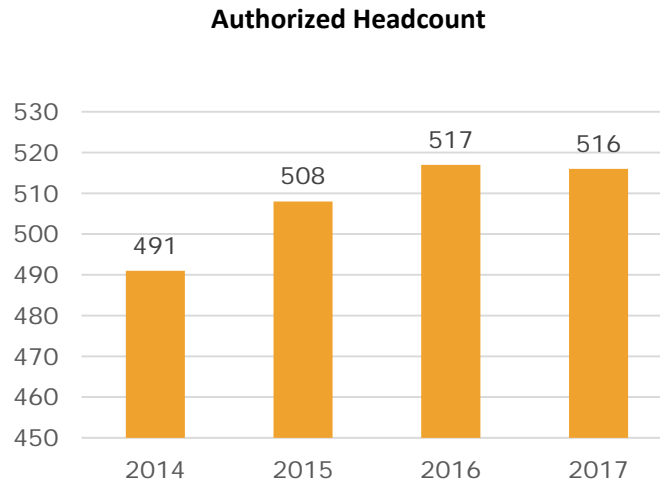


Section XIII – STAFFING

Authorized Personnel

Garfield County's total headcount is 516, a net decrease of 1 position from the amended 2016 budget. Staffing levels have remained stable.



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

| | 2014 | | 2015 | | 2016 | | 2017 | |
|----------------------------------|------------|-----------|------------|-----------|------------|-----------|------------|-----------|
| | Full Time | Part Time | Full Time | Part Time | Full Time | Part Time | Full Time | Part Time |
| GENERAL FUND | | | | | | | | |
| Elected Officials: | | | | | | | | |
| BOCC | 3 | 0 | 3 | 0 | 3 | 0 | 3 | 0 |
| Assessor | 20 | 0 | 20 | 0 | 19.33 | 0 | 19.33 | 0 |
| Clerk & Recorder | 22 | 2 | 22 | 1 | 22.33 | 1 | 22.33 | 1 |
| Treasurer | 8 | 1 | 8 | 1 | 7.33 | 0 | 7.33 | 0 |
| Sheriff | 144 | 0 | 144 | 0 | 145 | 0 | 145 | 0 |
| Coroner | 1 | 0 | 2 | 4 | 2 | 4 | 2 | 4 |
| Surveyor | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 |
| Admin. Departments: | | | | | | | | |
| County Attorney | 10 | 1 | 10 | 1 | 10 | 1 | 10 | 1 |
| County Manager | 3 | 0 | 4 | 0 | 5 | 0 | 5 | 0 |
| Finance | 8 | 1 | 8 | 1 | 8 | 1 | 8 | 1 |
| Human Resources | 5 | 0 | 5 | 0 | 5 | 0 | 5 | 0 |
| Information Technology | 9 | 0 | 9 | 1 | 10 | 0 | 10 | 0 |
| Procurement | 4 | 0 | 4 | 0 | 6 | 0 | 6 | 0 |
| Oil & Gas | 2 | 0 | 2 | 0 | 2 | 0 | 2 | 0 |
| Public Works & Facilities | 2 | 1 | 2 | 1 | 0 | 1 | 0 | 0 |
| Facilities Management | 3 | 0 | 3 | 0 | 6 | 0 | 6 | 0 |
| Fairgrounds | 3 | 0 | 3 | 0 | 4 | 0 | 4 | 0 |
| Criminal Justice | 19 | 0 | 20 | 0 | 22 | 0 | 22 | 0 |
| Community Development | 13 | 0 | 13 | 0 | 13 | 0 | 13 | 0 |
| Construction Management | 2 | 0 | 2 | 0 | 1 | 0 | 0 | 0 |
| Communications | 4 | 0 | 4 | 0 | 4 | 0 | 4 | 0 |
| Public Trustee | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Vegetation Management | 1 | 4 | 2 | 1 | 2 | 2 | 2 | 2 |
| Total General Fund | 287 | 10 | 291 | 11 | 298 | 10 | 297 | 9 |
| PUBLIC HEALTH FUND | 25 | 5 | 29 | 4 | 30 | 2 | 30 | 2 |
| ROAD & BRIDGE FUND | 44 | 3 | 44 | 3 | 45 | 3 | 45 | 2 |
| HUMAN SERVICES FUND | 98 | 2 | 107 | 1 | 110 | 1 | 111 | 1 |
| COMMUNITY EVENTS FUND | 1 | 0 | 1 | 0 | 1 | 0 | 2 | 0 |
| AIRPORT FUND | 4 | 0 | 5 | 0 | 5 | 0 | 5 | 0 |
| SOLID WASTE DISPOSAL FUND | 8 | 0 | 8 | 0 | 9 | 0 | 9 | 0 |
| MOTOR POOL FUND | 4 | 0 | 4 | 0 | 3 | 0 | 3 | 0 |
| | 471 | 20 | 489 | 19 | 501 | 16 | 502 | 14 |
| TOTAL ALL FUNDS | 491 | | 508 | | 517 | | 516 | |

