



STAFF REPORT

To: Summit County Council
From: David Warnock - Personnel Director
Date of Meeting: 15 December 2021
Type of Item: Chart of Positions
Process: Discussion

Requested Council Action

Discussion on the recommended chart of positions

Background

Each year with the budget cycle, a new chart of positions is presented for approval.

Process

Pursuant to the budget that has been submitted to the Council, the chart of positions illustrates additions or deletions of positions from the overall County staffing master plan.

Attached is the proposed 2022 chart of positions. The summary of the changes is as follows:

Full Time new additions	13
Part time position to full time	0.5
Part time new addition	0.5
Total New requested positions	14
Elimination of full time positions	7
Total net full time added positions	7
Time Limited positions added	10
Total net added positions, including Time Limited	17

The details of the changes are as follows:

- Attorney's Office
 - Addition of one (1) new part time Investigator
- Clerk's Office:
 - Convert a part time elections clerk position to full time
- Community Development
 - Addition of one (1) full time Code Enforcement Officer
- Stormwater
 - Addition of one (1) full time Stormwater Inspector
- Facilities
 - Addition of one (1) full time Maintenance Technician
- Health Department

- Adding new position of full time Budget Analyst
- Adding new position of full time Tobacco Educator
- Addition of one (1) full time Early Intervention Service Provider
- Addition of one (1) full time Administrative Assistant
- Convert ten (10) contract positions into Time Limited positions for liability purposes:
 - Case Investigator Coordinator
 - Community Health Worker – two (2) positions
 - Part time Community Health Worker – two (2) positions
 - K-12 School Case Investigator
 - K-12 School Testing Coordinator
 - Epidemiologist
 - Part time Contract Tracer
 - Testing Site Coordinator
- Public Works
 - Addition of one (1) full time Equipment Operator/Weed Enforcement
- Recorder
 - Addition of one (1) full time Deputy Recorder
- Sheriff's Office
 - Addition of two (2) full time Deputies
 - Addition of one (1) full time Evidence Technician
 - Addition of one (1) full time Corrections Nurse
- Transit District
 - Elimination of seven (7) positions being transferred to High Valley Transit District entity.
- Finance
 - Unfreeze one (1) Accountant position

Chart of Fulltime Positions
Proposed January 2021

Department	Position	2015 Fulltime	2016 Fulltime	2017 Fulltime	2018 Fulltime	2019 Fulltime	2020 Fulltime	2021 Fulltime	2022 Fulltime
Animal Control	Animal Control Administrator	1	1	1		1	1	1	1
	Field Supervisor	1	1	1	1	1	1	1	1
	Animal Control Officers	4	4	4	4	3	3	3	3
	Kennel Tech	2	2	2	2	2	2	2	2
	Subtotal	8	8	8	7	7	7	7	7
Assessor's Office	County Assessor	1	1	1	1	1	1	1	1
	Chief Deputy Assessor	1	1	1	1	1	1	1	1
	Commercial Appraiser	1	1	1	1	1	0	0	0
	Appraisal Supervisor								
	Assoc CommercialAppraiser						1	1	1
	Appraiser/Software Spec	1	1						
	Deputy Appraisers	4	4	4	4	4	6	6	6
	Assessing Tech	2	2	3	3	3	1	1	1
Subtotal	10	10	10	10	10	10	10	10	
Attorney's Office	County Attorney	1	1	1	1	1	1	1	1
	Chief Civil Attorney	1	1	1	1	1	1	1	1
	Civil Attorney	2	2	2	2	3	3	3	3
	Chief Prosecutor	1	1	1	1	1	1	1	1
	Prosecuting Attorneys	2	2	2	2	2	2	2	2
	ADDING 1 NEW PART TIME	1	1	1	1	1	1	1	1.5
	Victim Advocate Director	1	1	1	1	1	1	1	1
	Victim Advocate								
	CJC Director		1	1	1	1	1	1	1
	Legal Secretary								
	Paralegal	1	1	1	1	1	1	1	1
Subtotal	10	11	11	11	12	12	12	12.5	
Auditor's Office	County Auditor	1	1	1	1	1	1	1	1
	Chief Deputy Auditor	1	1	1	1	1	1	1	1
	Financial Officer								
	Payroll Clerk		1	1	1				
	Management Analyst								
	Accountant								
	Auditing Tech	2	2	2	2	2	1	1	1
Subtotal	4	5	5	5	4	3	3	3	

