




County of Frederick

Becky A. Merriner
Director of Human Resources

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TO: Human Resources Committee and Board of Supervisors
FROM: Becky A. Merriner, HR Director 
DATE: November 13, 2017
SUBJECT: HR Committee Agenda

The HR Committee will meet in the First Floor Conference Room at 107 North Kent Street on **Friday, November 17, 2017** at 8:00 a.m. The agenda for the meeting is as follows:

1. **Employee of the Month** (December), see attached.
2. **HR Quarterly Reports** (July – September), see attached.
3. **Employee of the Year Selection** (July 2016 – June 2017).

Employee of the Month Resolution

Awarded to:

Trisha D. Clevenger

WHEREAS, the Frederick County Board of Supervisors recognizes that the County's employees are a most important resource; and,

WHEREAS, on September 9, 1992, the Board of Supervisors approved a resolution which established the Employee of the Month award and candidates for the award may be nominated by any County employee; and,

WHEREAS, the Board of Supervisors upon recommendation by the Human Resources Committee selects one employee from those nominated; and,

WHEREAS, Trisha D. Clevenger who serves as a Correctional Officer II with the Northwestern Regional Adult Detention Center was nominated for Employee of the Month; and,

WHEREAS, Trisha D. Clevenger's work ethic has proven her to be an asset to her team as well as the facility. On Saturday, September 29, 2017, she was working main control by herself, which is a demanding post, but took the extra time from her regular duties to monitor another Officer that was working the special management unit at the time. Officer Clevenger does this regularly to ensure the Officer's safety and the security of the facility. Officer Clevenger observed the inmate housed in the unit becoming belligerent and then proceeded to assault the Officer. Officer Clevenger controlled her emotions in this highly stressful situation, even though it was a fellow Officer who was assaulted and promptly called for assistance. Officer Clevenger then, keeping a visual on the Officer, opened all necessary doors to get available staff in to assist with the incident. Due to Officer Clevenger's diligence, the assaulted Officer received only minor injuries even with the severity of the incident.; and,

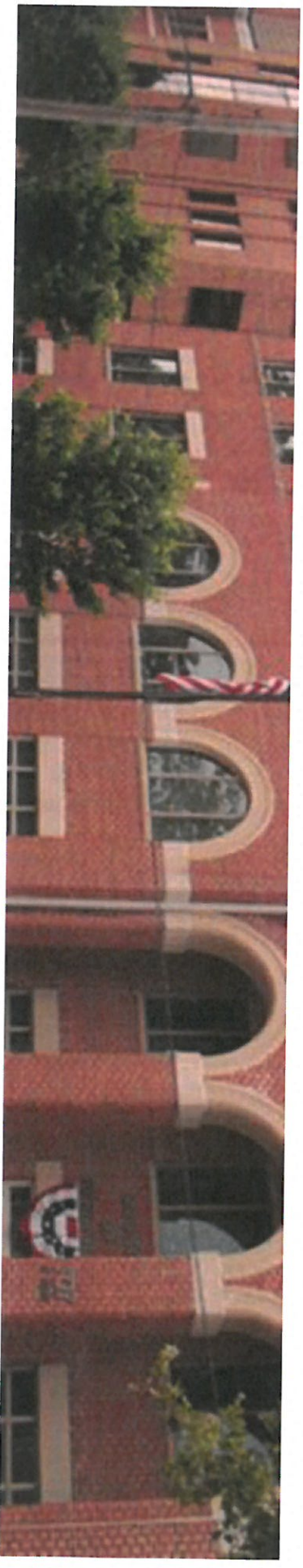
NOW, THEREFORE BE IT RESOLVED, by the Frederick County Board of Supervisors this 13th day of December 2017, that Trisha D. Clevenger is hereby recognized as the Frederick County Employee of the Month for December 2017; and,

BE IT FURTHER RESOLVED that the Board of Supervisors extends gratitude to Trisha D. Clevenger for her outstanding performance and dedicated service and wishes her continued success in future endeavors; and,

BE IT FURTHER RESOLVED, that Trisha D. Clevenger is hereby entitled to all of the rights and privileges associated with his award.

