

**Caroline County
Board of Supervisors Agenda
Executive Summary**

Meeting Date: **June 9, 2020**

Title: **Consent Agenda – Proposed Changes to Previously Approved
Part-Time Environmental Coordinator Position**

(Check Mark)

<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Closed Meeting
<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Public Hearing
<input type="checkbox"/> No Action (Information Only)	<input type="checkbox"/> Ordinance
<input type="checkbox"/> Resolution	<input type="checkbox"/> PowerPoint Presentation

Summary: The Board of Supervisors previously approved funding in the amount of \$25,000 for a part-time Environmental Coordinator position in the Fiscal Year 2019/2020 budget. The purpose of the position to enhance the County’s litter control activities. To date, staff has been unable to fill the position on a part-time basis. Many applicants have expressed interest in the position, only to cancel interviews after accepting full-time employment elsewhere. Even if the position is eventually filled on a part-time basis, experience has shown that the length of employment is likely to be brief.

As a result, Director of Public Works/Utilities Joseph Schiebel is proposing a different approach that will cover the responsibilities of the Environmental Coordinator position at less cost by using existing personnel. The proposal can be summarized as follows:

- Upgrade the existing Solid Waste Clerk position from part-time to full-time status and incorporate the majority of the Environmental Coordinator responsibilities into the position. This would create an Environmental Coordinator/Clerk position classified at a Grade 11. The incumbent part-time Solid Waste Clerk would be promoted to Environmental Coordinator/Clerk.

The essential functions of the new position are outlined in Mr. Schiebel’s memorandum.

- The existing full-time Solid Waste Supervisor would oversee and manage the new Environmental Coordinator/Clerk position and develop and present litter control and recycling educational programs for the County's schools and/or community organizations (the incumbent Solid Waste Supervisor has a teaching certificate and previous similar experience in another locality). In exchange, the position would be increased one grade (5%) on the pay scale to a Grade 22. Mr. Schiebel has indicated that these new duties can be accomplished without detracting from the existing responsibilities of the position.

More detailed information is included in Mr. Schiebel's memorandum.

Budget Impact: The proposed changes as recommended result in an estimated savings of \$6,438.77, which includes pay raises and benefit costs to convert the part-time employee to full-time status.

Action(s) Requested of Board of Supervisors: Approve request as presented. Staff believes the proposed changes will provide a more stable method of achieving our litter control goals at a reduced cost.

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MEMORANDUM

To: Charles M. Culley Jr.
County Administrator

From: Joseph C. Schiebel
Director of Public Works/Utilities

Date: June 1, 2020



SUBJECT: Previously Approved Environmental Coordinator

The Board of Supervisors created a part-time Environmental Coordinator position and appropriated \$25,000 in the FY 19-20 budget. Staff worked with Human Resources and advertised for this position, throughout all of our standard locations.

This process proved to be painstaking. As this was a part-time position, we had received many applications and scheduled interviews only to have the candidates call and cancel because they had found full-time employment elsewhere. Staff believes this trend will continue both in trying to hire a part-time person and in keeping them.

Staff worked with our Solid Waste Division and has found a way to make this position into a full-time job and save the County money in the process. Our Solid Waste Supervisor worked for Spotsylvania County and assisted their Environmental Coordinator for over a

year. He also has a teaching degree. Both credentials will be beneficial in providing the educational programs. In addition, our Solid Waste Division currently employs a part-time Solid Waste Clerk, who works between 24-32 hours per week. This position is a Grade 5 with a minimum starting salary of \$25,126.40.

Staff is proposing to make our part-time Solid Waste Clerk a full-time position. We would combine the job description of the Environmental Coordinator & Solid Waste Clerk into one position. This would create an Environmental Coordinator/Clerk, which would be classified at a Grade 11 with a base salary of \$31,546.25.

The following essential functions will be added to the new job description:

- Coordinate the litter control and recycling education program
- Coordinate the Virginia Adopt-A-Highway program in Caroline County
- Maintain records and documentation of litter and recycling efforts
- Coordinate court-ordered community service litter pickup
- Work with local businesses to develop funding to support litter control and recycling
- Plan and participate in varied special events that represent the County's litter control and recycling educational programs. Includes but not limited to:
 - Earth Day – Fort AP Hill
 - Litter Thon Non-Profits group to pick up roadside litter
 - Clean-Up & Cash In - School groups to pick up roadside litter
- Monitor and file the necessary paperwork for Statewide Non-Competitive grant funding.
- Plan and organize regional applications for environmental educational State grants.

Staff further proposes upgrading our Solid Waste Supervisor job description to add additional responsibilities as they relate to the oversight and management of the Environmental Coordinator/Clerk Position. This position would move up one grade or 5% on the scale to a Grade 21.

The following essential functions will be added to the new job description:

- Manage the Virginia Adopt-A-Highway program in Caroline County
- Oversee the litter control and recycling education program.
- Facilitate environmental education workshops to County school teachers
- Develop and present litter control and recycling educational programs for the County's schools and/or community organizations.
- Organize teach and coordinate workshops.
- Supervise and direct the Environmental Coordinator/Clerk
- Supervise and direct litter technical crew

The cost break-down to make these changes are as follows:

\$6,419.85 Difference in the salary of the current Clerk
\$9,463.88* Providing full-time benefits

\$2,677.50 Difference is the salary of the Solid Waste Supervisor
\$18,561.23

** The full-time benefits include the worst-case scenario of the employee should choose the family medical insurance plan.*

These proposed changes will allow the expansion of these services while providing a stable workforce with full-time employees. All of this is achieved while saving the County a minimum of \$6,000 from the \$25,000 previously approved by the Board.

Therefore, it is staff's recommendation that the Solid Waste Clerk position be upgraded to facilitate the new responsibilities of the Environmental Coordinator and enhance the Solid Waste Supervisor position to supervise and direct the enhanced environmental Coordinator position.