0.5

Chart of Fulltime Positions
Proposed January 2021

Clerk's Office	Clerk	1	1	1	1	1	1	1	1
	Chief Deputy Clerk	1	1	1	1	1	1	1	1
MOVE 1 PART TO FULL TIME	Deputy Clerk	1	1	1	1	1	1	1	2
Subtotal		3	3	3	3	3	3	3	4
Community Development	Comm Development Director	1	1	1	1	1	1	1	1
	Office Manager	1	1	1	1	1	1	1	1
	Administrative Assistant								
	Planning and Zoning Admin	1	1	1	1				
	Planning and Zoning Director					1	1	1	1
	Economic Development Spec								
	Planning Director								
	Project Coordinator	1	1	1	1	1	1	1	1
	Senior Planner	2	2	2	2	2	2	2	2
	Special Projects Manager								
	Principle Planner	1	1	1	1	1	1	1	1
	County Planners	2	2	2	2	3	3	4	4
	Assistant County Planner	1	1	1	1	1	1	1	1
	Regional Transportation Planning Crd							1	1
ADDING 1 NEW	Code Enforcement Officer	1	1	1	1	1	1	1	2
	Permit Technician								
	Secretaries	2	2	2	2	2	2	2	2
	Chief Building Official	1	1	1	1	1	1	1	1
	Plan Examiner	1	1	1	1	1	1	1	1
	Assistant Plan Examiner	1	1	1	1	1	1	1	1
	Asst B.O./Supervising B.O.	1	1	1	1	1	1	1	1
	Plan Exam/Asst Building Office								
	Building Inspectors	5	5	5	5	5	5	6	6
Subtotal		22	22	22	22	23	23	26	27
		2015	2016	2017	2018	2019	2020	2021	2022
Department	Position	Fulltime	Fulltime	Fulltime	Fulltime	Fulltime	Fulltime	Fulltime	Fulltime
County Manager's Office	County Manager	1	1	1	1	1	1	1	1
	Assistant County Manager	1	1	1					
	Deputy County Manager				1	1	1	1	1
	Rural Affairs Assistant Manager				1	1			
	Commission Administrator								
	Executive Assistant		1	1	1	1	1	1	1
	Exec Assistant/Purch Admin								
	Special Projects Director								
	Economic Development/Housing Dir	1	1	1	1	1	1	1	1
	Sustainability Manager	1	1	1					
	Comm & Pub Affairs Spec	1	1	1	1	1			
	Office Manager	1							
	Financial Officer	1	1	1	1				
	Management Analyst	1	1						
	Risk & Procurement Administrator			1	1				
	Senior Citizen Cook				1	1			
	Receptionist								
	Historian	1	1	1	1	1			
	Administrative Assistant						1	1	1
	Fair Coordinator	1	1						
	Public Lands Manager							1	1
	Special Events Manager			1	1	1			
	Emergency Manager			1	1			1	1
	Grant Coordinator (Time-limited)								
	Secretary	1	1	1	1	1			
Subtotal		11	11	12	13	10	5	7	7

0.5

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Chart of Fulltime Positions
Proposed January 2021

Communication & P. E.	Director					1	1	1
	Deputy Director					1	1	1
	Special Events Manager					1	1	1
	Outreach Specialist					1	1	1
Subtotal					4	4	4	
Engineering	County Engineer	1	1	1	1	1	1	1
	Engineer	3	3	3	3	3	3	3
	Stormwater Manager					1	1	1
	ADDING 1 NEW Stormwater Inspector					1	1	2
	Public Works Inspectors	2	2	2	2	2	2	2
	Engineering Tech	1	1	1	1			
	Code Enforcement Tech	1	1	1	1	1	1	1
	Eng. Sec/Assistant Tech							
	Secretary	1	1	1	1	1	1	1
Subtotal		9	9	9	9	9	10	10
Facilities Department	Facilities Manager	1	1	1	1	1	1	1
	Grounds Supervisor	1	1	1				
	Facilities Tech							
	Housekeeping Supervisor		1	1	1	1	1	1
	Housekeepers	5	4	5	6	6	6	6
	ADDING 1 NEW Maintenance Techs	2	2	2	3	3	3	4
	Office Manager		1	1	1	1	1	1
	Custodian	1	1					
Subtotal		10	11	11	12	12	12	13
Finance	Finance Officer					1	1	1
	Risk & Procurement					1	1	1
	UNFREEZE Accountant					1	1	1
	Accounts Payable					1	1	1
	Accounts Receivable					1	1	1
	Payroll					1	1	1
Subtotal					6	6	6	6