County of Frederick, VA Board of Supervisors

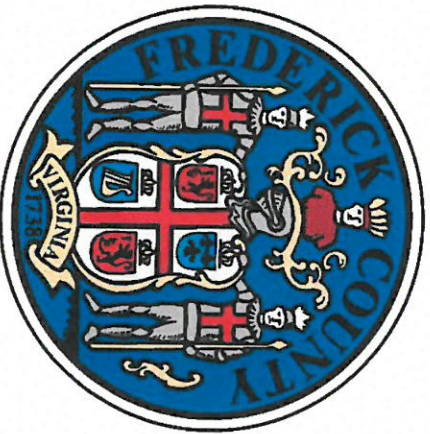
Charles S. DeHaven, Jr., Chairman



Human Resources Department

FY18 Activity Charts

July 1, 2017- September 30, 2017



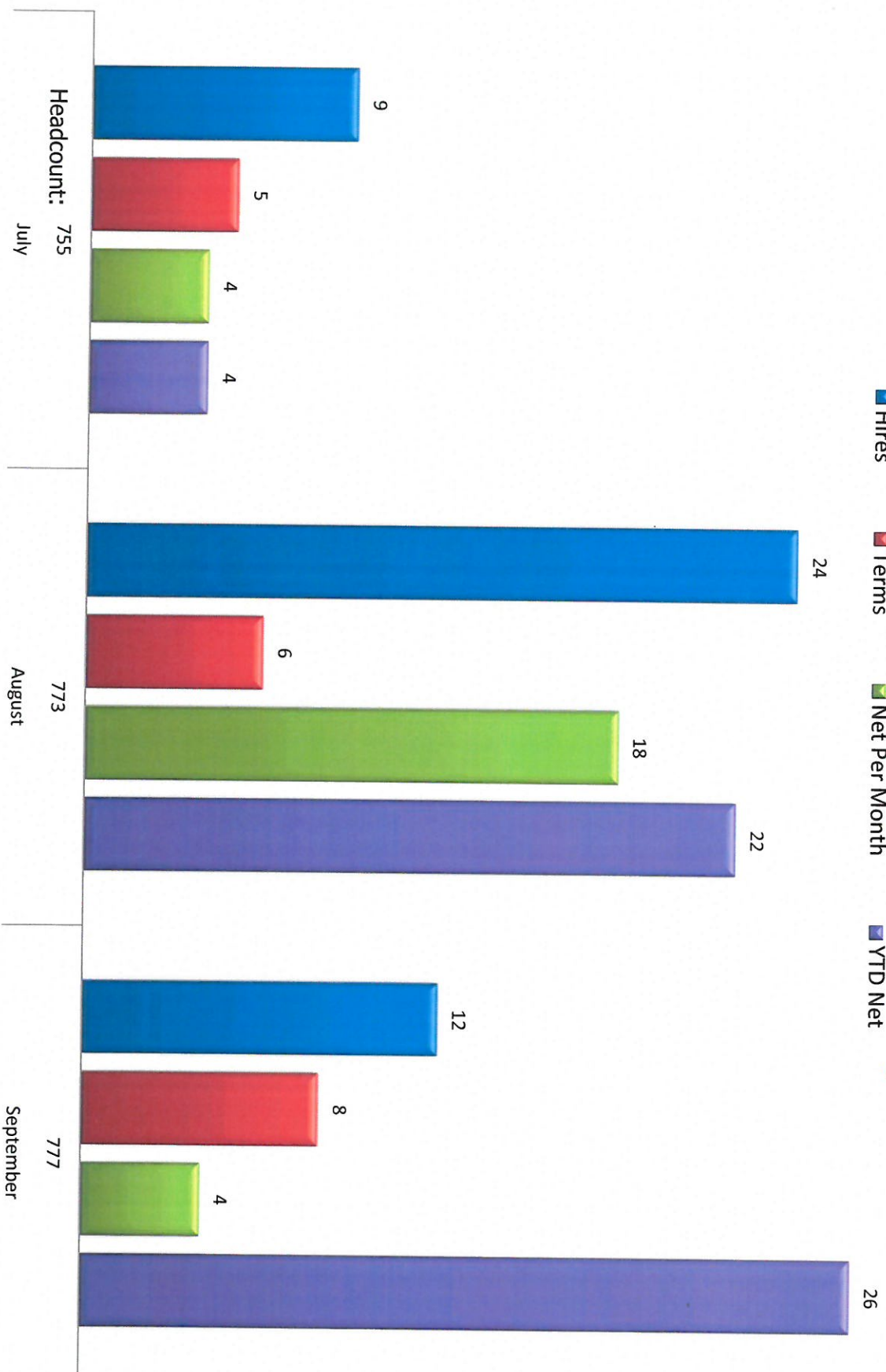
Employment Activity

Hires

Terms

Net Per Month

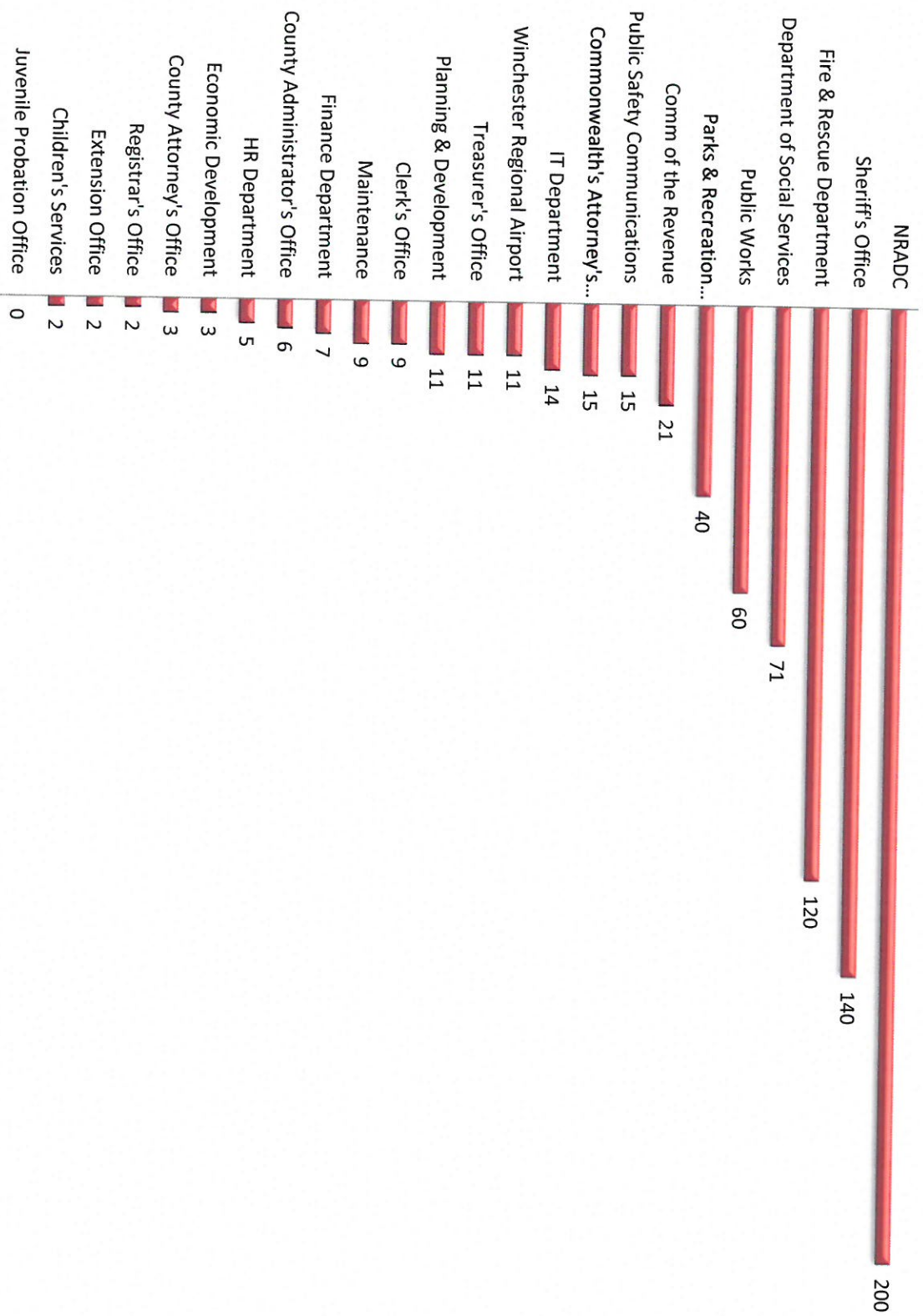
YTD Net



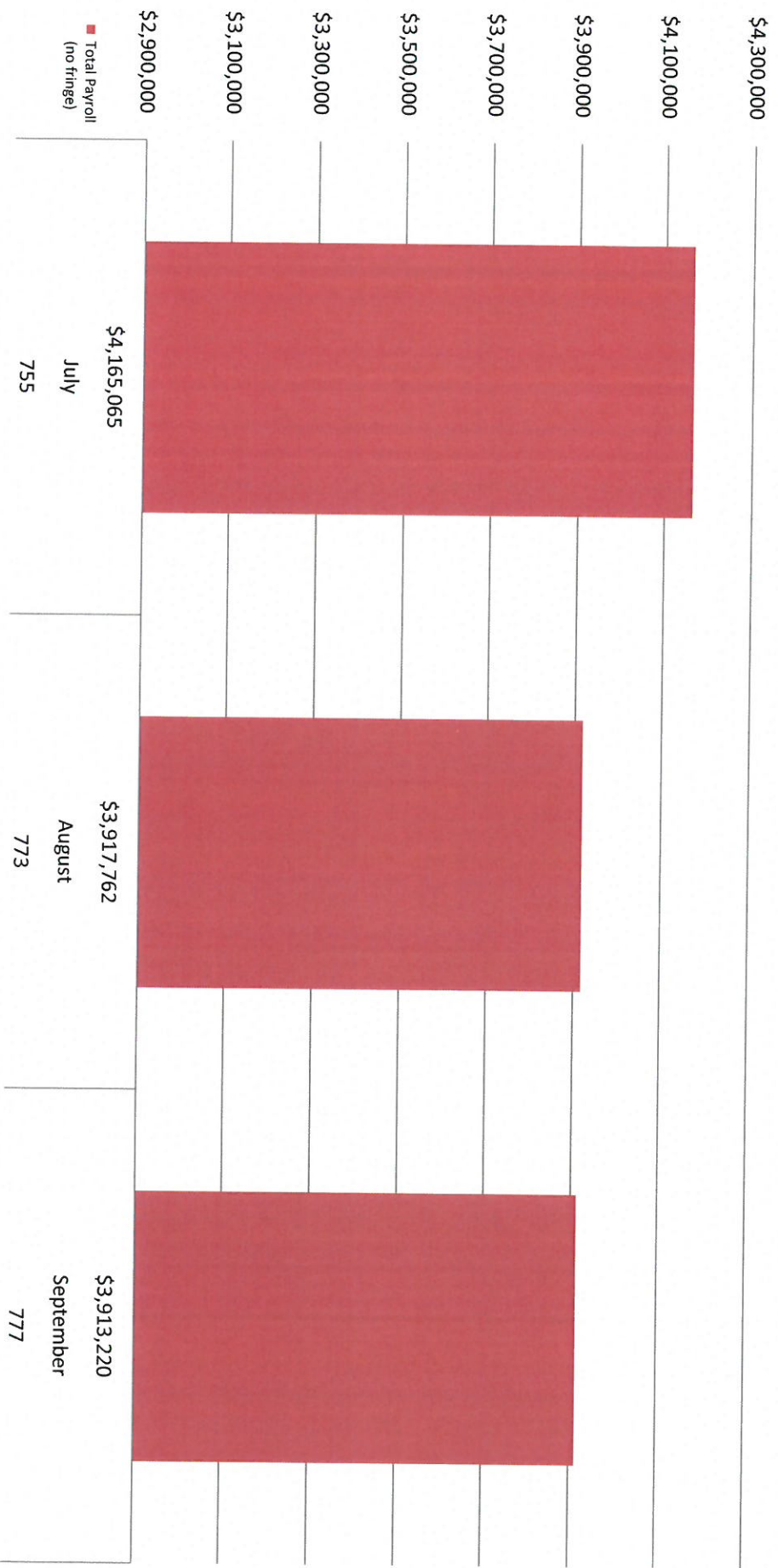
*2 positions approved

