



County of Frederick

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TO: Human Resources Committee and Board of Supervisors

FROM: Becky A. Merriner, HR Director *Becky Merriner*

DATE: November 30, 2017

SUBJECT: HR Committee Agenda

The HR Committee will meet in the First Floor Conference Room at 107 North Kent Street on **Friday, December 8, 2017** at 9:00 a.m.* Please note the time has changed to **9:00 a.m.**

The agenda for the meeting is as follows:

1. **Fiscal Year 2018-2019 Requests for New Positions** – Presentation by Department Directors; Allocation Chart (see attached).
 - a. Commonwealth's Attorney
 - i. (1) Legal Secretary
 - ii. (1) Assistant Commonwealth's Attorney
 - b. Department of Social Services
 - i. (1) Family Services Worker II
 - c. Public Works
 - i. Assistant Convenience Site Supervisor
 - ii. Animal Caretaker
 - d. Fire & Rescue
 - i. (2) Firefighter/EMT
 - ii. (2) EMS Shift Supervisor

Position Allocation Chart

2017-2018

Budget Dept #	Department	Total Position Allocation 2017- 2018	2017-2018 Funded	2017-2018 Unfunded	Unfunded Positions Allocated 2 017 by HR Committee
2106	Clerk's Office	9	9		
1209	Comm of the Revenue	22	22		
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	
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	144	8	7 Patrol Deputies; 1 Investigator
1213	Treasurer's Office	13	13		
8109	Winchester Regional Airport	11	11		
	Grand Total	836	810	26	

Position Justification Statement

The Commonwealth's Attorney's Office is requesting one additional Assistant Commonwealth's Attorney ("ACA") position and one additional legal secretary position. As justification for this request, the Commonwealth's Attorney notes that the caseload of this office has increased substantially in recent years. Indeed, the caseloads of prosecutors across the Commonwealth have risen dramatically over the last several years, as demonstrated by the annual caseload statistics reported by the Supreme Court of Virginia.

There are many causes for the recent increases in crime across the state, not the least of which is the explosion of Opioid dependence and the myriad of property and violent crimes that attend to it. In response, the Virginia General Assembly has increased the capacity of the courts to handle the influx by adding two new Circuit Court judgeships and several General District and Juvenile Court judgeships to the 26th Judicial Circuit, which includes Frederick County. In order to accommodate the increased judicial capacity, the Winchester & Frederick County Joint Judicial Center has been expanded to house several new courtrooms on both the second and third floors of the courthouse, which in turn increases the number of days during which each court can actively adjudicate cases.

For example, the General District Court for Frederick County previously scheduled criminal and traffic cases only on Tuesdays. This gave our Assistant Commonwealth's Attorneys more time to do legal research, meet with victims and witnesses, and prepare their cases for trial. But within just the last few years, the General District Court has tripled its capacity, and now sets full trial dockets for the County on Tuesdays, Thursdays and Fridays. At least one Frederick County prosecutor, and frequently two, must appear to handle each of these dockets. Both the Juvenile & Domestic Relations District Court and the Circuit Court have initiated similar increases in their number of active docket days, and so have stretched the personnel of the Commonwealth's Attorney's Office even thinner. All of this additional court time puts substantial strain on the ability of the existing attorneys and support staff to prepare cases adequately, and still cover all of the court dockets.

This year, as in previous years, the Frederick County Finance Committee has listed public safety staffing and equipment as the first and second (of four) budgetary priorities respectively. And to its credit, the County Board of Supervisors has responded to the increased need over the past several years as reflected in the expanded staffs of the Frederick County Sheriff's Office, Frederick County Fire and Rescue, and the Northwest Regional Adult Detention Center. The Board has approved the funding of numerous additional positions for each of these organizations in the FY2016 and FY2017 budgets (Sheriff's Office +8 positions; Fire & Rescue +22 positions; Jail +6 positions).

All of this shows that the conduit through which criminal cases are taken from the initial crime to final adjudication has expanded dramatically at both ends, in response to the increase in crime generally. At the center of this conduit stands the Commonwealth's Attorney's Office. We are being assigned more cases to prosecute by the hard-working members of the law enforcement community, and we are expected to dispose of them in a competent and timely manner by an expanded and conscientious judiciary.

Also telling are the Staffing Standards compiled by the Compensation Board, the state entity that, among other things, is responsible for assessing staffing needs in Commonwealth's Attorney's Offices around the state. The Compensation Board currently ranks Frederick County 18th out of 120 offices in terms of need for additional attorney staffing. According to the Compensation Board's statistics, Frederick County stands at only 57.91% of the staffing standard for offices of similar size and caseload. Unfortunately, the General Assembly refuses to allocate adequate pass-through funding to the Compensation Board. As a result of underfunding from Richmond, the localities around the state typically are required to make up the shortfall to ensure that their citizenry are appropriately served by their local prosecutor's office.

