Staffing Standards

Compensation Board Criteria For Allocating New Positions In Commissioners Of The Revenue Offices

In determining the allocations of additional positions, the Compensation Board considers the following criteria:

1. The position (or positions) must be requested by the Commissioner of the Revenue as part of the Compensation Board's annual budget process.

2. The position requested must perform only statutorily prescribed duties of the Commissioner of the Revenue.

3. The Commissioner's office must have a PC, or be connected to the city/county system or have such systems scheduled for installation within 12 months.

4. Funds and positions must be appropriated by the General Assembly.

5. The Compensation Board will use the staffing methodology and weighted average workload criteria developed by the Workload Study Committee to determine the appropriate level of Compensation Board staff support for each office requesting additional positions.

6. The Compensation Board shall determine the number of additional positions to be allocated to any one office based upon criteria 1-5, inclusive, and additional positions shall be allocated in the order of percentage of need, where the offices with the highest percentage of need will receive positions first. The percentage of need is determined by calculating the percentage that the number of additional positions needed is of the total number of current positions.

7. Because the current staffing of Commissioners' offices includes hourly-wage staff expressed as F.T.E. positions, any office receiving a new position shall not have its hourly-wage funds reduced equivalent to the salary of the new position.

Staffing Methodology

The methodology used to determine appropriate staffing levels in each Commissioners' office was developed by the Workload Study Committee and adopted by the Compensation Board.

The methodology considers current Compensation Board funded positions and hourly wage funded employees, or full-time equivalent positions, and a weighted average of workload, as reported by Commissioners, is calculated. Workload elements and weights are as follows:

Workload Elements	Weights

Parcels	.08
Transfers	.50
Reassessments	1.25
Personal Property	.17
M & T/Business	.33
Mobile Homes	.33
Tax Relief	.50
Business Lic./MC	.50
Land Use	.50
Business-Excise Tax	4.00
State Tax Returns	0.33
Estimated Taxes	.17
Adjustments	.17
Cemetery Trust Accounts	8.00
Bank Franchise Tax Accounts	1.00
Public Service Corp Accounts	2.00
Coal/Gas/Oil Severance & Mineral Tax Accounts	2.00
Issuance of “No Fee” Decals	.17
Other Activities	.00

After determining the number of Compensation Board employees and the total number of hours worked each year per locality, a linear regression analysis was performed to determine a formula for a line of best fit and a model was created. The resulting formula that was derived is

Staff Needed = .0002927*(hours of work each year) + 1.7864

This formula was used to determine the employees predicted to be needed to perform the work in any given locality based on the combined data trend of all other offices.