Current Headcount

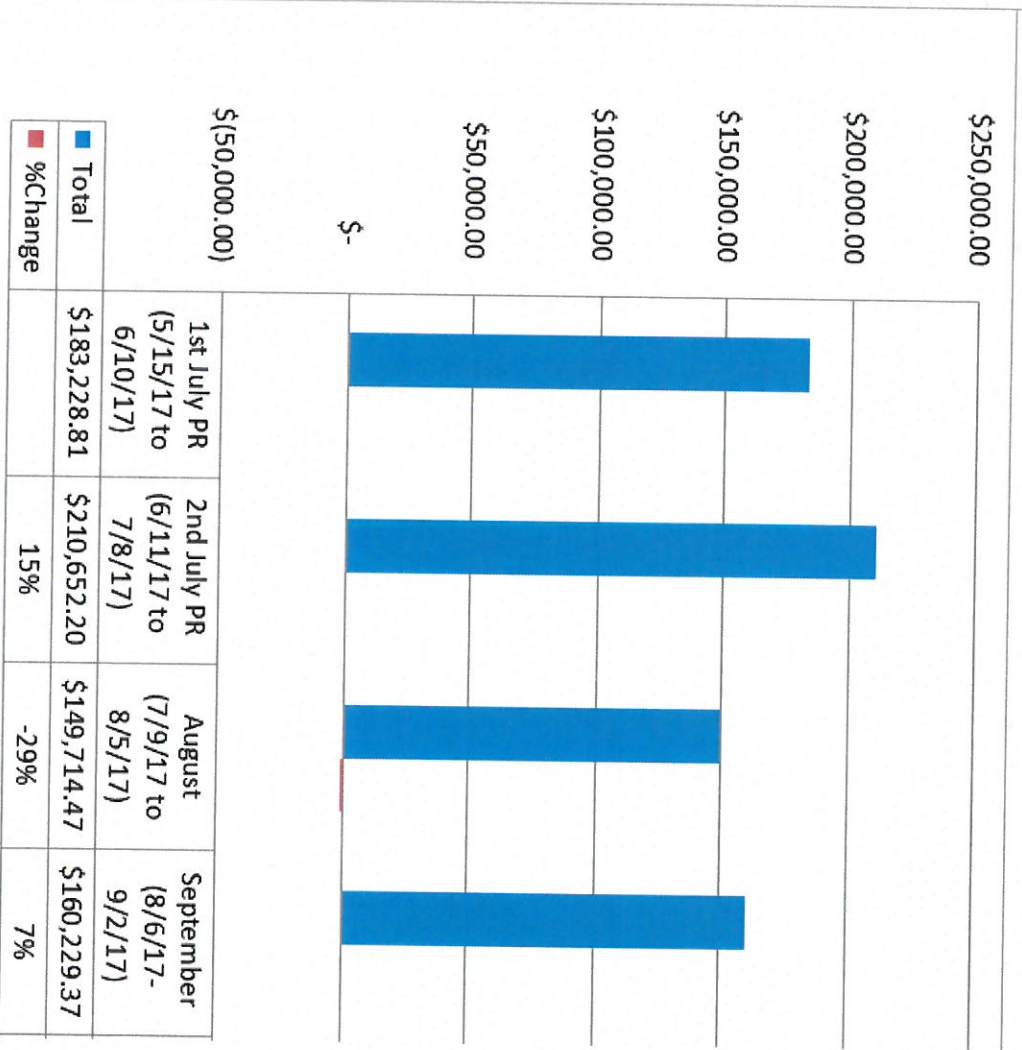
Total 777



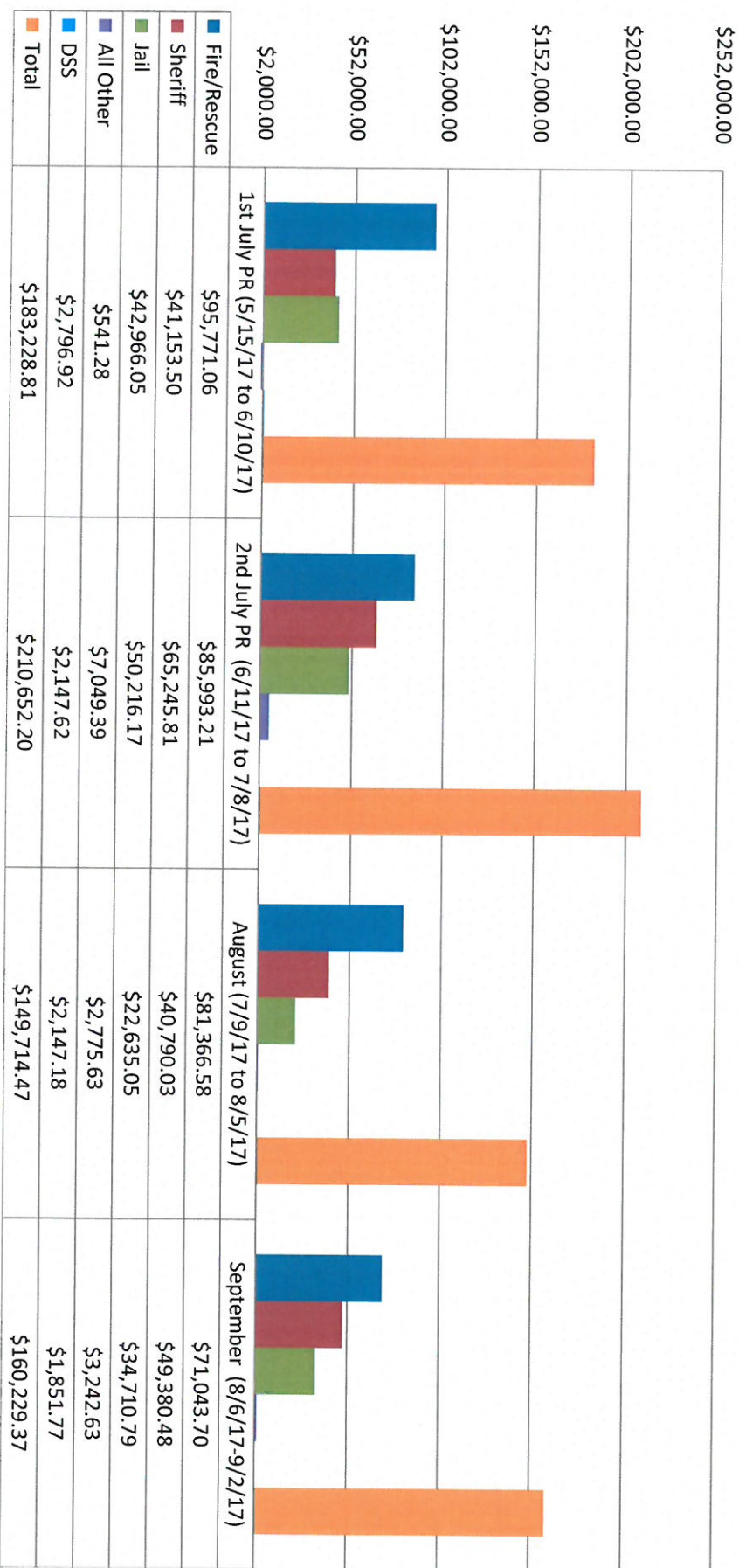
Total Payroll per Month



Overtime Totals



Overtime Breakdown

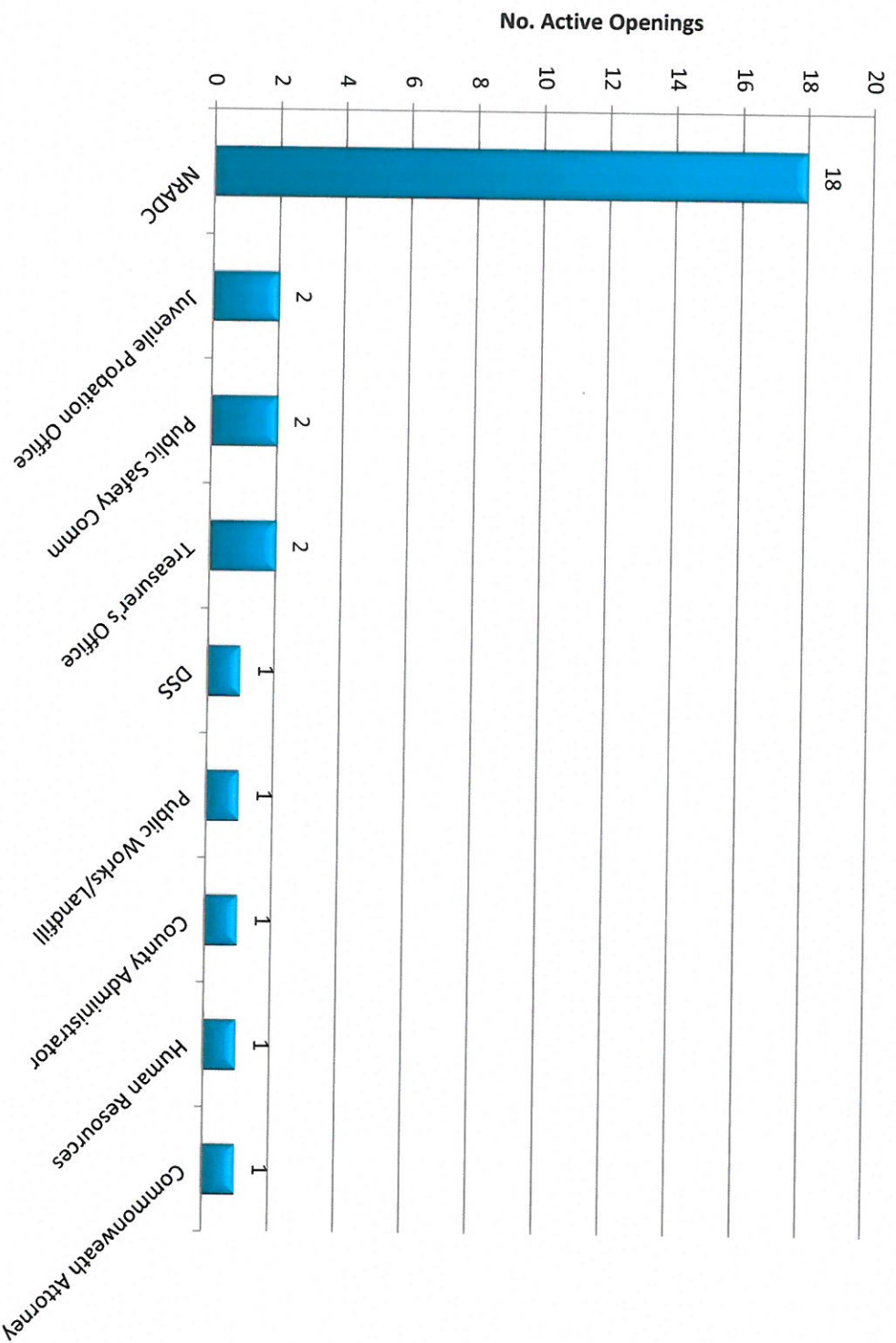


Position Allocation Chart

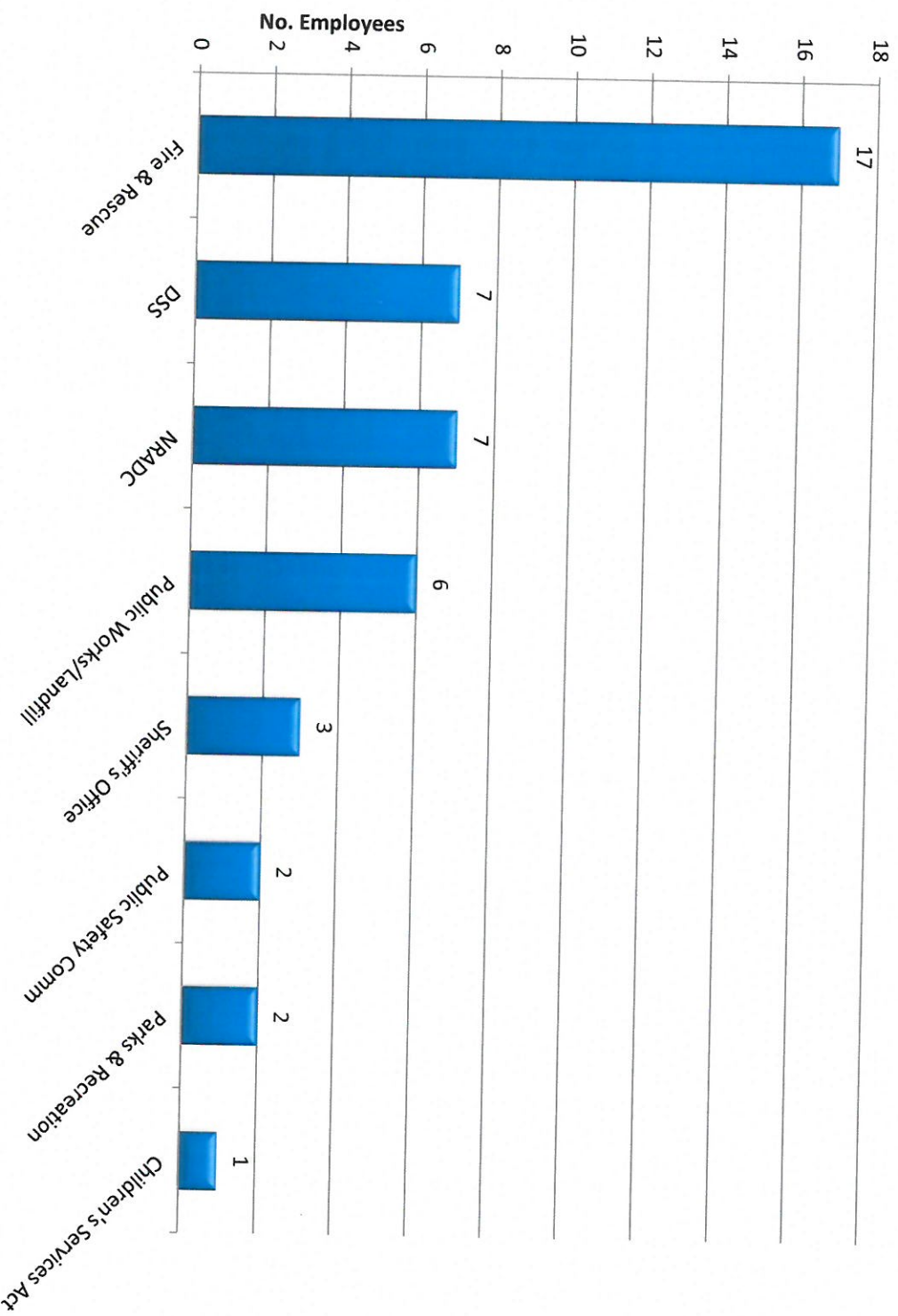
2017-2018

Budget Dept #	Department	Total Position Allocation 2017- 2018	2017-2018 Funded	2017-2018 Unfunded	Unfunded Positions Allocated 2 2017 by HR Committee
