

Staffing Standards
REVISED 9-17-2008

Compensation Board Criteria for Allocating New Positions in Treasurers' 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 Treasurer as part of the Compensation Board's annual budget process.
2. The position requested must perform only statutorily prescribed duties of the Treasurer.
3. The Treasurer'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 three-year 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. 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 treasurer's office was developed by the Workload Study Committee and adopted by the Compensation Board.

The methodology considers current Compensation Board funded positions, adjusted for salary reductions. By dividing the annualized amount of FY04 reductions to salaries by the most recent average salary of a Compensation Board approved Treasurer's staff position, an FTE adjustment is ascertained. This is subtracted from the current Compensation Board approved full-time employees for the total personnel. A three year weighted average of workload, as reported by Treasurers, is calculated.

The workload was weighted to take into account the difficulty or ease of performing the duties. The transactions for each of the categories were totaled and averaged. Then the percentage was calculated, with 100% as the total number of reported transactions in all categories. Similarly, the amount of time spent by the offices on each function was totaled and averaged, and a percentage of total time was then calculated for each category.

The number of transactions for each category was divided by the amount of time for that category. This resulted in the weighted factor used in the analysis of workload.

The Treasurers' duties which were deemed to be local, such as vehicle decal issuance and those in the "other duties" category were removed from the total weighted transactions used in performing the statistical analysis.

Linear regression was used to assess the relationship between workload and current Compensation Board approved FTEs. Regression analysis is a statistical technique used to explain the relationship between factors, such as workload and current Compensation Board approved FTEs.

Treasurer's Workload Elements		Weighted Factor
Real Estate Tax:		
1	Number of taxable parcels	0.09
2	Number of parcels maintained for mortgage companies	0.04
3	Number of real estate abatements	0.21
4	Number of real estate tax bills processed per year	0.00
5	Number of real estate transfers	0.02
6	Number of real estate parcels in relief to the elderly/disabled program	0.14
7	Number of parcels in the land use program	0.01
Personal Property:		
8	Number of personal property items in relief to the elderly/disabled program	0.10
9	Number of items on which personal property tax is assessed each year	0.05
10	Number of personal property tax bills processed per year	0.00
11	Number of personal property address changes updated	0.05
12	Number of personal property abatements	0.03
PPTRA Dog Licenses:		
13	Duplicate reports for personal property relief (PPTRA) Number of dog licenses sold	0.36 0.10
14	PPTRA compliance audit Dog license notices	0.53 0.14
15	PPTRA records submitted for reimbursement Rabies certificates sent to other localities	0.00 0.01
Collection Actions:		
16	Number of accounts in debt set off program based on number of claims filed	0.02
17	Number of warrants in debt issued	0.15
18	Number of parcels in judicial sale proceedings	2.01
19	Number of 3952 tax liens issued (includes bank, wage, and other third party liens)	0.40
20	Number of Treasurers' summons	1.13
21	Number of distress warrants actions to seize property	4.03
22	Total of delinquent notices for real estate and personal property	0.02
23	Number of DMV stops issued	0.23
24	Number of monthly payment plans maintained for prepayment of taxes and delinquent collections (include ACH payments)	0.69
25	Number of meals tax enforcement actions by distress taken to "padlock" business	4.03
26	Number of other collections	0.28
Fees, Permits, and Other Licenses:		
27	Number of vehicle decals issued license sold	0.04
28	Number of other vehicle registrations	0.06
29	Number of dog licenses sold Number of vehicle license fees billed (include abatements)	0.10 0.01
30	Number of utility bills collected	0.00
31	Number of trash collection bills collected	0.00
32	Number of annual trash decals issued	0.00
33	Number of parking tickets collected	0.00
34	Number of zone permit parking fees collected	0.00
35	Number of building permits processed	0.00
36	Number of local businesses on which license tax is collected (BPOL)	0.00
37	Number of business accounts on which local excise tax is collected	0.00

