personnel, County Attorney, and HOAs on evacuation planning, involving coordination with the Red Cross on the placement of displaced people
5. Facilitating quarterly meetings of the Local Emergency Planning Committee as required as a recipient of the EMPG grant
6. Identifying deficiencies in the County's current emergency preparedness plans, particularly the lack of a fatality and recovery management plan and Continuity of Operations Plans (COOP). Due to being an interim EM with other responsibilities, there is no capacity within this one resource to shore up the County's plans, addressing these gaps

Additionally, there are a number of functions the interim EM has identified that will need to occur this year which the County does not currently have capacity to accomplish, such as:

1. Maintaining the Community Emergency Response Training (CERT) Program. Chris Crowley, when he was the EM, did a great job kicking off this program, which is a partnership between the County and the American Red Cross, to prepare individuals and families of Summit County in the event of manmade or natural disasters. However, since graduating several classes through the CERT program, the teams have not been activated and no new or refresher classes have occurred. This program needs attention.
2. Come January 2021 with the swearing in of new County Council membership, the Council will need to promulgate a new Emergency Preparedness Plan. Within the current EM structure, there is not enough staff capacity to prepare a plan for the Council to consider

During the COVID-19 emergency, Summit County has had talented, dedicated employees figure out as we went how to respond to this emergency but there were times, especially at the beginning of the emergency, where the County could have been more effective, efficient, and

timely had we had the resources needed to complete better planning, training, and overall preparations prior to this emergency.

Our current EM resources are tapped out and the fear is the County does not have the capacity required to adequately prepare for and respond to COVID-19, earthquake, wildfire, or any other potential emergencies that may occur at the same time. Nor can the County adequately complete the planning needed to shore up the County's Emergency Preparedness Plan and accomplish other duties, such as grant management, coordination with state and federal partners, and priorities of the Sheriff. Both the interim EM and now the full-time PHEP manager have been working on the COVID-19 emergency more than full-time since March 2020 at the expense of other County needs.

Timeline

If Council approves the employee chart of positions amendment at the July 8, 2020 Council meeting, Staff have a job description ready to post and anticipates hiring the EM per the following schedule:

- July 13-24 Post position and accept applications
- July 27-29 Review applications and choose candidates to interview
- August 3 Interview candidates
- August 5 Make offer
- August 24 New EM starts

Conclusion

The COVID-19 emergency has made it clear that additional emergency management capacity is needed in order to effectively respond to emergencies in Summit County. The County's ability to plan and quickly react is a direct function of having an individual with the right experience and skill set in the EM position that can plan, train, collaborate, organize and support the incident command in the correct way. This cannot be done in conjunction with the PHEP duties.

Staff believe we can no longer rely on an interim EM who has other duties within the Sheriff's Office to manage the program. Currently, our emergency resources are tapped out, putting the County at risk should another large emergency occur this summer.

Staff strongly encourage the Council to approve the amendment to the Summit County Chart of Positions that would move an FTE to create a full-time PHEP coordinator in the Health Department and authorize the County Manager to create a part-time, time limited position for an EM in the Sheriff's Office that will be paid for by current grants and authorized budget.