Based on the increasing caseload and courtroom presence being demanded of this office by a growing law enforcement community and an expanding judiciary, the Frederick County Commonwealth's Attorney's Office is seeking both a new attorney and a new legal secretary to handle the additional work. We would like to offer a new full-time attorney a starting salary of \$70,000 (plus the County's generous benefits package). We believe, based on recent experience, that such a salary will be needed to attract quality candidates in a competitive market. Similarly, we would like to offer a full-time legal secretary a starting salary of \$35,000 (plus benefits). Again, the administrative work done in this office is atypical, requiring a good knowledge of legal procedure, sensitivity to the subject matter, and an exceptional level of confidentiality. As a result, the requested salary will help attract qualified candidates to a demanding position.

The work done by the Frederick County Commonwealth's Attorney's Office is unique in many respects. The service that we provide to our community is unusually public, occurring on a daily basis in open courtrooms full of people, and also in the presence of the media. It is also adversarial in its nature, as the defense bar challenges our preparedness in every case. This means that the competence, dedication and professionalism of our attorneys are tested, in a very public way, each and every day. In order to best serve this community in general, and its victims of crime in particular, we must have the tools and the time to adequately prepare our cases for trial. The addition of these two positions to our office will give all of our staff members more time to provide the kind of high-quality legal services that the citizens of Frederick County deserve, and have come to expect from us.

As always, the Commonwealth's Attorney's Office appreciates the consideration of the Board as to this request.

Commonwealth's Attorneys FY16 Staffing Standards - Assistant Attorneys - After Position Reallocation

RANK	FIPS	LOCALITY	# Pos FY15	Calculated Reduction FTE	Tot Atty's Pos FY16	CY13-14 AVG FEL DEF & AVG FY13-14			ADD'L POS DUE	WHOLE ADD'L POS DUE FY16	Remaining Whole Pos Due, FY17	Remaining Add'l Pos Due, After Alloc	% of Need After Alloc	FY16 ASST ATTY REQUESTED	UNFUNDED ATTY POSITIONS
						SENT	EVENTS	RATING							
1	135	Nottoway	2.00	-0.28	1.72	241		SMALL	1.72	2	2	1.72	100.47%		0.0
2	033	Caroline	2.00	-0.08	1.92	266		SMALL	1.89	2	2	1.89	98.32%		0.0
3	750	Radford	3.00	-1.09	1.91	256		SMALL	1.75	2	2	1.75	92.03%		1.0
4	167	Russell	3.50	-0.34	3.16	508		MID	2.81	3	3	2.81	88.97%	1	0.0
5	191	Washington	4.00	-0.76	3.24	518		MID	2.85	3	3	2.85	87.87%	3	0.0
6	051	Dickenson	2.50	-0.74	1.76	229		SMALL	1.51	2	2	1.51	85.63%		0.5
7	029	Buckingham	1.50	-0.09	1.41	182		SMALL	1.19	1	1	1.19	84.36%	1	0.0
8	071	Giles	3.00	-0.99	2.01	311		MID	1.66	2	2	1.66	82.67%	2	1.0
9	141	Patrick	2.00	-0.12	1.88	237		SMALL	1.51	2	2	1.51	80.01%	1	0.0
10	137	Orange	2.00	-0.22	1.78	224		SMALL	1.42	1	1	1.42	79.89%	1	0.0
11	111	Lunenburg	2.00	-0.93	1.07	133		SMALL	0.83	1	1	0.83	77.24%	1	1.0
12	530	Buena Vista	1.00	-0.16	0.84	102		SMALL	0.62	1	1	0.62	74.02%		0.0
13	117	Mecklenburg	5.00	-0.58	4.42	619		MID	2.86	3	3	2.86	64.71%		1.0
14	003	Albemarle	5.00	-1.68	3.32	454		MID	2.02	2	2	2.02	60.74%	2	0.0
15	089	Henry	6.00	-1.27	4.73	641		MID	2.81	3	3	2.81	59.29%	1	1.0
16	187	Warren	4.00	-0.72	3.28	443		MID	1.93	2	2	1.93	58.68%	2	0.0
17	119	Middlesex	1.00	-0.18	0.82	91		SMALL	0.48	0	0	0.48	58.67%	1	0.0
18	069	Frederick	5.00	-0.50	5.50	738		MID	4.18	4	3	3.18	57.91%	3	0.0
19	139	Page	2.50	-0.24	2.26	248		SMALL	1.28	1	1	1.28	56.77%	1	0.0
20	790	Staunton	4.00	-1.11	2.89	380		MID	1.58	2	2	1.58	54.65%	1	1.0
21	630	Fredericksburg	7.00	-1.07	5.93	760		MID	3.02	3	3	3.02	50.93%	2	1.0
22	067	Franklin	6.00	-0.91	5.09	650		MID	2.56	3	3	2.56	50.28%	2	1.0
23	107	Loudoun	8.00	-0.79	7.21	913		MID	3.53	4	4	3.53	48.97%	8	0.0
24	185	Tazewell	8.00	-0.89	7.11	1,057		LARGE	3.46	3	3	3.46	48.60%	1	0.0
25	109	Louisa	3.00	-0.77	2.23	231		SMALL	1.06	1	1	1.06	47.66%	1	0.0
26	163	Rockbridge/Lexington	3.00	-0.50	2.50	258		SMALL	1.18	1	1	1.18	47.30%	3	0.0
27	037	Charlotte	1.00	-0.09	0.91	94		SMALL	0.43	0	0	0.43	47.09%		0.0
28	121	Montgomery	7.00	-0.88	6.12	760		MID	2.82	3	3	2.82	45.99%	1	0.0
29	161	Roanoke County	7.00	-0.68	6.32	781		MID	2.86	3	3	2.86	45.23%	1	0.0
30	173	Smyth	5.00	-1.45	3.55	431		MID	1.53	2	2	1.53	43.14%		1.0
31	031	Campbell	5.00	-0.73	4.27	519		MID	1.84	2	2	1.84	42.96%	3	0.0
32	077	Grayson/Galax	3.00	-0.67	2.33	233		SMALL	0.99	1	1	0.99	42.64%		0.0
33	061	Fauquier	5.00	-0.55	4.45	532		MID	1.81	2	2	1.81	40.56%	2	0.0
34	041	Chesterfield	21.00	-2.41	18.59	2,579		LARGE	7.20	7	7	7.20	38.72%	2	0.0
35	063	Floyd	2.00	0.00	2.00	194		SMALL	0.77	1	1	0.77	38.57%	1	0.0
36	035	Carroll/Galax	4.00	-0.46	3.54	416		MID	1.35	1	1	1.35	38.24%	2	0.0
37	171	Shenandoah	4.00	-0.68	3.32	388		MID	1.25	1	1	1.25	37.63%	1	0.0