FY16 Positions Due Based on Staffing Standards - Treasurers

RANK	FIPS	LOCALITY	POP GRP	POPULATION	TOTAL FULL TIME	FTE TOTAL	FTE REQUIRED	FTE VARIANCE	WEIGHTED WKLD	NEED PERCENT	REQUEST NEW
1	195	Wise	D	41,452	8	4.04	21.57	17.53	48,019	433.88%	2
2	595	Emporia	A	6,153	2	0.50	2.52	2.02	1,863	400.79%	1
3	101	King William	B	16,354	3	0.91	3.89	2.98	4,679	329.47%	1
4	081	Greensville	B	12,243	3	0.81	3.45	2.64	3,771	325.16%	3
5	097	King And Queen	A	7,072	3	1.35	5.70	4.35	8,494	321.82%	1
6	051	Dickenson	B	15,903	4	1.28	5.00	3.72	6,996	290.56%	2
7	127	New Kent	C	20,164	3	1.53	5.22	3.70	7,475	242.57%	5
8	191	Washington	D	54,943	7	4.16	13.72	9.56	26,844	230.08%	4
9	630	Fredericksburg	C	28,213	4	1.91	6.24	4.34	9,655	227.09%	1
10	025	Brunswick	B	17,434	4	1.78	5.37	3.59	7,785	201.50%	1
11	033	Caroline	C	29,727	5	2.65	7.91	5.26	13,290	198.35%	1
12	105	Lee	C	25,804	4	1.85	5.40	3.55	7,855	191.93%	2
13	163	Rockbridge	C	22,390	4	1.88	5.23	3.35	7,495	178.26%	1
14	091	Highland	A	2,321	2	0.82	2.25	1.44	1,325	176.29%	0
15	115	Mathews	A	8,978	3	1.86	5.13	3.27	7,271	175.47%	5
16	600	Fairfax City	C	24,730	5	2.29	6.26	3.97	9,698	173.35%	2
17	053	Dinwiddie	C	28,971	4	2.04	5.51	3.47	8,079	170.62%	10
18	750	Radford	B	17,441	4	1.85	4.98	3.13	6,958	168.98%	1
19	017	Bath	A	4,771	3	1.14	3.04	1.90	2,928	166.35%	1
20	685	Manassas Park	B	15,427	3	1.24	3.25	2.01	3,355	161.48%	1
21	169	Scott	C	23,181	5	1.89	4.83	2.94	6,638	155.46%	2
22	057	Essex	B	11,151	3	1.25	3.19	1.93	3,225	153.85%	0
23	107	Loudoun	H	361,708	18	12.43	31.51	19.08	83,676	153.46%	7
24	031	Campbell	D	56,232	7	3.76	9.48	5.72	16,808	152.16%	0
25	540	Charlottesville	D	47,783	7	3.69	9.29	5.60	16,376	151.76%	2
26	620	Franklin City	J	8,582	3	1.12	2.79	1.66	2,406	148.51%	0
27	069	Frederick	E	82,059	8	4.69	11.37	6.68	21,179	142.45%	3
28	137	Orange	C	34,487	4	2.22	5.35	3.13	7,747	141.23%	5
29	179	Stafford	F	138,230	13	9.17	21.91	12.74	49,046	138.99%	5
30	037	Charlotte	B	12,641	4	1.68	4.02	2.34	4,945	138.70%	1
31	181	Surry	A	7,058	3	1.30	3.08	1.78	3,002	136.83%	1
32	183	Sussex	B	12,090	3	1.59	3.77	2.18	4,437	136.71%	1
33	740	Portsmouth	E	96,802	17	10.07	23.48	13.40	53,861	133.08%	15
34	683	Manassas	D	41,830	5	2.38	5.54	3.16	8,144	133.05%	1
35	770	Roanoke City	E	99,320	16	9.50	21.89	12.39	48,982	130.48%	3
36	650	Hampton	F	138,545	18	12.46	28.29	15.83	70,417	127.08%	5
37	177	Spotsylvania	F	126,337	11	7.26	16.31	9.05	33,404	124.59%	7
38	800	Suffolk	E	89,586	11	6.37	14.31	7.94	28,312	124.49%	2
39	029	Buckingham	B	17,152	4	1.61	3.57	1.96	4,014	121.44%	0
40	610	Falls Church	B	13,522	4	2.23	4.90	2.67	6,793	120.14%	1