Chart of Fulltime Positions
Proposed January 2020

Department	Position	2001 Fulltime	2002 Fulltime	2003 Fulltime	2004 Fulltime	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	2019 Fulltime	2020 Fulltime
Animal Control	Animal Control Administrator	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Field Supervisor				1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Animal Control Officers	4	4	4	4	4	5	5	5	5	5	4	3	3	3	4	4	4	4	3	3
	Kennel Tech	2	2	2	2	1					1	1	1	1	2	2	2	2	2	2	2
Subtotal		7	7	7	8	7	7	7	7	7	7	7	5	5	5	8	8	8	7	7	7
Assessor's Office	County Assessor	1	1	1	1	1	1	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	1	1	1	1	1	1
	Commercial Appraiser														1	1	1	1	1	1	0
	Appraisal Supervisor	1	1	1	1	1	1	1	1	1	1	1									
	Assoc CommercialAppraiser					1	1	1	1	1	1										1
	Appraiser/Software Spec										1	1	1	1	1	1	1				
	Deputy Appraisers	7	7	7	7	6	6	6	6	5	4	4	4	4	4	4	4	4	4	4	6
	Assessing Tech	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	2	3	3	3	1
Subtotal		11	11	11	11	11	11	12	12	12	11	10	9	9	10	10	10	10	10	10	10
Attorney's Office	County Attorney	1	1	1	1	1	1	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	1	1	1	1	1	1
	Civil Attorney	1	2	2	2	2	2	2	2	2	2	2	2	1	1	2	2	2	2	3	3
	Chief Prosecutor	1	1	1	1			1							1	1	1	1	1	1	1
	Prosecuting Attorneys	1	1	1	1	3	3	3	3	3	3	3	3	3	2	2	2	2	2	2	2
	Investigator						1	1			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	1	1	1	1	1	1
	Victim Advocate						1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	CJC Director																1	1	1	1	1
	Legal Secretary	1	1	1	1	1	1														
	Paralegal							1	1	1	1	1	1	1	1	1	1	1	1	1	1
Subtotal		7	8	8	8	9	11	11	10	10	11	10	10	9	9	10	11	11	11	12	12
Auditor's Office	County Auditor	1	1	1	1	1	1	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	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	1	1							
	Auditing Tech	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1
Subtotal		4	4	5	5	5	5	5	5	5	5	5	5	5	6	4	5	5	5	4	3
Clerk's Office	Clerk	1	1	1	1	1	1	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	1	1	1	1	1	1
	Deputy Clerk	1	1	1	1	1	1	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	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	1	1	1	1	1	1
	Office Manager								1	1	1	1	1	1	1	1	1	1	1	1	1
	Administrative Assistant Planning and Zoning Admin	1	1	1	1	2	2	2						1	1	1	1	1	1		
	Planning and Zoning Director																				1
	Economic Development Spec			1	1	1	1														1
	Planning Director			1	1	1	1	1	1												
	Project Coordinator								1	1	1	1	1	1	1	1	1	1	1	1	1
	Senior Planner		1											2	2	2	2	2	2	2	2
	Special Projects Manager													1	1						
	Principle Planner			1	1	1	2	2	1	1	1	1	1	1	1	1	1	1	1	1	1
	County Planners	7	6	5	6	6	5	5	7	6	5	5	5	2	2	2	2	2	2	3	3
	Assistant County Planner	1	1	1	1	2	2	1	1	1	1	1	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	1	1	1	1	1
	Permit Technician		1		1	1	1	1	1	1	1										
	Secretaries	3	3	3	3	3	3	2	3	3	2	2	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	1	1	1	1	1	1
	Plan Examiner	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Assistant Plan Examiner																1	1	1	1	1
	Asst B.O./Supervising B.O.																1	1	1	1	1
	Plan Exam/Asst Building Offic																				
	Building Inspectors	7	7	6	6	6	8	8	7	7	5	4	4	4	5	5	5	5	5	5	5
Subtotal		23	23	23	25	27	29	26	26	24	20	20	19	20	21	22	22	22	22	23	23