RANK	FIPS	LOCALITY NAME	POP	POP GRP	TOTAL FULL TIME	FTE Salary Reduction (Avg FY06 Staff Salary of $22,977)	FY06 Annualized Budget Reductions to Salaries	FTE TOTAL	FTE REQUIRED	FTE DIFFERENCE	WEIGHTED	NEED%	REQUEST NEW
5	001	ACCOMACK	38,700	C	4	-0.61	-$13,903	3.39	6.66	3.27	16,657	96.46%	0
116	005	ALLEGHANY	16,900	B	6	-0.85	-$19,487	5.15	5.70	0.55	13,378	10.68%	0
27	007	AMELIA	12,000	B	3	-0.67	-$15,362	2.33	3.82	1.49	6,940	63.95%	1
53	009	AMHERST	31,200	C	5	-0.90	-$20,763	4.10	6.18	2.08	14,998	50.73%	1
121	011	APPOMATTOX	13,700	B	4	-0.48	-$10,919	3.52	3.66	0.14	6,385	3.98%	0
122	013	ARLINGTON	193,200	G	19	-1.16	-$26,635	17.84	18.46	0.62	56,960	3.48%	0
60	015	AUGUSTA	67,600	D	11	-1.92	-$44,002	9.08	13.41	4.33	39,714	47.69%	4
120	017	BATH	4,800	A	3	-0.52	-$11,919	2.48	2.60	0.12	2,783	4.84%	0
19	019	BEDFORD	62,700	D	8	0.00	$0	8.00	13.53	5.53	40,119	69.13%	0
18	021	BLAND	7,000	A	2	-0.12	-$2,819	1.88	3.19	1.31	4,805	69.68%	1
63	023	BOTETOURT	31,400	C	5	-0.16	-$3,724	4.84	7.12	2.28	18,229	47.11%	2
109	025	BRUNSWICK	18,300	B	4	-0.57	-$13,035	3.43	4.10	0.67	7,918	19.53%	0
1	027	BUCHANAN	25,300	C	7	-0.77	-$17,592	6.23	14.09	7.86	42,037	126.16%	1
7	029	BUCKINGHAM	16,000	B	3	-0.28	-$6,359	2.72	5.22	2.50	11,723	91.91%	1
51	031	CAMPBELL	50,700	D	8	-1.82	-$41,898	6.18	9.33	3.15	25,770	50.97%	1
93	033	CAROLINE	23,500	C	5	0.00	$0	5.00	6.50	1.50	16,099	30.00%	1
33	035	CARROLL	29,700	C	5	-0.21	-$4,845	4.79	7.71	2.92	20,249	60.96%	1
37	036	CHARLES CITY	7,000	A	2	-0.18	-$4,214	1.82	2.89	1.07	3,757	58.79%	1
42	037	CHARLOTTE	12,400	B	3	-0.54	-$12,464	2.46	3.82	1.36	6,959	55.28%	0
28	041	CHESTERFIELD	281,300	H	24	-0.50	-$11,541	23.50	38.49	14.99	125,407	63.79%	24
30	043	CLARKE	13,700	B	3	-0.47	-$10,757	2.53	4.13	1.60	8,009	63.24%	1
92	045	CRAIG	5,200	A	2	0.00	$0	2.00	2.60	0.60	2,773	30.00%	3
22	047	CULPEPER	39,100	C	5	-1.00	-$22,891	4.00	6.75	2.75	16,946	68.75%	3
81	049	CUMBERLAND	9,500	A	3	-0.52	-$11,883	2.48	3.34	0.86	5,320	34.68%	1