FY16 Positions Due Based on Staffing Standards - Treasurers

RANK	FIPS	LOCALITY	POP GRP	POPULATION	TOTAL FULL TIME	FTE TOTAL	FTE REQUIRED	FTE VARIANCE	WEIGHTED WKLD	NEED PERCENT	REQUEST NEW
41	175	Southampton	B	18,783	4	2.08	4.57	2.49	6,094	119.60%	0
42	670	Hopewell	C	22,846	5	2.19	4.79	2.60	6,552	118.71%	2
43	099	King George	C	24,739	4	1.83	3.99	2.16	4,887	117.86%	0
44	113	Madison	B	13,353	3	1.81	3.92	2.11	4,746	116.65%	1
45	049	Cumberland	B	10,141	3	1.58	3.40	1.82	3,675	115.39%	0
46	135	Nottoway	B	16,104	4	2.37	5.07	2.70	7,139	114.08%	1
47	063	Floyd	B	15,641	4	1.98	4.22	2.23	5,354	112.41%	1
48	021	Bland	A	6,824	3	1.46	3.10	1.64	3,052	112.23%	1
49	015	Augusta	E	74,642	8	4.51	9.56	5.05	16,993	111.86%	3
50	187	Warren	C	38,814	5	3.24	6.85	3.61	10,976	111.27%	4
51	730	Petersburg	C	32,421	6	3.56	7.48	3.92	12,345	109.92%	0
52	171	Shenandoah	D	42,916	7	3.84	8.04	4.21	13,586	109.59%	5
53	147	Prince Edward	C	23,368	4	2.02	4.21	2.20	5,346	108.93%	1
54	011	Appomattox	B	15,573	4	1.94	4.04	2.11	4,998	108.57%	2
55	550	Chesapeake	G	235,638	23	16.55	34.41	17.86	98,192	107.87%	3
56	061	Fauquier	D	67,512	8	5.51	11.40	5.90	21,267	107.05%	4
57	071	Giles	B	17,399	5	2.55	5.27	2.72	7,562	106.83%	0
58	167	Russell	C	28,897	5	3.28	6.73	3.45	10,707	105.36%	2
59	119	Middlesex	B	11,061	4	1.89	3.76	1.87	4,410	98.84%	1
60	141	Patrick	B	18,718	4	2.10	4.18	2.08	5,276	98.76%	1
61	660	Harrisonburg	D	52,612	5	2.53	5.02	2.49	7,039	98.36%	2
62	530	Buena Vista	A	6,867	3	1.38	2.73	1.36	2,300	98.32%	1
63	197	Wythe	C	29,350	5	3.02	5.99	2.97	9,100	98.22%	2
64	036	Charles City	A	7,256	3	1.37	2.69	1.32	2,204	96.64%	0
65	093	Isle Of Wight	C	36,172	6	3.58	7.03	3.45	11,353	96.43%	1
66	023	Botetourt	C	33,148	6	3.08	6.01	2.94	9,159	95.49%	1
67	075	Goochland	C	21,717	5	2.54	4.96	2.42	6,926	95.24%	1
68	678	Lexington	A	7,329	2	1.09	2.12	1.03	1,047	94.83%	1
69	131	Northampton	B	12,389	4	1.98	3.82	1.84	4,543	93.17%	1
70	690	Martinsville	B	13,821	4	1.80	3.47	1.67	3,817	92.96%	1
71	820	Waynesboro	C	21,661	4	1.99	3.83	1.84	4,546	92.75%	1
72	079	Greene	B	19,618	4	2.04	3.90	1.86	4,697	91.09%	0
73	085	Hanover	F	102,714	10	7.69	14.64	6.95	29,137	90.37%	3
74	720	Norton	A	4,013	2	1.11	2.10	0.99	1,012	89.63%	0
75	103	Lancaster	B	11,391	4	2.09	3.91	1.83	4,729	87.71%	1
76	133	Northumberland	B	12,385	5	3.26	6.03	2.77	9,195	85.09%	1
77	095	James City	D	71,140	9	5.60	10.36	4.76	18,841	85.02%	3
78	570	Colonial Heights	B	17,411	4	2.23	4.13	1.89	5,169	84.70%	0
79	840	Winchester	C	27,200	5	2.46	4.54	2.08	6,031	84.62%	1
80	143	Pittsylvania	D	63,545	10	6.61	12.17	5.57	23,099	84.20%	2