Personnel Changes

As part of the 2017 budget process, the Board of County Commissioners eliminated one full-time and two part-time positions through attrition. Two full-time positions were added in different departments 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 2016 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 2016.

Position Additions

| Fund | Department | Position | FTE Equivalent |
|------------------|-------------------|-----------------------------|-----------------------|
| Human Services | Human Services | Administrative Assistant I | Full-time |
| Community Events | Community Events | Administrative Assistant II | Full-time |

Position Eliminations

| Fund | Department | Position | FTE Equivalent |
|---------------|---------------------------|-------------------------------|-----------------------|
| General | Public Works & Facilities | Landfill Marketing Specialist | Part-time |
| General | Construction Management | County Engineer | Full-time |
| Road & Bridge | Road & Bridge | Manual Laborer I | Part-time |

Personnel Distribution

Personnel Distribution by Function

| | Full Time | Part Time | Total |
|-------------------------------------|------------|-----------|------------|
| General Government | | | |
| BOCC | 3 | | 3 |
| Assessor | 19.33 | | 19.33 |
| Clerk & Recorder | 22.33 | 1 | 23.33 |
| Treasurer | 7.33 | | 7.33 |
| Surveyor | 1 | | 1 |
| County Attorney | 10 | 1 | 11 |
| County Manager | 5 | | 5 |
| Finance | 8 | 1 | 9 |
| Human Resources | 5 | | 5 |
| Information Technology | 10 | | 10 |
| Procurement | 6 | | 6 |
| Oil & Gas | 2 | | 2 |
| Communications | 4 | | 4 |
| Community Development | 13 | | 13 |
| Public Trustee | 0 | | 0 |
| Total General Government | 116 | 3 | 119 |
| Public Safety | | | |
| Sheriff | 145 | | 145 |
| Coroner | 2 | 4 | 6 |
| Criminal Justice | 22 | | 22 |
| Total Public Safety | 169 | 4 | 173 |
| Health and Welfare | | | |
| Public Health | 30 | 2 | 32 |
| Human Services | 111 | 1 | 112 |
| Total Health and Welfare | 141 | 3 | 144 |
| Public Works | | | |
| Facilities Management | 6 | 0 | 6 |
| Road and Bridge | 45 | 2 | 47 |
| Vegetation Management | 2 | 2 | 4 |
| Airport | 5 | | 5 |
| Total Public Works | 58 | 4 | 62 |
| Total Motor Pool | 3 | 0 | 3 |
| Total Solid Waste Disposal | 9 | 0 | 9 |
| Culture and Recreation | | | |
| Fairgrounds | 4 | 0 | 4 |
| Community Events | 2 | 0 | 2 |
| Total Culture and Recreation | 6 | 0 | 6 |
| TOTAL ALL FUNDS | 502 | 14 | 516 |

Personnel Distribution by Function