80	051	DICKENSON	16,400	B	5	-0.62	-$14,145	4.38	5.96	1.58	14,262	36.07%	4
55	053	DINWIDDIE	25,400	C	5	0.00	$0	5.00	7.45	2.45	19,346	49.00%	2
88	057	ESSEX	10,100	B	3	0.00	$0	3.00	3.96	0.96	7,436	32.00%	0
44	061	FAUQUIER	61,500	D	10	-1.51	-$34,589	8.49	13.09	4.60	38,605	54.18%	1
47	063	FLOYD	14,600	B	3	-0.23	-$5,216	2.77	4.24	1.47	8,389	53.07%	1
9	065	FLUVANNA	24,300	C	3	-0.61	-$14,066	2.39	4.31	1.92	8,636	80.33%	1
26	067	FRANKLIN	49,400	D	7	-0.83	-$19,007	6.17	10.18	4.01	28,670	64.99%	2
10	069	FREDERICK	66,300	D	8	-0.26	-$5,994	7.74	13.69	5.95	40,672	76.87%	10
126	071	GILES	16,300	B	5	-0.36	-$8,262	4.64	4.34	-0.30	8,708	-6.47%	1
77	073	GLOUCESTER	35,200	C	6	-0.41	-$9,361	5.59	7.71	2.12	20,229	37.92%	3
2	075	GOOCHLAND	18,600	B	2	0.00	$0	2.00	4.31	2.31	8,636	115.50%	1
8	077	GRAYSON	16,700	B	4	-0.88	-$20,239	3.12	5.72	2.60	13,455	83.33%	2
75	079	GREENE	16,700	B	3	-0.53	-$12,174	2.47	3.44	0.97	5,650	39.27%	0
97	081	GREENSVILLE	11,700	B	3	0.00	$0	3.00	3.79	0.79	6,832	26.33%	2
106	083	HALIFAX	36,300	C	7	-0.92	-$21,128	6.08	7.44	1.36	19,316	22.37%	0
49	085	HANOVER	94,800	E	12	-1.91	-$43,811	10.09	15.36	5.27	46,373	52.23%	0
91	089	HENRY	55,100	D	11	-1.84	-$42,210	9.16	11.96	2.80	34,743	30.57%	0
65	091	HIGHLAND	2,400	A	2	-0.41	-$9,314	1.59	2.33	0.74	1,847	46.54%	0
23	093	ISLE OF WIGHT	31,300	C	5	-0.76	-$17,361	4.24	7.15	2.91	18,321	68.63%	1
17	095	JAMES CITY	55,200	D	6	-0.39	-$8,849	5.61	9.54	3.93	26,477	70.05%	3
95	097	KING & QUEEN	6,700	A	3	-0.68	-$15,730	2.32	2.96	0.64	3,994	27.59%	0
21	099	KING GEORGE	19,100	B	4	-0.71	-$16,268	3.29	5.56	2.27	12,891	69.00%	2
29	101	KING WILLIAM	14,000	B	3	-0.66	-$15,238	2.34	3.82	1.48	6,960	63.25%	1
64	103	LANCASTER	11,300	B	4	-0.93	-$21,297	3.07	4.50	1.43	9,262	46.58%	0
82	105	LEE	25,400	C	4	0.00	$0	4.00	5.38	1.38	12,261	34.50%	2
3	107	LOUDOUN	241,800	G	14	-2.33	-$53,490	11.67	24.69	13.02	78,252	111.57%	5
16	109	LOUISA	27,800	C	5	-0.92	-$21,174	4.08	6.95	2.87	17,641	70.34%	1
56	111	LUNENBURG	13,100	B	3	-0.61	-$14,130	2.39	3.56	1.17	6,044	48.95%	1