Commonwealth's Attorneys FY16 Staffing Standards - Assistant Attorneys - After Position Reallocation

CY13-14 AVG																
RANK	FIPS	LOCALITY	# Pos FY15	Calculated Reduction FTE	Tot Attys Pos FY16	FEL DEF & AVG FY13-14		RATING	ADD'L POS		WHOLE DUE FY16	Remaining Whole Pos Due, FY17	Remaining Add'l Pos Due, After Alloc	% of Need After Alloc	FY16 ASST ATTY REQUESTED	UNFUNDED ATTY POSITIONS
						SENT EVENTS			DUE	DUE						
38	177	Spotsylvania	9.00	-1.14	7.86	918	MID	2.94	3	3	2.94	37.47%	1	1.0		
39	097	King and Queen	1.00	-0.45	0.55	53	SMALL	0.21	0	0	0.21	37.40%		0.0		
40	169	Scott	2.50	-0.56	2.94	340	MID	2.06	2	1	1.06	36.21%	2	0.0		
42	085	Hanover	9.00	-1.39	7.61	873	MID	2.66	3	3	2.66	35.00%		1.0		
43	197	Wythe	5.00	-0.46	4.54	516	MID	1.54	2	2	1.54	33.87%		0.0		
44	101	King William	1.00	-0.15	0.85	79	SMALL	0.28	0	0	0.28	33.36%		0.0		
45	053	Dinwiddie	3.50	-0.66	2.84	263	SMALL	0.92	1	1	0.92	32.29%	2	0.5		
46	775	Salem	3.50	-0.69	2.81	314	MID	0.89	1	1	0.89	31.63%	1	0.0		
47	047	Culpeper	4.00	-0.59	3.41	380	MID	1.06	1	1	1.06	31.06%	1	0.0		
48	149	Prince George	3.50	-0.38	3.12	285	SMALL	0.96	1	1	0.96	30.78%	1	0.0		
49	099	King George	2.50	-0.46	2.04	186	SMALL	0.61	1	1	0.61	29.90%	1	0.5		
50	005	Alleghany/Covington	3.50	-0.18	3.32	299	SMALL	0.95	1	1	0.95	28.61%		0.0		
41	059	Fairfax/Fairfax City	26.00	-1.98	24.02	3,846	SUPER	6.74	7	7	6.74	28.06%	10	2.0		
51	800	Suffolk	10.00	-1.36	8.64	936	MID	2.36	2	2	2.36	27.33%	3	0.0		
52	810	Virginia Beach	29.00	-2.97	26.03	4,138	SUPER	7.07	7	7	7.07	27.18%	5	0.0		
53	770	Roanoke City	13.00	-0.96	12.04	1,520	LARGE	3.16	3	3	3.16	26.20%	2	1.0		
54	195	Wise/Norton	8.00	-0.56	7.44	794	MID	1.90	2	2	1.90	25.54%	2	0.0		
55	027	Buchanan	4.50	-0.26	4.24	448	MID	1.03	1	1	1.03	24.21%	1	0.0		
56	179	Stafford	12.00	-0.87	11.13	1,374	LARGE	2.60	3	3	2.60	23.37%	1	0.0		
57	550	Chesapeake	22.00	-2.58	19.42	2,377	LARGE	4.35	4	4	4.35	22.38%	5	0.0		
58	155	Pulaski	7.00	-0.83	6.17	634	MID	1.30	1	1	1.30	21.04%		0.0		
59	105	Lee	4.00	-1.04	2.96	304	MID	0.61	1	1	0.61	20.71%	1	1.0		
60	073	Gloucester	4.00	-0.56	3.44	290	SMALL	0.70	1	1	0.70	20.34%	1	0.0		
61	193	Westmoreland	2.00	0.00	2.00	168	SMALL	0.40	0	0	0.40	19.76%	1	0.0		
62	095	James City/Williamsburg	5.00	-0.18	4.82	489	MID	0.93	1	1	0.93	19.23%	1	0.0		
63	049	Cumberland	1.00	-0.07	0.93	77	SMALL	0.17	0	0	0.17	18.75%	1	0.0		
64	570	Colonial Heights	5.00	-0.95	4.05	405	MID	0.72	1	1	0.72	17.70%	1	0.0		
65	001	Accomack	3.50	-0.73	2.77	228	SMALL	0.48	0	0	0.48	17.39%		0.0		
66	165	Rockingham/Harrisonburg	10.00	-0.95	9.05	1,059	LARGE	1.54	2	2	1.54	17.07%	3	0.0		
67	009	Amherst	4.00	-0.63	3.37	334	MID	0.55	1	1	0.55	16.32%		0.0		
68	159	Richmond County	1.00	-0.12	0.88	71	SMALL	0.13	0	0	0.13	14.96%	1	0.0		
69	175	Southampton/Franklin	4.00	-0.72	3.28	320	MID	0.48	0	0	0.48	14.70%		0.0		
70	083	Halifax	5.00	-0.52	4.48	429	MID	0.57	1	1	0.57	12.76%	1	0.0		
71	840	Winchester	8.00	-0.88	7.12	680	MID	0.88	1	1	0.88	12.39%	1	1.0		
72	113	Madison	1.00	-0.14	0.86	67	SMALL	0.10	0	0	0.10	11.76%	1	0.0		
73	015	Augusta	6.00	-0.30	5.70	540	MID	0.65	1	1	0.65	11.48%	1	0.0		
74	590	Danville	10.00	-0.89	9.11	1,005	LARGE	0.94	1	1	0.94	10.29%		0.0		

