City of Alexandria, Virginia
FY 2026 Proposed Operating Budget & CIP
Budget Questions & Answers

March 27, 2025

Question:
Can you provide a list of vacancies that have been open for more than a year?

Response:

Below is a list of 123 full-time vacancies and 17 part-time vacancies that have been open for more than one year. The data presented is from MUNIS payroll and position records, both of which are updated bi-weekly. We have identified vacant positions by comparing employee payroll data with the position dataset to find position codes without a corresponding employee identification number. The data last updated February 28, 2025, so we have made March 1, 2025 the effective date from which we calculated one year. Additional methodology information can be found below the list.

City Manager's Office	
	Management Analyst II (1)*

Code Administration	
	Administrative Services Division Chief (1)*
	Administrative Support V (1)*
	Code Inspector I (1)*
	Code Inspector II (2)*
	New Construction Manager (1)*
	Plans Examiner III (1)*

Communications	
	Communications Manager (1)*
	Community Engagement Spec (2)
	Outreach Coordinator (1)*
	Public Safety Info Officer (1)*

DCHS	

Administrative Support I (1) - *Part-time*

Administrative Support II (1)

Administrative Support Supervisor (1)*

Asst Residential Srvs Coor (1)

Community Education Specialist (1)**

Cook (1) - *Part-time**

Custodian (2) - *Part-time**

Deputy Acute & Emergency Services Director (1)

Deputy Extended Care Services Director (1)

Division Chief, Emergency Services (1)

Early Intervention Specialist (1)

Candidate with anticipated start date   Fiscal Analyst (1)*

Fiscal Officer I (1)*

Human Services Specialist I (2)* **

Human Services Specialist II (2)*

Inform Tech Support Eng III (1)**

ITS Coordinator (1)

Management Analyst I (1) - *Part-time**

Management Analyst III (2)*

Mental Health Team Supervisor (1)*

Network Engineer II (1)**

	Parent Infant Education Program Supervisor (1)*
	Peer Support Specialist (1)*
	Program Aide (1) - *Part-time***
	Psychiatric Nurse (1)**
	Residential Counselor (2) - *Part-time*** **
	Senior Therapist (1) - *Part-time*
FY26 budget proposes to eliminate 2 FTE	Senior Therapist (10)*
	Service Associates (1)**
	Therapist Supervisor (1)*
Criminal Justice Services	
	Inmate Class Counselor/Pro Officer (1)*
Emergency Communications	
	Fiscal Officer III (1)*
Finance	
	Account Clerk II (1)
FY26 budget proposes to eliminate 1 FTE	Account Clerk III (2)
	Accountant II (1)
	Communications Officer (1)
	Fiscal Officer III (1)
	Revenue Analyst II (1)
	Revenue Analyst III (1)*
AFD	
FY26 budget proposes to eliminate 1 FTE	Assistant Fire Marshal (1)
	Battalion Chief - (F&P) (1)
	Deputy Fire Marshal I (1)

	Fiscal Officer I (1)
	Senior Performance Analyst (1)*
	Sr Public Safety Info Officer (1)*
General Services	
	Building Engineer III (1)*
	Fac Maint Qc Specialist (1)
	Farmer's Market Manager (1) - *Part-time*
Human Resources	
	Human Resources Analyst (1)*
	Sr Human Resources Analyst (1)
ITS	
Candidate with anticipated start date	GIS Analyst I (1)
	Network Engineer I (1)*
	Technology Program Mgr (1)*
Library	
	Librarian I (1) - *Part-time*
	Librarian II (1)
	Library Assistant II (2)
	Library Assistant III (1)*
Planning & Zoning	
FY26 budget proposes to eliminate 1 FTE	Principal Planner (1)*
APD	
Candidate with anticipated start date	Administrative Support IV (1)
	Building Services Coordinator (1)*
	Computer Forensic Examiner (1)
	Computer Programmer Analyst I (1)*
	Crime Analyst (1)*
	Database Administrator II (1)*

Division Chief HR /Labor Relations (1)*

Inform Tech Support Eng III (2)

Parking Enforcement Officer I (5)*

Parking Enforcement Officer II (2)*

Police Officer (7)*

Police Services Clerk (2)*

Program Coordinator (1)

Special Police Officer (2)*

Technology/Data/Analysis Division Chief (1)*

DPI

Associate Technical Proj Mgr (1)*

RPCA

Custodian (1) - *Part-time*

Candidates with anticipated start dates   Natural Resources Manager (2)

Recreation Leader I (1) - *Part-time*

Recreation Leader II (2) - *Part-time*

Recreation Leader III (1) - *Part-time*

Recreation Leader III (3)

Recreation Manager I (1)

Candidate with anticipated start date   Therapeutic Recreation Leader (1) - *Part-time*

Sheriff

Deputy Sheriff IV (2)

T&ES

Civil Engineer IV (3)*

Construction & Maint Superint (1)*

Environmental Program Manager (1)*

Equipment Operator I (1)*

Heavy Equipment Operator (1)*

Laborer III (1)*

Management Analyst III (1)*

* Position(s) actively recruited in the past year.

** Grant-funded positions filled by temporary staff or contractors

Vacant Position Identification Methodology: A current position is considered vacant under two circumstances: 1) the most recent employee attached to the position code has a termination date or 2) the most recent employee attached to the position code has more recently been paid under a different position code (generally if there was a transfer or promotion). We have assumed in the latter situation that if the position code is still active, the department plans to refill the position, and therefore, it is vacant. New positions are also considered vacant if there has never been an employee attached to the position code. New positions are added to the MUNIS position dataset once departments submit a personnel action form (PAF).

Time Vacant Calculation Methodology: When the previous employee in the position left the City, time vacant is calculated from the previous incumbent's termination date to March 1, 2025. For empty positions due to transfer or promotion, time vacant is calculated from the last date of the incumbent's final pay period in that position. This means there may be up to two weeks (14 days) time-vacant-calculation error for positions left vacant by promotions or internal transfers. Positions that have never had an incumbent attached (in most cases a new position) are tracked from the last new record created for that position, which generally indicates that a position has been activated or reclassified.