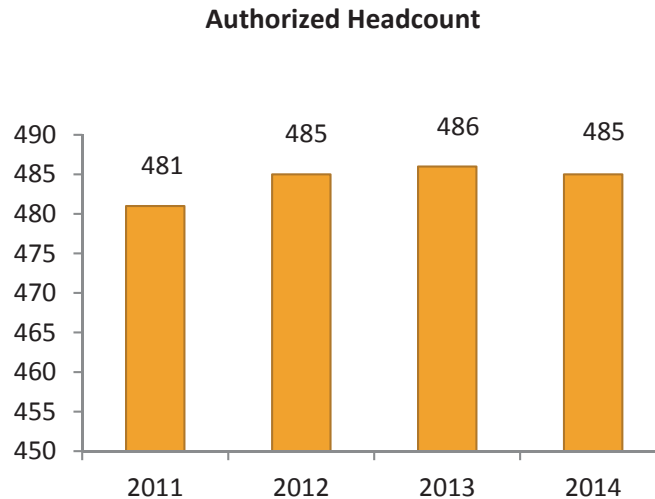


## Section XIII – STAFFING

### Authorized Personnel

Garfield County’s total headcount is 485, a net decrease of 1 position from 2013. Staffing levels remain stable after significant reductions in 2010 – 2011.



Positions are approved by the Board of County Commissioners and are monitored and controlled by the Human Resources and Finance Department staff.

The majority of new positions are added during the budget process. The department heads and elected officials request new positions along with their budget request. From the list of duties and responsibilities, Human Resources staff determines the appropriate job classification and salary. The Finance Department does not make any recommendations regarding the addition of staff, but merely presents the information to the Board of County Commissioners. The department head reviews the request for additional personnel and related budget impacts during scheduled budget meetings with the Budget Officer (County Manager), and elected officials review their requests during a budget hearing with the Board of County Commissioners.

Occasionally, new positions are added outside the annual budget process. These are discussed by the elected official and department head with the Board of County Commissioners during a public meeting and may or may not require a supplemental appropriation. Usually, the reasons are unique, such as a new revenue source directly related to funding the new position. As in the normal budget process, final approval rests with the Board of County Commissioners.

**Garfield County Authorized Personnel by Fund**

	2011		2012		2013		2014	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
<b>GENERAL FUND</b>								
<b>Elected Officials:</b>								
BOCC	3	0	3	0	3	0	3	0
Assessor	21	0	22	0	21	0	20	0
Clerk & Recorder	23	1	22	2	22	1	22	2
Treasurer	8	1	9	1	9	1	8	1
Sheriff	151	0	151	0	151	0	143	0
Coroner	1	0	1	0	1	0	1	0
Surveyor	1	0	1	0	1	0	1	0
<b>Admin. Departments:</b>								
Cty Attorney	10	1	10	1	10	1	10	1
Cty Manager	5	0	5	0	2	0	3	0
Finance	9	1	9	1	8	1	8	1
Human Resources	5	0	5	0	5	0	5	0
Information Technology	11	0	10	0	8	0	9	0
Procurement	3	0	3	0	4	0	4	0
Oil & Gas	2	0	2	0	2	0	2	0
Public Works & Facilities	9	1	9	1	10	5	11	5
Communications	0	0	0	0	4	0	4	0
Criminal Justice	19	0	19	0	19	0	19	0
Community Development	13	1	13	1	14	0	13	0
<b>Total General Fund</b>	<b>294</b>	<b>6</b>	<b>294</b>	<b>7</b>	<b>294</b>	<b>9</b>	<b>286</b>	<b>10</b>
<b>PUBLIC HEALTH FUND</b>	<b>25</b>	<b>5</b>	<b>25</b>	<b>5</b>	<b>24</b>	<b>5</b>	<b>25</b>	<b>5</b>
<b>ROAD &amp; BRIDGE FUND</b>	<b>47</b>	<b>3</b>	<b>44</b>	<b>7</b>	<b>44</b>	<b>3</b>	<b>44</b>	<b>3</b>
<b>HUMAN SERVICES FUND</b>	<b>84</b>	<b>1</b>	<b>84</b>	<b>2</b>	<b>89</b>	<b>2</b>	<b>93</b>	<b>2</b>
<b>COMMUNITY EVENTS FUND</b>							<b>1</b>	<b>0</b>
<b>AIRPORT FUND</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>
<b>SOLID WASTE DISPOSAL FUND</b>	<b>9</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>8</b>	<b>0</b>
<b>MOTOR POOL FUND</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>
	<b>466</b>	<b>15</b>	<b>464</b>	<b>21</b>	<b>467</b>	<b>19</b>	<b>465</b>	<b>20</b>
<b>TOTAL ALL FUNDS</b>	<b>481</b>		<b>485</b>		<b>486</b>		<b>485</b>	