Commonwealth's Attorneys FY16 Staffing Standards - Assistant Attorneys - After Position Reallocation

CY13-14 AVG																	
RANK	FIPS	LOCALITY	# Pos FY15	Calculated Reduction FTE	Tot Attys Pos FY16	FEL DEF & AVG FY13-14		RATING	ADD'L POS DUE		WHOLE ADD'L POS DUE FY16		Remaining FY17	Remaining Whole Pos Due, Add'l Pos Due, After Alloc	% of Need After Alloc	FY16 ASST ATTY REQUESTED	UNFUNDED ATTY POSITIONS
						SENT	EVENTS		DUE	DUE	DUE						
75	145	Powhatan	1.50	-0.23	2.27	173		SMALL	1.20	1.20	1	0	0	0.20	9.01%	2	0.0
76	153	Prince William/Man/Man Pk	22.00	-2.27	19.73	2,145		LARGE	1.72	1.72	2	2	2	1.72	8.70%	2	2.0
77	670	Hopewell	4.00	-0.40	3.60	274		SMALL	0.31	0.31	0	0	0	0.31	8.57%		0.0
78	520	Bristol	4.00	-0.42	3.58	324		MID	0.24	0.24	0	0	0	0.24	6.58%	2	0.0
79	131	Northampton	2.00	-0.74	1.26	93		SMALL	0.07	0.07	0	0	0	0.07	5.56%		0.0
80	820	Waynesboro	5.00	-1.16	3.84	281		SMALL	0.17	0.17	0	0	0	0.17	4.31%	1	1.0
81	023	Botetourt	4.00	-0.43	3.57	317		MID	0.15	0.15	0	0	0	0.15	4.22%	1	0.0
82	199	York/Prince George	5.00	-0.75	4.25	372		MID	0.13	0.13	0	0	0	0.13	2.98%	1	0.0
83	143	Pittsylvania	6.00	-0.84	5.16	448		MID	0.11	0.11	0	0	0	0.11	2.13%	1	0.0
84	760	Richmond City	32.00	-4.80	27.20	3,466		SUPER	0.53	0.53	1	1	1	0.53	1.96%	2	0.0
85	127	New Kent	2.00	-0.15	1.85	131		SMALL	0.03	0.03	0	0	0	0.03	1.40%		0.0
86	087	Henrico	24.00	-2.32	21.68	2,195		LARGE	0.27	0.27	0	0	0	0.27	1.24%	4	0.0
87	147	Prince Edward	4.50	-0.43	4.07	350		MID	0.05	0.05	0	0	0	0.05	1.11%	1	0.5
88	680	Lynchburg	11.00	-0.99	10.01	1,005		LARGE	0.04	0.04	0	0	0	0.04	0.44%	2	1.0
89	025	Brunswick	3.00	-0.46	2.54	177		SMALL	-0.01	-0.01	0	0	0	(0.01)	-0.35%	1	0.0
90	540	Charlottesville	6.00	-1.01	4.99	420		MID	-0.05	-0.05	0	0	0	(0.05)	-0.96%	1	0.0
91	740	Portsmouth	19.00	-2.17	14.83	1,447		LARGE	-2.36	-2.36	(2)	0	0	(0.36)	-2.42%	1	0.0
92	057	Essex	1.00	-0.23	1.77	120		SMALL	0.94	0.94	1	0	0	(0.06)	-3.21%	1	0.0
93	690	Marionville	5.00	-1.19	3.81	310		MID	-0.16	-0.16	0	0	0	(0.16)	-4.24%	2	1.0