Chart of Fulltime Positions
Proposed January 2020

Department	Position	2001 Fulltime	2002 Fulltime	2003 Fulltime	2004 Fulltime	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	2019 Fulltime	2020 Fulltime	
County Manager's Office	County Manager										1	1	1	1	1	1	1	1	1	1		
	Assistant County Manager									1	1	1	1	1	1	1	1	1	1	1	1	
	Deputy County Manager																			1	1	1
	Rural Affairs Assistant Manager																			1	1	1
	Commission Administrator	1	1	1	1	1	1	1	1	1												
	Executive Assistant																	1	1	1	1	1
	Exec Assistant/Purch Admin																					
	Special Projects Director								1	1	1	1										
	Economic Development Coord															1	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	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	1	1
	Transportation Planner																				1	1
	Senior Citizen Cook																				1	1
	Receptionist											1	1									
	Historian			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Administrative Assistant								1	1	1											1	
Fair Coordinator																1	1					
Special Events Manager																		1	1	1		
Emergency Manager																		1	1			
Secretary					1	1	1	1	1			1	1	2	1	1	1	1	1	1	1	
Subtotal		1	1	2	3	3	3	5	5	5	7	6	6	8	8	12	12	13	14	12	7	
Communication & P. E.	Director																				1	
	Deputy Director																				1	
	Special Events Manager																				1	
	Specialist																				1	
	Subtotal																					4
Engineering	County Engineer	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Engineer	1	1	1	1	2	2	2	2	2	2	2	2	2	3	3	3	3	3	3	3	3
	Stormwater Manager																				1	1
	Stormwater Inspector																					1
	Public Works Inspectors	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
	Engineering Tech	1	1	1			1	1	1								1	1	1	1	1	1
	Code Enforcement Tech												1	1	1	1	1	1	1	1	1	1
	Eng. Sec/Assistant Tech	1	1	1	1	1	1	1	1	1		1										
	Secretary															1	1	1	1	1	1	1
	Subtotal	6	6	6	5	6	7	7	7	7	6	6	6	6	7	8	9	9	9	9	9	10
Facilities Department	Facilities Manager	1	1	1	1	1	1	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	1	1	1	1	1	1	1	1
	Facilities Tech	1	1	1	1	1	1	1	1	1	1	1	1									
	Housekeeping Supervisor																	1	1	1	1	1
	Housekeepers			2	2	3	3	4	4	4	5	5	4	5	5	5	4	5	6	6	6	6
	Maintenance Techs											2	2	2	2	2	2	2	3	3	3	3
	Office Manager																	1	1	1	1	1
	Custodian	4	4	2	2	2	2	2	2	2				1	1	1	1					
	Subtotal	7	7	8	8	9	9	10	10	10	10	11	11	11	10	10	10	11	11	12	12	12
	Health Department	Health Director	1	1	1	1	1	1	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	1	1	1	1	1	1	1
Business Manager																						
Emergency Response Planner				1	1	1	1	1	1	1	1	1	1	1	1	1						
Public Health Emergency Preparedness Coordinator																						1
Public Information Officer																		1	1	1	1	
Administrative Assistant		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
WIC Director															1	1	1	1	1	1	1	1
Clinical Assistant		3	3	4	4	4	4	4	4	4	4	4	4	4	2	3	3	3	3	3	4	4
Clinical Aide		1	2	1	3	3	2	2														
Environmental Director		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Environmental Health Admin																			1	1	1	1
Environmental Hth Scientist		2	3	2	2	2	2	2	2	2	2	2	2	2	4	4	4	4	4	5	5	5
Sustainability Manager																					1	1
Behavioral Health Director																						1
Behavioral Health Budget Manager																						1
Nurse Director		1	1	1	1	1	1	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	1	1	1	1	1	1
Public Health Nurse	4	4	4	4	4	4	4	4	5	4	3	3	3	3	3	3	3	3	4	4	4	
Early Intervention Ser. Prov	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Early Intervention Interpret										1	1	1	1	1								
Registered Dietician														1	1	1	1	1	1	1	1	