2106	Clerk's Office	9	9		
1209	Comm of the Revenue	21	21		
2201	Commonwealth's Attorney's Office	13	13		
2202	Victim Witness	3	3		
5671	Children's Services	2	2		
1201	County Administrator's Office	7	7		
1202	County Attorney's Office	3	3		
5316	Department of Social Services	72	72		
8102	Economic Development	4	3	1	Research Manager
8301	Extension Office	2	2		
1214	Finance Department	7	7		
3505	Fire & Rescue Department	136	120	16	12 Firefighters; 2 Training Officers, 1- Asst. Fire Marshall; 1-EMS Spr.
1203	HR Department	6	6		
1220	IT Department	14	14		
3303	Juvenile Probation Office	2	2		
4301	Maintenance	9	9		
3301	NRADC	204	204		
2109/2112	NRADC/DCS	12	12		
7104	Parks & Recreation Department	41	41		
8101	Planning & Development	12	11	1	Planner
3506	Public Safety Communications	16	16		
4201	Public Works/Administration	4	4		
4305	Public Works/Animal Shelter	7	7		
3401	Public Works/Inspections	15	15		
4204	Public Works/Landfill	27	27		
4203	Public Works/Recycling	2	2		
8108	Public Works/Shawneeland	7	7		
1302	Registrar's Office	2	2		
3102	Sheriff's Office	152	141	11	10 Patrol Deputies; 1 Investigator
1213	Treasurer's Office	13	13		
8109	Winchester Regional Airport	11	11		
	Grand Total	835	806	29	