94	079	Greene	1.00	-0.08	1.92	128		SMALL	0.90	0.90	1	0	0	(0.10)	-5.12%	1	0.0
95	007	Amelia	2.00	-0.24	1.76	117		SMALL	-0.09	-0.09	0	0	0	(0.09)	-5.12%		0.0
96	650	Hampton	13.00	-1.49	11.51	1,075		LARGE	-0.76	-0.76	0	0	0	(0.76)	-6.59%	4	1.0
97	700	Newport News	22.00	-2.53	19.47	1,808		LARGE	-1.40	-1.40	(1)	0	0	(1.40)	-7.17%	6	0.0
98	013	Arlington/Falls Church	13.00	-1.87	11.13	870		MID	-0.89	-0.89	0	0	0	(0.89)	-8.04%	1	0.0
99	157	Rappahannock	1.00	-0.13	0.87	56		SMALL	-0.07	-0.07	0	0	0	(0.07)	-8.24%	1	0.0
100	019	Bedford/Bedford City	6.00	-0.40	5.60	431		MID	-0.52	-0.52	0	0	0	(0.52)	-9.32%		0.0
101	081	Greensville/Emporia	4.50	-0.36	4.14	261		SMALL	-0.41	-0.41	0	0	0	(0.41)	-9.83%	1	0.5
102	710	Norfolk	35.00	-3.33	28.67	3,160		SUPER	-6.39	-6.39	(6)	0	0	(3.39)	-11.82%	3	0.0
103	183	Sussex	2.00	-0.21	1.79	110		SMALL	-0.21	-0.21	0	0	0	(0.21)	-11.86%		0.0
104	730	Petersburg	8.00	-0.90	7.10	526		MID	-0.92	-0.92	0	0	0	(0.92)	-12.95%	1	1.0
105	133	Northumberland	2.00	-0.20	1.80	109		SMALL	-0.24	-0.24	0	0	0	(0.24)	-13.50%		0.0
106	043	Clarke	1.50	-0.23	1.27	77		SMALL	-0.17	-0.17	0	0	0	(0.17)	-13.61%	1	0.0
107	065	Fluvanna	2.00	0.00	2.00	116		SMALL	-0.34	-0.34	0	0	0	(0.34)	-16.90%		0.0
108	510	Alexandria	10.00	-1.28	8.72	603		MID	-1.63	-1.63	(1)	0	0	(1.63)	-18.66%		0.0
109	021	Bland*	1.00	-0.10	0.90	51		SMALL	-0.17	-0.17	0	0	0	(0.17)	-18.69%		0.0
110	125	Nelson	2.00	-0.18	1.82	103		SMALL	-0.35	-0.35	0	0	0	(0.35)	-19.19%	1	0.0
111	103	Lancaster	2.00	-0.46	1.54	86		SMALL	-0.30	-0.30	0	0	0	(0.30)	-19.78%	1	0.0
112	093	Isle of Wight	4.00	-0.47	3.53	196		SMALL	-0.73	-0.73	0	0	0	(0.73)	-20.56%	1	0.0
113	115	Mathews	1.00	-0.17	0.83	46		SMALL	-0.17	-0.17	0	0	0	(0.17)	-21.14%	1	0.0
114	075	Goochland	2.00	-0.16	1.84	100		SMALL	-0.42	-0.42	0	0	0	(0.42)	-22.73%		0.0
115	011	Appomattox	3.00	-0.59	2.41	108		SMALL	-0.87	-0.87	0	0	0	(0.87)	-35.97%	1	0.0

Commonwealth's Attorneys FY16 Staffing Standards - Assistant Attorneys - After Position Reallocation