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31	113	MADISON	13,300	B	3	-0.54	-$12,494	2.46	4.00	1.54	7,555	62.60%	0
78	115	MATHEWS	9,400	A	4	-0.72	-$16,555	3.28	4.51	1.23	9,290	37.50%	0
40	117	MECKLENBURG	32,300	C	5	-0.10	-$2,217	4.90	7.64	2.74	20,004	55.92%	0
13	119	MIDDLESEX	10,100	B	3	0.00	$0	3.00	5.16	2.16	11,519	72.00%	2
84	121	MONTGOMERY	86,000	E	10	-1.75	-$40,158	8.25	11.06	2.81	31,682	34.06%	2
69	125	NELSON	14,900	B	4	-0.66	-$15,088	3.34	4.78	1.44	10,223	43.11%	0
52	127	NEW KENT	14,800	B	4	-0.71	-$16,242	3.29	4.96	1.67	10,843	50.76%	1
72	131	NORTHAMPTON	12,900	B	4	-0.51	-$11,832	3.49	4.95	1.46	10,798	41.83%	0
43	133	NORTHUMBERLAND	12,600	B	4	-0.66	-$15,079	3.34	5.17	1.83	11,577	54.79%	1
54	135	NOTTOWAY	15,500	B	3	-0.52	-$11,963	2.48	3.71	1.23	6,562	49.60%	0
48	137	ORANGE	28,500	C	5	-1.03	-$23,662	3.97	6.07	2.10	14,647	52.90%	0
4	139	PAGE	23,700	C	6	-0.88	-$20,288	5.12	10.06	4.94	28,262	96.48%	6
86	141	PATRICK	19,200	B	4	-0.41	-$9,376	3.59	4.79	1.20	10,258	33.43%	0
46	143	PITTSYLVANIA	61,400	D	7	0.00	$0	7.00	10.72	3.72	30,521	53.14%	2
36	145	POWHATAN	25,400	C	4	-0.66	-$15,219	3.34	5.34	2.00	12,132	59.88%	0
101	147	PRINCE EDWARD	20,100	C	4	-0.96	-$21,959	3.04	3.79	0.75	6,841	24.67%	0
12	149	PRINCE GEORGE	36,700	C	3	0.00	$0	3.00	5.19	2.19	11,615	73.00%	1
62	155	PULASKI	34,100	C	6	-1.07	-$24,507	4.93	7.27	2.34	18,748	47.46%	1
108	157	RAPPAHANNOCK	6,800	A	3	-0.45	-$10,419	2.55	3.11	0.56	4,530	21.96%	0
15	159	RICHMOND	9,400	A	2	-0.23	-$5,297	1.77	3.02	1.25	4,224	70.62%	1
94	161	ROANOKE	88,200	E	13	-1.16	-$26,596	11.84	15.29	3.45	46,150	29.14%	2
57	163	ROCKBRIDGE	21,200	C	4	0.00	$0	4.00	5.95	1.95	14,211	48.75%	2
35	165	ROCKINGHAM	70,400	E	10	-1.49	-$34,231	8.51	13.63	5.12	40,459	60.16%	2
68	167	RUSSELL	29,400	C	6	-0.78	-$17,848	5.22	7.51	2.29	19,550	43.87%	1
74	169	SCOTT	23,200	C	4	-0.74	-$17,105	3.26	4.61	1.35	9,652	41.41%	1
59	171	SHENANDOAH	38,300	C	6	-0.94	-$21,671	5.06	7.48	2.42	19,455	47.83%	2
71	173	SMYTH	32,300	C	5	-0.81	-$18,664	4.19	5.98	1.79	14,322	42.72%	2
32	175	SOUTHAMPTON	17,800	B	3	0.00	$0	3.00	4.86	1.86	10,517	62.00%	1
11	177	SPOTSYLVANIA	112,000	F	11	0.00	$0	11.00	19.15	8.15	59,317	74.09%	2
20	179	STAFFORD	114,900	F	10	0.00	$0	10.00	16.91	6.91	51,659	69.10%	3
113	181	SURRY	6,800	A	3	-0.52	-$12,017	2.48	2.79	0.31	3,435	12.50%	1
85	183	SUSSEX	12,100	B	3	-0.53	-$12,257	2.47	3.31	0.84	5,214	34.01%	0
96	185	TAZEWELL	43,900	D	7	-1.09	-$25,052	5.91	7.52	1.61	19,589	27.24%	0
79	187	WARREN	33,900	C	7	-0.87	-$20,061	6.13	8.40	2.27	22,602	37.03%	3
83	191	WASHINGTON	51,300	D	8	-0.77	-$17,592	7.23	9.72	2.49	27,112	34.44%	1
73	193	WESTMORELAND	16,400	B	5	-0.62	-$14,262	4.38	6.21	1.83	15,102	41.78%	1
99	195	WISE	41,200	D	9	-1.89	-$43,455	7.11	8.91	1.80	24,335	25.32%	3
45	197	WYTHE	27,500	C	4	-0.41	-$9,475	3.59	5.51	1.92	12,709	53.48%	1
39	199	YORK	61,500	D	9	-1.63	-$37,515	7.37	11.56	4.19	33,394	56.85%	1
66	515	BEDFORD	6,300	A	2	-0.23	-$5,364	1.77	2.59	0.82	2,761	46.33%	0
90	520	BRISTOL	17,200	B	4	-0.24	-$5,444	3.76	4.94	1.18	10,766	31.38%	1
70	530	BUENA VISTA	6,400	A	2	0.00	$0	2.00	2.86	0.86	3,676	43.00%	1
128	540	CHARLOTTESVILLE	39,500	C	9	-1.06	-$24,413	7.94	7.11	-0.83	18,173	-10.45%	0
61	550	CHESAPEAKE	209,700	G	20	-1.87	-$42,965	18.13	26.74	8.61	85,255	47.49%	7
104	570	COLONIAL HEIGHTS	17,000	B	4	-0.77	-$17,739	3.23	3.99	0.76	7,527	23.53%	0
114	580	COVINGTON	5,900	A	3	-0.61	-$14,090	2.39	2.67	0.28	3,006	11.72%	0
112	590	DANVILLE	45,900	D	8	-0.92	-$21,167	7.08	8.23	1.15	22,015	16.24%	0
76	595	EMPORIA	5,500	A	2	-0.18	-$4,219	1.82	2.52	0.70	2,494	38.46%	0
25	600	FAIRFAX CITY	23,300	C	6	-1.33	-$30,568	4.67	7.73	3.06	20,296	65.52%	2
123	610	FALLS CHURCH	11,200	B	3	-0.26	-$6,017	2.74	2.79	0.05	3,419	1.82%	0
14	620	FRANKLIN CITY	8,200	A	2	-0.27	-$6,291	1.73	2.97	1.24	4,036	71.68%	1
127	630	FREDERICKSBURG	21,100	C	5	0.00	$0	5.00	4.52	-0.48	9,348	-9.60%	2