**Personnel Changes**

As part of the 2014 budget, the Board of County Commissioners eliminated eleven full-time positions. These were positions which had been vacant and were not needed. Nine full-time and one part-time position were added in different departments and offices where resources were needed. Positions that have been added, deleted, or transferred throughout the year that are outside the budget process, but officially approved by the Board of County Commissioners, are reflected in the 2014 totals on the authorized personnel list. They are not described below, although they do have an impact on expenditures and were included in the amended budget expenditures in 2013.

## Position Additions

<b>Fund</b>	<b>Department</b>	<b>Position</b>	
General	Clerk & Recorder	Clerk I	Part-time
General	County Manager	Deputy County Manager	Full-time
General	County Attorney	Land Acquisitions Manager	Full-time
General	Information Technology	GIS Analyst/Lead	Full-time
General	Public Works & Facilities	Facility Maintenance Technician I	Full-time
Public Health	Public Health	Program Manager	Full-time
Human Services	Human Services	Caseworker A	Full-time
Human Services	Human Services	Caseworker A	Full-time
Human Services	Human Services	Eligibility Technician A	Full-time
Human Services	Human Services	Eligibility Technician A	Full-time

## Position Eliminations

<b>Fund</b>	<b>Department</b>	<b>Position</b>	
General	Assessor	Administrative Assistant II	Full-time
General	County Attorney	Legal Assistant II	Full-time
General	Treasurer	Accounting Supervisor	Full-time
General	Sheriff	Administrative Assistant IV	Full-time
General	Sheriff	Civil Deputy II	Full-time
General	Sheriff	Deputy I	Full-time
General	Sheriff	Deputy I	Full-time
General	Sheriff	Deputy I	Full-time
General	Sheriff	Deputy I	Full-time
General	Sheriff	Deputy I	Full-time
General	Sheriff	Deputy I	Full-time

## Personnel Distribution

### Personnel Distribution by Function

	Full Time	Part Time	Total
<b>General Government</b>			
BOCC	3		3
Assessor	20		20
Clerk & Recorder	22	2	24
Treasurer	8	1	9
Surveyor	1		1
Cty Attorney	10	1	11
Cty Manager	3		3
Finance	8	1	9
Human Resources	5		5
Information Technology	9		9
Procurement	4		4
Oil & Gas	2		2
Communications	4		4
Community Development	13		13
<b>Total General Government</b>	<b>112</b>	<b>5</b>	<b>117</b>
<b>Public Safety</b>			
Sheriff	143		143
Coroner	1		1
Criminal Justice	19		19
<b>Total Public Safety</b>	<b>163</b>	<b>0</b>	<b>163</b>
<b>Health and Welfare</b>			
Public Health	25	5	30
Human Services	93	2	95
<b>Total Health and Welfare</b>	<b>118</b>	<b>7</b>	<b>125</b>
<b>Public Works</b>			
Public Works and Facilities	8	5	13
Road and Bridge	44	3	47
Airport	4		4
<b>Total Public Works</b>	<b>56</b>	<b>8</b>	<b>64</b>
<b>Motor Pool</b>	<b>4</b>	<b>0</b>	<b>4</b>
<b>Solid Waste Disposal</b>	<b>8</b>	<b>0</b>	<b>8</b>
<b>Culture and Recreation</b>			
Fairgrounds	3		3
Fair and Events	1		1
<b>Culture and Recreation</b>	<b>4</b>		<b>4</b>
<b>TOTAL ALL FUNDS</b>	<b>461</b>	<b>20</b>	<b>481</b>

### Personnel Distribution by Function