RANK	FIPS	LOCALITY	# Pos FY15	Calculated Reduction FTE	Tot Attys Pos FY16	CY13-14 AVG			RATING	ADD'L POS DUE	WHOLE		Remaining FY17	Remaining After Alloc	% of Need After Alloc	FY16 ASST ATTY REQUESTED	UNFUNDED ATTY POSITIONS
						FEL DEF & AVG FY13-14	SENT EVENTS	AVG FY13-14			ADD'L POS DUE	ADD'L POS DUE FY16					
116	181	Surry*	1.00	-0.08	0.92	37	SMALL			-0.38	0	0	0	(0.38)	-41.85%		0.0
117	017	Bath*	1.00	-0.09	0.91	32	SMALL			-0.46	0	0	0	(0.46)	-50.00%		0.0
118	036	Charles City	1.00	-0.10	0.90	30	SMALL			-0.47	0	0	0	(0.47)	-52.69%		0.0
119	091	Highland*	1.00	-0.30	0.70	11	SMALL			-0.55	0	0	0	(0.55)	-78.37%		0.0
120	045	Craig*	1.00	-0.09	0.91	8	SMALL			-0.80	0	0	0	(0.80)	-87.99%		0.0
TOTALS			717	(91)	626.21	68,956				115	130	130	115			151	27

County of Frederick, Virginia

Position Details

Position Title: Assistant Commonwealth's Attorney		Date Position Created:
Department: Commonwealth's Attorney		Reports To: Ross P. Spicer
<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Date Prepared: 1/29/2016	Prepared By: Randi W. Wilkins
Range:	Grade:	Salary:
G/L Line Item: 1001-004, 005, 013, 050		

Job Description

Job Purpose: Performs complex prosecutorial legal services for the Commonwealth. Prepares and researches criminal cases involving complex issues of constitutional law, evidence, and trial strategy in all courts of the Commonwealth, State, and Federal. Advises County and State law enforcement officials on a wide variety of problems having legal implications. Performs related duties as assigned.

Essential Functions

- With minimal supervision: Effectively prosecute complex criminal cases, including necessary research, witness interview, negotiations with opposing counsel, preparation of jury instruction, and presentation of cases at trial
- Uses tact and discretion in order to establish effective relationships with other judicial agencies, victims, witnesses, and law enforcement officials, adequately documenting in writing all actions and providing sufficient justification to support recommendations
- Prepare legal briefs and memoranda of law
- Prepare cases for trial including interview witnesses
- Prepare case evaluations
- Prepare discovery and Bills of Particulars
- Provide advice to law enforcement officers and County and State officials

Job Requirements:

Education: Active Membership in good standing in the Virginia State Bar. Completion of continuing education courses in all categories of criminal law.

Experience: Four years of experience as a criminal prosecutor or three years of experience as a criminal prosecutor and two additional years of experience in general practice law, or equivalent combination of education and experience and training which provides the required knowledge, skills, and abilities.

Knowledge/Skills: Thorough knowledge and use of the principles, practices, and procedures of law, particularly criminal law and procedure. Knowledge of legal research methodology. Knowledge and use of the Code of Professional Responsibility for Attorneys. Knowledge and use of principles, practices and procedures of local and State law and Court decisions. Knowledge of County ordinances. Knowledge and use of Rules of Evidence. Skilled in trial tactics and trial strategy. Ability to speak extemporaneously and persuasively. Ability to prepare and present a variety of clear and concise reports. Ability to express complex ideas orally and in writing. Ability to establish and maintain effective, professional working relationship with co-workers, law enforcement officers, County and State official's agencies and the general public and possess professional telephone etiquette.

Working Conditions:

Physical Demands:

Supervisory Responsibilities:

Number of Employees Supervised: 0	Number of Subordinate Supervisors Reporting to Job: 0
Approvals:	
Department Director:	Date:
HR Director:	Date:
Finance Director:	Date:
County Administrator:	Date:
Board of Supervisors Approval:	Date:

County of Frederick, Virginia

Position Details

Position Title: Legal Secretary		Date Position Created:
Department: Commonwealth's Attorney		Reports To: Ross Spicer
<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Date Prepared: 1/28/2016	Prepared By: Randi Wilkins
Range:	Grade:	Salary:
G/L Line Item: 1001-046		

Job Description

Job Purpose: Performs skilled legal secretarial work. Assists in a variety of duties crucial to the department's daily functions. Performs related duties assigned. Work is performed under direct supervision of the Commonwealth's Attorney or his designee