FY16 Positions Due Based on Staffing Standards - Treasurers

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81	047	Culpeper	D	48,558	5	3.34	6.13	2.78	9,397	83.37%	2
82	077	Grayson	B	16,374	4	2.26	4.04	1.78	4,994	78.94%	2
83	199	York	D	67,396	9	5.18	9.26	4.08	16,325	78.76%	2
84	117	Mecklenburg	C	32,727	6	3.86	6.84	2.98	10,939	77.30%	0
85	067	Franklin	D	56,793	7	5.08	8.87	3.79	15,435	74.48%	0
86	007	Amelia	B	12,824	4	2.06	3.56	1.50	4,001	72.74%	0
87	145	Powhatan	C	28,706	5	2.73	4.70	1.97	6,370	71.99%	2
88	161	Roanoke Co	E	93,569	11	6.84	11.70	4.86	21,978	71.02%	1
89	580	Covington	A	6,233	3	1.50	2.56	1.06	1,952	70.84%	1
90	157	Rappahannock	A	7,431	3	1.49	2.55	1.06	1,926	70.66%	1
91	193	Westmoreland	B	17,885	5	3.27	5.56	2.28	8,179	69.73%	0
92	073	Gloucester	C	37,225	7	4.07	6.84	2.77	10,939	68.10%	2
93	009	Amherst	C	32,595	6	3.29	5.50	2.21	8,054	67.09%	1
94	111	Lunenburg	B	12,914	4	2.15	3.58	1.43	4,030	66.29%	1
95	155	Pulaski	C	34,872	6	3.40	5.63	2.23	8,336	65.70%	1
96	027	Buchanan	C	24,098	6	3.34	5.51	2.17	8,081	65.17%	1
97	710	Norfolk	G	246,394	31	17.89	29.54	11.65	75,291	65.15%	5
98	109	Louisa	C	34,317	6	4.24	6.98	2.74	11,245	64.63%	2
99	125	Nelson	B	15,074	5	2.71	4.45	1.74	5,852	64.37%	0
100	035	Carroll	C	30,042	6	4.20	6.89	2.69	11,055	64.09%	1
101	045	Craig	A	5,275	3	1.49	2.40	0.91	1,626	60.86%	0
102	013	Arlington	G	229,302	27	18.08	29.06	10.98	73,382	60.73%	33
103	139	Page	C	24,083	6	3.22	5.15	1.94	7,326	60.16%	1
104	700	Newport News	G	183,362	25	17.07	27.20	10.14	66,400	59.39%	10
105	775	Salem	C	25,330	5	2.84	4.47	1.63	5,889	57.49%	1
106	001	Accomack	C	33,870	7	4.33	6.82	2.49	10,894	57.42%	1
107	121	Montgomery	E	97,405	11	6.33	9.83	3.50	17,613	55.36%	6
108	083	Halifax	C	36,241	6	4.48	6.94	2.46	11,156	54.95%	0
109	041	Chesterfield	H	330,043	29	20.75	32.01	11.26	85,925	54.24%	15
110	173	Smyth	C	32,208	5	3.44	5.16	1.72	7,342	50.15%	1
111	165	Rockingham	E	78,953	10	6.59	9.84	3.25	17,639	49.39%	2
112	590	Danville	J	43,055	5	2.60	3.88	1.28	4,654	49.20%	0
113	065	Fluvanna	C	25,970	8	5.11	7.44	2.34	12,263	45.81%	1
114	790	Staunton	C	24,647	6	3.15	4.54	1.39	6,031	44.06%	0
115	149	Prince George	C	36,435	6	3.17	4.40	1.23	5,744	38.97%	1
116	159	Richmond Co	A	9,254	4	2.28	3.10	0.83	3,057	36.33%	0
117	810	Virginia Beach	H	451,672	41	28.44	38.73	10.29	133,802	36.17%	5
118	89	Henry	D	54,151	9	5.79	7.76	1.96	12,954	33.89%	3
119	043	Clarke	B	14,323	5	2.81	3.70	0.89	4,291	31.55%	1
120	520	Bristol	B	17,835	4	2.20	2.84	0.64	2,527	29.08%	4

FY16 Positions Due Based on Staffing Standards - Treasurers

RANK	FIPS	LOCALITY	POP GRP	POPULATION	TOTAL FULL TIME	FTE TOTAL	FTE REQUIRED	FTE VARIANCE	WEIGHTED WKLD	NEED PERCENT	REQUEST NEW
121	830	Williamsburg	J	15,064	2	1.71	2.10	0.39	1,011	22.67%	1
122	005	Alleghany	B	16,250	6	4.19	5.06	0.87	7,136	20.85%	0
123	735	Poquoson	B	12,212	5	2.68	3.24	0.56	3,339	20.72%	0
124	019	Bedford	E	77,213	12	8.34	9.81	1.48	17,577	17.74%	1
125	760	Richmond City	J	213,504	3	1.68	1.93	0.26	683	15.33%	1
126	680	Lynchburg	J	77,874	3	1.88	1.90	0.02	616	1.21%	0
127	185	Tazewell	D	45,078	10	7.52	7.59	0.07	12,586	0.88%	3
TOTALS					857	511.35	986.58	475.23	1,862,187		277