Chart of Fulltime Positions
Proposed January 2020

Department	Position	2001 Fulltime	2002 Fulltime	2003 Fulltime	2004 Fulltime	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	2019 Fulltime	2020 Fulltime	
Information Technology	Director	1	1	1	1	1	1	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	1	1	1	1	1	1	1
	Network Security Engineer																				1	1
	Info Tech Specialists	2	2	3	3	3	3	3	4	4	4	4	3	3	3	3	3	3	3	3	2	2
	GIS Coordinator														1	1	1	1	1	1	1	1
	GIS Specialists	1	1	2	2	2	2	2	2	2	2	2	2	2	1	1	1	1	1	1	1	2
	Web Administrator												1	1	1	1	1	1	1	1	1	1
	Records Imaging Tech			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Subtotal		5	5	8	8	8	8	8	9	9	9	9	9	9	9	9	9	9	9	9	10	
Justice Court	Judge	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Court Administrator													1	1	1	1	1	1	1	1	1
	Senior Court Clerk	1	1	1	1	1	1	1	1	1	1	1	1									
	Court Clerk	2	2	2	2	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Subtotal		4	4	4	4	4	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	
Heritage & Arts (Formerly Library)	Director																					1
	Museum Director																					1
	Library Director	1	1	1	1	1	1	1	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												1
	Youth Services Librarian	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Teen Services/Social Media Librarian																					1
	Technical Services Librarian	1	1	1	1	1	1	1	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	1	1	1	1
	Spanish Services Librarian											1	1	1	1	1	1	1	1	1	1	1
	Branch Librarians	1	1	1	2	2	2	2	2	2	2	2	3	3	3	3	3	3	3	3	3	3
	Administrative Assistant				1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Library Clerks	2	4	4	3	3	5	6	6	6	6	5	6	6	6	6	6	6	4	4	4	4
Subtotal		6	8	8	10	10	12	14	14	14	14	14	15	15	15	15	15	13	13	13	14	
Personnel	Director	1	1	1	1	1	1	1	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	1	1	1	1	1	1	1
	HR Tech			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Subtotal		2	2	3	3	3	3	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	1	1	1	1	1	1	1
	Deputy Public Works Admin									1	1											
	Financial Analyst																					1
	Public Works Superintendent	1	1	1	1	1	1	1														
	Weed Supervisor																					1
	Office Manager																					1
	Road Superintendant									1	1	1	1	1	1	1	1	1	1	1	1	1
	Project Foreman					1	1	1				2	2	2	2	2	2	2	2	2	2	2
	Mechanics	1	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1	1	1	1	1
	Mechanic Tech	1	1															1	1	1	1	1
	Secretary	1	1	1	1	1	1	1	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	1	1	1						
	Equip Operator/Weed Spray	1	1	1	1	1	1	1	1													1
	Equip Operator/Weed Enfor										1	2	1	1	1	1	1	1	1	1	1	1
	Weed Enforcement Officer												1	1	1	1	1	1				1
	Equipment Operators	13	13	13	14	16	17	17	16	15	13	11	11	12	12	15	15	15	15	15	15	15
	Equip Operator/Storm Water						1	1	2	3	3	3	3	3	3							
Transit Tech																1	1	1	1	1	2	
Sign Technician											1	1	1	1	1	1	1	1	1	1	1	
Subtotal		20	20	20	21	24	26	27	26	26	25	25	25	26	26	27	28	28	28	28	29	
Recorder's Office	County Recorder	1	1	1	1	1	1	1	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	1	1	1	1	1	1	1
	GIS Technician													1	1	1	1	1	1	1	1	
	Senior Cadastral Mapper	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Deputy Recorder	7	7	8	8	8	8	8	8	8	6	4	4	3	3	3	3	3	3	3	3	3
Subtotal		10	10	11	11	11	11	11	11	11	9	7	7	7	7	7	7	7	7	7	7	
Senior Citizens	Senior Director																					1
	Senior Cook																					1
Subtotal																						2
Solid Waste	Solid Waste Manager											1	1									
	Solid Waste Superintendent									1	1	1	1	1	1	1	1	1	1	1	1	1
	Solid Waste Foreman																					1
	Landfill Operators	4	4	4	4	5	5	5	5	6	6	6	6	6	6	6	6	7	7	7	7	7
	Landfill Spotters						1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Gate Attendant										1	1	1	1	1	1	1						
Subtotal		4	4	4	4	5	6	8	9	10	10	11	11	10	10	10	10	10	11	11	11	