Essential Functions

- Create, prepare, and maintain misdemeanor appeal files in Circuit Court
- Procure all information needed for prosecution in misdemeanor appeal files
- Subpoena all Commonwealth witnesses for misdemeanor appeal files in Circuit Court
- Obtain driving records and criminal histories for Circuit Court files
- Log and distribute laboratory analysis
- Search for and secure attested copies of conviction orders for Circuit Court
- Process requests for continuances and record/update changes for misdemeanor appeal files
- Prepare Motions and Notices in misdemeanor appeal files in Circuit Court
- Pull and prepare files for misdemeanor appeals in Circuit Court and distribute to Attorneys
- Maintain filing system for Circuit Court
- Maintain electronic database for misdemeanor appeal files in Circuit Court
- Receive and process evidence destruction orders
- Request, prepare, maintain available officer court date calendars
- Assists with answering telephones, greeting the public, witnesses, and attorneys
- Process and distribute incoming and outgoing mail

Job Requirements:

Education: Any combination of education and experience equivalent to graduation from a high school, supplemented by practical legal/secretarial, clerical and computer experience performed in a professional legal/court environment or related experience in a similar environment considered.

Experience:

Knowledge/Skills: Thorough knowledge and use of standard legal/secretarial office practices and procedures. Ability to process and prepare a variety of legal documents and other general correspondence, possess research skills and maintain accurate records and files. Ability to work independently under strict deadlines, follow verbal instruction, work from marginal notes or drafts, and possess excellent organizational skills. Thorough knowledge and use of business English and legal terminology. Possess good computer skills and ability to learn and use multiple law enforcement programs. Proficient in the use of standard office equipment. Ability to maintain a high level of confidentiality. Ability to establish and maintain professional and effective working relationships with co-workers, attorneys, court employees, law enforcement, other agencies, and the general public and possess professional telephone etiquette.

Working Conditions:

Physical Demands:

Supervisory Responsibilities:**Number of Employees Supervised: 0****Number of Subordinate Supervisors Reporting to Job: 0****Approvals:**

Department Director:

Date:

HR Director:

Date:

Finance Director:

Date:

County Administrator:

Date:

Board of Supervisors Approval:

Date:



Tamara Green
Director

**FREDERICK COUNTY
DEPARTMENT OF SOCIAL SERVICES**

107 N. KENT STREET, THIRD FLOOR
WINCHESTER, VA 22601

(540) 665-5688

(540) 535-2146 FAX

Memorandum

To: Finance Committee/Cheryl Shiffler
Human Resources/Becky Merriner

From: Tamara Green, Director

Date: 11-27-17

Re: Request for Family Services Worker II

The Frederick County Department of Social Services is requesting an additional Family Services Worker II for our Adult Services Unit. Upon recommendation from our Administrative Board this memo provides justification for the position request.

FCDSS currently has five full time Family Service Worker II's that work with the elderly and disabled population. The average caseload currently per worker is 185. From January 1, 2017 to October 31, 2017, the Adult Services unit received 789 new cases. In addition, to the pure volume of the caseloads, we also have increased challenges due to the complexity of the cases received (financial exploitation, self-neglect, and neglect by caregivers), meeting documentation requirements, cases involved with the legal system, retaining qualified staff and decreasing staff burnout. Our Department continues to struggle to meet the mandated services we are required to provide to the aging and disabled population of Frederick County.

The impact on our budget to increase our staff by one Family Services Specialist worker for salary and fringes would be a total dollar amount of \$72,030 (\$20,888 Federal/State + \$51,142 Local).

My sincere appreciation for your time and consideration.

A handwritten signature in black ink, appearing to be "TG" or similar initials, written in a cursive style.

Tamara Green, Director



MEMORANDUM

TO: Human Resources Committee

FROM: Joe C. Wilder, Director of Public Works *JCW*

SUBJECT: Request for Two (2) Full-Time Positions Within the Public Works Department

DATE: November 30, 2017

In preparation of the Fiscal Year 2019 budget, we are proposing to add two (2) new full-time positions within the Public Works Department. I will summarize both requests below.

1. Refuse Collection Budget 10-4203-000-000
New Position: Assistant Convenience Site Supervisor
Salary Range: 4 Starting Salary: \$33,506.00

I have attached a justification memorandum from Gloria Puffinburger, Solid Waste Manager, detailing the performance of our current part-time site attendant who could perform these duties. This individual has been with Frederick County on a part-time basis for five years. We have also provided a job description for the position. By providing this full-time position, it will help the department in continuing to meet the growing demands of needed waste collection services within the county.

(Attachment 1)

2. Animal Shelter Budget 10-4305-000-000
New Position: Animal Caretaker
Salary Range: 2 Starting Salary: \$26,673.00

I have attached a justification memorandum from Kathy Whetzel, Animal Shelter Manager, detailing our request to add an addition full-time Animal Caretaker position in the Fiscal Year 2019 budget. Due to increasing services needed to provide staffing for the Animal Shelter, and the need to expand our services regarding outreach, medical needs of animals, etc., this requested position will help the shelter to continue

October 13, 2017

to meet state requirements. We have provided a revised job description as well to show the various job functions an Animal Caretaker must perform.

(Attachment 2)

We request your consideration for both of these new job position requests. Staff will be in attendance at the Human Resources Committee meeting being held on Friday, December 8, 2017 to answer any questions.