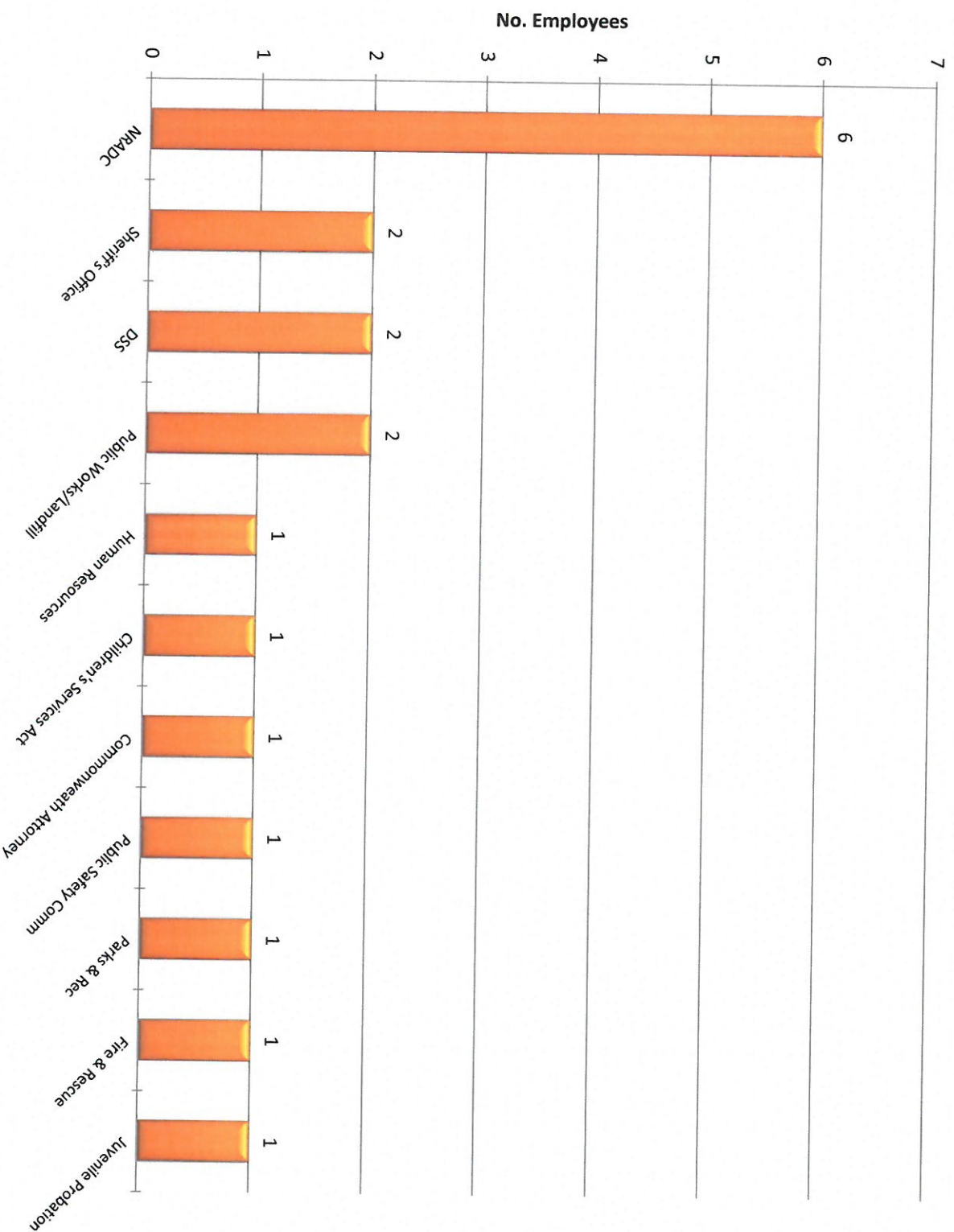
Current Openings



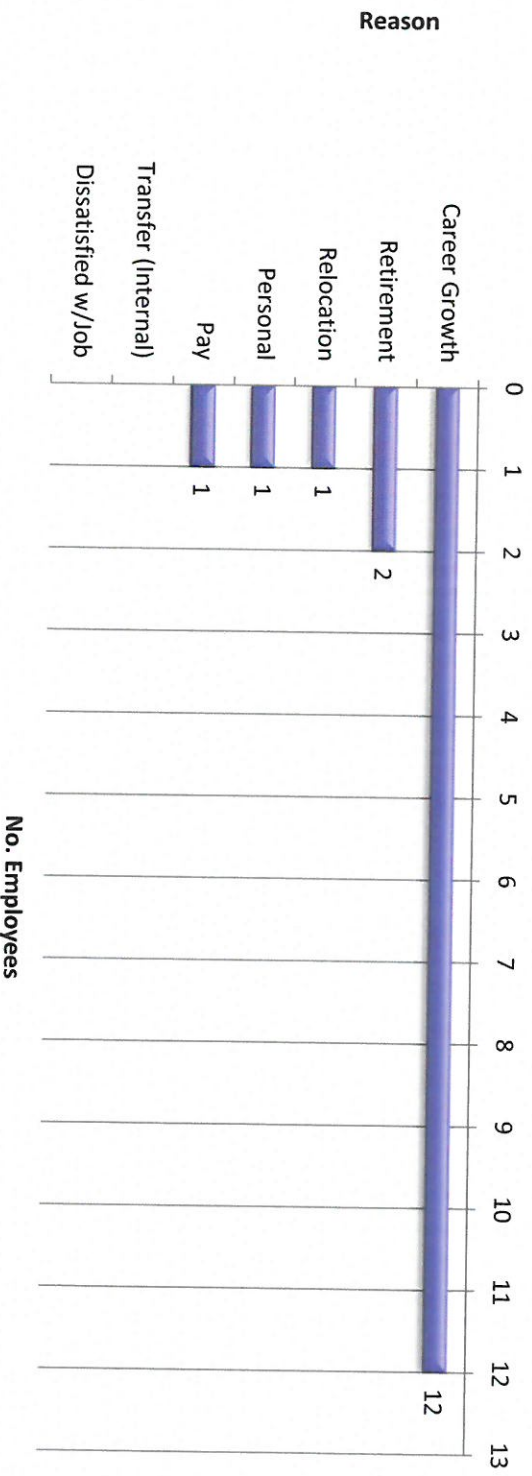
Hiring by Department



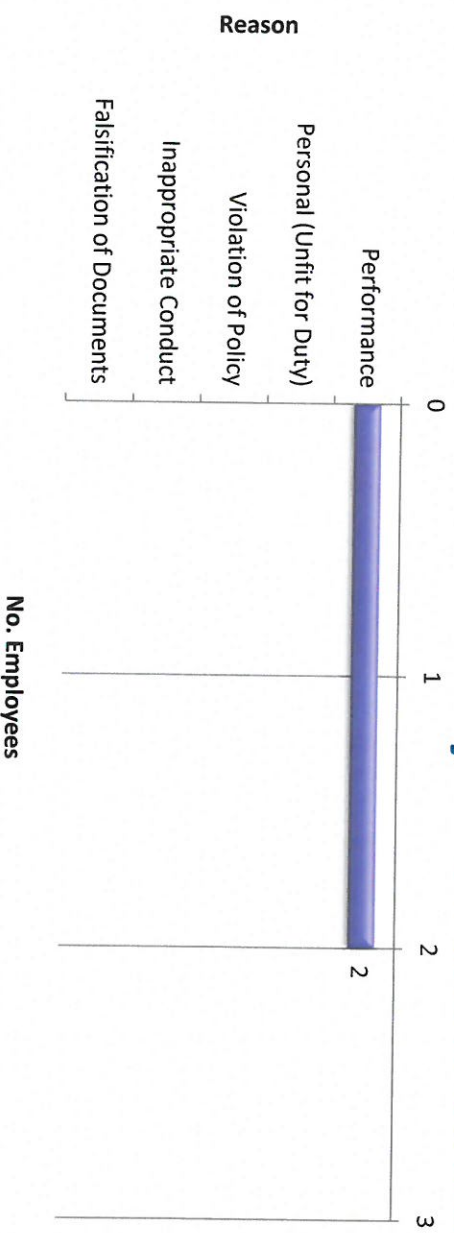
Terminations by Department



Voluntary Term Reasons



In- Voluntary Term Reasons



Employee Actions: July 2017

Fund #/Name	New Hires	Terms	Promotion	Reclass/ Reorg	Salary Adj	LWOP
10/General	5	2		3	2	2
11/NRADC		1	13		2	
12/Landfill	1	1				
13/Court Services						
16/Shawneeland						
17/Regional Airport						
5316/DSS	3	1	3			
Totals:	9	5	16	3	4	2

Employee Actions: August 2017

Fund #/Name	New Hires	Terms	Promotion	Reclass/ Reorg	Salary Adj	LWOP
10/General		1	4		1	
Fire & Rescue	14					
Sheriffs	1	1				
Public Safety Comm		1	1			
11/NRADC	4	3				2
12/Landfill	2					
13/Court Services						
16/Public Works Shawneeland	1					
17/Regional Airport						
5316/DSS	2					
Totals:	24	6	5		1	2

Employee Actions: September 2017

Fund #/Name	New Hires	Terms	Promotion	Reclass/ Reorg	Salary Adj	LWOP
10/General	2	3	2	1		
Fire & Rescue	3	1	2			
Sheriffs			1		1	
Public Safety Comm						
11/NRADC	3	2	2		2	2
12/Landfill						
13/Court Services						
16/Public Works Shawneeland	2	1			2	
17/Regional Airport						
5316/DSS	2	1				
Totals:	12	8	7		5	2