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50	640	GALAX	6,800	A	2	-0.42	-$9,617	1.58	2.40	0.82	2,110	51.90%	0
117	650	HAMPTON	142,800	F	17	-1.79	-$41,165	15.21	16.81	1.60	51,314	10.52%	2
105	660	HARRISONBURG	42,700	D	6	-1.02	-$23,531	4.98	6.12	1.14	14,797	22.89%	3
115	670	HOPEWELL	22,200	C	5	-1.00	-$22,982	4.00	4.46	0.46	9,136	11.50%	2
100	678	LEXINGTON	6,900	A	2	0.00	$0	2.00	2.50	0.50	2,436	25.00%	1
119	680	LYNCHBURG	66,900	D	9	-1.41	-$32,347	7.59	8.16	0.57	21,783	7.51%	1
98	683	MANASSAS	37,000	C	5	-1.01	-$23,147	3.99	5.03	1.04	11,072	26.07%	0
107	685	MANASSAS PARK	12,400	B	3	-0.34	-$7,858	2.66	3.25	0.59	4,996	22.18%	1
125	690	MARTINSVILLE	14,700	B	5	-0.95	-$21,838	4.05	3.96	-0.09	7,431	-2.22%	0
103	700	NEWPORT NEWS	182,400	G	22	-1.95	-$44,892	20.05	24.88	4.83	78,911	24.09%	3
110	710	NORFOLK	233,800	G	31	-5.42	-$124,639	25.58	30.55	4.97	98,270	19.43%	0
38	720	NORTON	3,900	A	2	-0.54	-$12,376	1.46	2.30	0.84	1,750	57.53%	2
124	730	PETERSBURG	31,500	C	7	-1.37	-$31,550	5.63	5.65	0.02	13,192	0.36%	0
34	735	POQUOSON	11,600	B	3	-0.57	-$13,180	2.43	3.91	1.48	7,250	60.91%	1
41	740	PORTSMOUTH	97,800	E	13	-0.73	-$16,695	12.27	19.10	6.83	59,139	55.66%	0
87	750	RADFORD	15,200	B	3	-0.74	-$17,049	2.26	2.99	0.73	4,104	32.30%	2
67	770	ROANOKE	92,600	E	12	-0.95	-$21,783	11.05	15.97	4.92	48,453	44.52%	4
102	775	SALEM	24,600	C	5	-0.90	-$20,655	4.10	5.11	1.01	11,356	24.63%	0
118	790	STAUNTON	22,600	C	5	-0.89	-$20,344	4.11	4.43	0.32	9,046	7.79%	0
58	800	SUFFOLK	75,500	E	8	-1.48	-$34,061	6.52	9.64	3.12	26,817	47.85%	3
6	810	VIRGINIA BEACH	432,300	H	35	0.00	$0	35.00	68.12	33.12	226,634	94.63%	0
111	820	WAYNESBORO	19,800	B	4	-0.86	-$19,664	3.14	3.70	0.56	6,523	17.83%	0
24	830	WILLIAMSBURG	13,600	B	3	-0.53	-$12,165	2.47	4.09	1.62	7,864	65.59%	1
89	840	WINCHESTER	25,500	C	5	-0.87	-$19,902	4.13	5.44	1.31	12,486	31.72%	1
		Total			791	-93.15	-$2,139,939	697.85	1015.52	317.67	2,688,100		180