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Chart of Fulltime Positions
Proposed January 2021

Department	Position	2015 Fulltime	2016 Fulltime	2017 Fulltime	2018 Fulltime	2019 Fulltime	2020 Fulltime	2021 Fulltime	2022 Fulltime	
Heritage & Arts (Formerly Library)	Director						1	1	1	
	Museum Director						1	1	1	
	Library Director	1	1	1	1	1				
	Assistant Library Director									
	Information Serv Librarian					1				
	Youth Services Librarian	1	1	1	1	1	1	1	1	
	Teen Services/Social Media Librarian						1	1	1	
	Technical Services Librarian	1	1	1	1	1	1	1	1	
	Outreach Services Librarian	1	1	1	1	1	1	1	1	
	Spanish Services Librarian	1	1	1	1	1				
	Branch Librarians	3	3	3	3	3	3	3	3	
	Administrative Assistant	1	1	1	1	1	1	1	1	
	Library Clerks	6	6	4	4	4	4	4	4	
Subtotal		15	15	13	13	13	14	14	14	
Information Technology	Director	1	1	1	1	1	1	1	1	
	LAN Administrator	1	1	1	1	1	1	1	1	
	Network Security Engineer					1	1	1	1	
	Info Tech Specialists	3	3	3	3	2	2	2	2	
	GIS Coordinator	1	1	1	1	1	1	1	1	
	GIS Specialists	1	1	1	1	1	2	1	1	
	Multi-Media Coordinator							1	1	
	Web Administrator	1	1	1	1	1	1	1	1	
	Records Imaging Tech	1	1	1	1	1	1	1	1	
	Subtotal		9	9	9	9	9	10	10	10
Justice Court	Judge	1	1	1	1	1	1	1	1	
	Court Administrator	1	1	1	1	1	1	1	1	
	Senior Court Clerk									
	Court Clerk	3	3	3	3	3	3	3	3	
	Subtotal		5	5	5	5	5	5	5	
Personnel	Director	1	1	1	1	1	1	1	1	
	Benefits Administrator	1	1	1	1	1	1	1	1	
	HR Tech	1	1	1	1	1	1	1	1	
Subtotal		3	3	3	3	3	3	3		
Public Works	Public Works Administrator	1	1	1	1	1	1	1	1	
	Deputy Public Works Director							1	1	
	Financial Analyst									
	Public Works Superintendent									
	Weed Supervisor		1	1	1	1	1	1	1	
	Office Manager		1	1	1	1	1	1	1	
	Road Superintendant	1	1	1	1	1	1			
	Area Supervisor							3	3	
	Project Foreman	2	2	2	2	2	2			
	Mechanics	2	1	1	1	1	1	1	1	
	Mechanic Tech		1	1	1	1	1	1	1	
	Secretary	1	1	1	1	1	1	1	1	
	Weed Control Lead	1								
	Equip Operator/Weed Spray			1	1	1	1	1	1	
	ADDING 1 NEW	Equip Operator/Weed Enfor	1	1	1	1	1	2	2	3
		Weed Enforcement Officer	1	1						
		Equipment Operators	15	15	15	15	15	15	14	14
	Equip Operator/Storm Water									
	Sign Technician	1	1	1	1	1	1	1	1	
Subtotal		26	27	27	27	27	28	28	29	