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Treasurer's Office	County Treasurer	1	1	1	1	1	1	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	1	1	1	1	1	1
	Deputy Treasurer	1	1	1	1	1	1	1	1	1	2	1	1	1	1	1	1	1	1	1	1
	Motor Vehicle Supervisor	1	1	1	1	1	1	1	1	1	1	1	1			1	1	1	1	1	1
	Motor Vehicle Tech	4	4	3	3	3	3	3	3	3	3	3	3	4	4	2	2	3	3	3	3
Subtotal		8	8	7	7	7	7	7	7	7	8	7	7	7	7	6	6	7	7	7	7
Finance	Finance Officer																				1
	Risk & Procurement																				1
	Accountant																				1
	Accounts Payable																				1
	Accounts Receivable																				1
	Payroll																				1
Subtotal																					6
USU	Secretary	1	1	1	1	1	1	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	1	1	1	1	1	1
Sheriff's Office	Sheriff	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Chief Deputy	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	1
	Secretary	2	2	3	3	3	3	3	3	3	2	2	2	2	3	3	4	4	4	4	4
	Admin Assistant							1	1												
	Emergency Manager																				1
	Captain				3	3	4	4	4	4	3	1	2	1	1						0
	Admin Lieutenant																1	1	1	1	1
	Admin Sergeant																				1
	Patrol Lieutenant	1	1	1								1	1	1	1	1	1	1	1	1	1
	Patrol Sergeants	5	5	5	6	6	6	6	5	6	6	4	5	5	5	5	5	5	5	5	5
	Patrol Lead Deputies									4	4	4	5	4	4						
	Deputies	17	20	20	20	20	25	25	21	19	18	15	14	14	15	19	19	19	19	23	23
	JRI Deputy																2	2	2	2	2
	Major Crime Lieutenant											1	1	1	1	1	1	1	1	1	1
	Major Crime Sergeant											1	1	1	1	1	1	1	1	1	1
	Major Crime Detective											1	4	3	3	3	2	2	2	2	2
	Special Ops Lieutenant									1	1	1	1	1	1	1	1	1	1	1	1
	Special Ops Sergeant				1		1	1	1				2	1	1	1	1	1	1	1	1
	Special Ops Deputies				3	3	3	2	2												
	Detective Sergeant	1	1	1	1	1	2	2	3	3	3	2									
	School Resource Sergeant																				1
	Detectives	3	3	3	3	4	2	2	8	8	10	8	6	7	7	7	7	7	7	7	7
	Evidence Tech				1	1	1	1				1	1	1	1	1	1	1	1	1	1
	SAR Lieutenant																				1
	Corrections Lieutenant	1	1	1				1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Corrections Sergeant	1	1	2	5	5	5	4	4	4	4	4	4	5	5	5	5	5	5	5	5
	Corrections Lead Deputies									4	4	4	4	4	4						
	Corrections Officers	17	15	15	15	16	16	16	15	14	14	13	12	12	12	16	16	16	16	16	16
	Corrections Nurse							1	1				1	1	1	1	1	1	1	1	1
	Court Security Lieutenant											1	1	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	1
	Court Security Lead Deputy								1	1	1	1	1	1	1						
	Court Security Officer	4	4	4	5	4	4	4	4	6	6	6	6	7	7	8	8	8	8	8	8
	Inmate Working Deputies										2	2					2	2	2	2	3
	Kitchen Manager	1	1	1	1	1	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	2	2	2	2	2
	Communications Director																				1
	Dispatch Supervisor	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1				2
	Communications Lieutenant																				1
	Lead Dispatchers				2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	4	4
	Admin Dispatcher																				1
	Dispatchers	9	9	9	11	11	11	11	11	12	12	12	12	12	12	12	12	17	17	11	11
Subtotal		67	68	76	84	86	90	92	99	99	99	97	98	95	97	97	102	107	107	112	112
Total FTE		215	221	236	252	262	277	284	290	290	286	278	277	276	284	293	303	309	312	326	330

6/22/2020