Chart of Fulltime Positions
Proposed January 2021

Recorder's Office	County Recorder	1	1	1	1	1	1	1	1
	Chief Deputy Recorder	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
	Cadastral Mapper							1	1
ADDING 1 NEW	Deputy Recorder	3	3	3	3	3	3	3	4
Subtotal		7	7	7	7	7	7	8	9
Senior Citizens	Senior Director							1	1
	Senior Cook							1	1
Subtotal								2	2
Solid Waste	Solid Waste Manager								
	Solid Waste Superintendent	1	1	1	1	1	1	1	1
	Solid Waste Foreman				1	1	1	1	1
	Landfill Operators	6	6	7	7	7	7	7	7
	Landfill Spotters	2	2	2	2	2	2	2	2
	Gate Attendant	1	1						
Subtotal		10	10	10	11	11	11	11	11
Department	Position	2015 Fulltime	2016 Fulltime	2017 Fulltime	2018 Fulltime	2019 Fulltime	2020 Fulltime	2021 Fulltime	2022 Fulltime
Sheriff's Office	Sheriff	1	1	1	1	1	1	1	1
	Chief Deputy	1	1	1	1	1	1	1	1
	Office Manager	1	1	1	1	1	1	1	1
	Secretary	3	4	4	4	4	4	4	4
	Admin Assistant								
	Emergency Manager					1	1	1	1
	Captain								
	Admin Lieutenant		1	1	1	1	1	1	1
	Admin Sergeant					1	1	1	1
	Patrol Lieutenant	1	1	1	1	1	1	1	1
	Patrol Sergeants	5	5	5	5	5	5	5	5
	Patrol Lead Deputies								
ADDING 2 NEW	Deputies	19	19	19	19	23	23	22	24
	JRI Deputy		2	2	2	2	2	2	2
	Major Crime Lieutenant	1	1	1	1				
	Major Crime Sergeant	1	1	1	1	1	1	1	1
	Major Crime Detective	3	2	2	2	2	2	2	2
	Special Ops Lieutenant	1	1	1	1	1	1	1	1
	Special Ops Sergeant	1	1	1	1				
	Special Ops Deputies								
	Detective Sergeant								
	School Resource Sergeant					1	1	1	1
	Detectives	7	7	7	7	7	7	8	8
ADDING 1 NEW	Evidence Tech	1	1	1	1	1	1	1	2
	SAR Lieutenant					1	1	1	1
	Corrections Lieutenant	1	1	1	1	1	1	1	1
	Corrections Sergeant	5	5	5	5	5	5	5	5
	Corrections Lead Deputies								
	Corrections Officers	16	16	16	16	16	16	16	16
ADDING 1 NEW	Corrections Nurse	1	1	1	1	1	1	1	2
	Court Security Lieutenant	1	1	1	1	1	1	1	1
	Court Security Sergeant	1	1	1	1	1	1	1	1
	Court Security Lead Deputy								
	Court Security Officer	8	8	8	8	8	8	8	8
	Inmate Working Deputies		2	2	2	2	3	3	3
	Kitchen Manager	1	1	1	1	1	1	1	1

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Chart of Fulltime Positions
Proposed January 2021

	Cooks	2	2	2	2	2	2	2	2
	Communications Director					1	1	1	1
	Dispatch Supervisor	1	1			2	2	2	2
	Communications Lieutenant			1	1				
	Lead Dispatchers	2	2	2	2	4	4	4	4
	Admin Dispatcher					1	1	1	1
	Dispatchers	12	12	17	17	11	11	11	11
Subtotal		97	102	107	107	112	113	113	117
Treasurer's Office	County Treasurer	1	1	1	1	1	1	1	1
	Chief Deputy Treasurer	1	1	1	1	1	1	1	1
	Deputy Treasurer	1	1	1	1	1	1	1	1
	Motor Vehicle Supervisor	1	1	1	1	1	1	1	1
	Motor Vehicle Tech	2	2	3	3	3	3	3	3
Subtotal		6	6	7	7	7	7	7	7
Transit District	Regional Transportation Plan Dir	1	1	1	1	1	1	1	
	Transportation Planner					1	1	2	
ALL TRANSFER TO NEW ENTITY	Data Analyst							1	
	Admin Technician							1	
	Transit Tech	1	1	1	1	2	2	2	
Subtotal		2	2	2	2	4	4	7	0
USU	Secretary	1	1	1	1				
Subtotal		1	1	1	1				
Total FTE		293	303	309	312	326	332	344	361
									17
									10 are time-limited in Health Department