JCW/kco

Attachments: as stated

cc: Kris Tierney, County Administrator
Jay Tibbs, Deputy County Administrator
Kathy Whetzel, Animal Shelter Manager
Gloria Puffinburger, Solid Waste Manager
file

**COUNTY of FREDERICK****Department of Public Works****540/665-5643****FAX: 540/678-0682****MEMORANDUM**

TO: Becky Merriner
Director of Human Resources

FROM: Gloria Puffinburger
Solid Waste Manager

THROUGH: Joe C. Wilder
Director of Public Works

SUBJECT: Assistant Convenience Site Supervisor;
Refuse Collection (4203) Budget

DATE: November 29, 2018

Staff is requesting that the position of Assistant Convenience Site Supervisor be added to the FY 2018/19 Refuse Collection (4203) budget.

This individual has been employed for five years as a part-time site attendant. Since July, he has worked directly with the solid waste coordinator, assisting with the maintenance of equipment and grounds and operating compactor sites as necessitated by short staffing. He has also begun assuming weekend on-call duties and has cross-trained as a litter crew supervisor. During this time, he has demonstrated that he is dependable, has the ability to operate many types of equipment, and flexible enough to handle a variety of duties both with and without supervision. This winter, he will again assist with snow removal.

Creation of a full-time position with benefits will afford the county an opportunity to retain an employee that is capable of not only functioning as a site attendant when needed, but assisting the solid waste coordinator on a daily basis with equipment maintenance, grounds upkeep and the supervision of site attendants.

If approved, one part-time floater position (30 hours/week) will be eliminated in order to offset this cost in the 4203 (Refuse Collection) budget. With fringe benefits, \$52,508 will be required to fund this position and is already included in the 4203 (Refuse Collection) budget

cc: file

County of Frederick, Virginia

Position Details

Position Title: Assistant Conv Site Supervisor		Date Position Created:
Department: Public Works		Reports To: G. Puffinburger & R. Devinney
<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Date Prepared: 11/28/17	Prepared By: GMP
Range: min	Grade: R4	Salary: 33,506

G/L Line Item: 10-4203-1001-000-003

Job Description

Job Purpose: Responsible for assisting solid waste coordinator in performance of duties. Also responsible for on-call weekend duties and supervision of site attendants.

Essential Functions

- Operate trash compactor as necessitated by vacancies – assist residents; traffic control; police illegal dumping; enforce dumping regulations; assist refuse hauler; litter pickup; monitor recycling area
- Assist solid waste coordinator in function of daily duties such as mowing, grass and tree trimming, snow and ice removal, fence repair, asphalt patching, building repair and maintenance, power washing compactors, painting and priming of equipment, welding, etc.
- Address personnel issues with site attendants as requested by solid waste coordinator
- Serve as evening and weekend contact person on behalf of solid waste coordinator as-needed
- Coordinate waste pulls with hauler as needed
- Supervise litter crew as required
- Other duties as assigned

Job Requirements:

Education: HS diploma or equivalent

Experience: minimum one year in general building and equipment maintenance and operation

Knowledge/Skills: Possess valid driver's license. Ability to understand and follow specific oral and written instructions. Ability to safely operate small engine and large equipment such as mowers, trimmers, blowers, snow throwers, trucks, trailers, dump trucks, snow plows, tractors, skid steers, etc. Ability to establish and maintain effective working relationships with co-workers, subordinates and the general public. Ability to work unsupervised and in unfavorable weather conditions, emergency situations and work flexible schedules including holidays/weekends. Must be dependable, trustworthy and self-motivated.

Working Conditions:

Physical Demands: Ability to perform manual labor and lift up to 50 pounds for extended periods of time. Ability to work unsupervised and in unfavorable weather conditions, emergency situations and work flexible schedules including holidays/weekends.

Supervisory Responsibilities:	
Number of Employees Supervised: 0	Number of Subordinate Supervisors Reporting to Job: 0
Approvals:	
Department Director:	Date:
HR Director:	Date:
Finance Director:	Date:
County Administrator:	Date:
Board of Supervisors Approval:	Date:

**COUNTY of FREDERICK****Department of Public Works****540/665-5643****FAX: 540/678-0682****MEMORANDUM**

TO: Becky Merriner
Director of Human Resources

FROM: Kathy Whetzel
Animal Shelter Manager

THROUGH: Joe C. Wilder
Director of Public Works

SUBJECT: Animal Caretaker;
Animal Shelter (4305) Budget

DATE: November 29, 2018

The animal shelter is requesting an animal caretaker position for FY 2019 budget. This position is an R2 salary range with a starting salary of \$26,673. Benefits for this position total \$17,212 with a total cost of \$43,885.

The addition of a caretaker would:

- Alleviate staff shortages when employees need to take leave.
- Free senior staff from cleaning duties to better assist the visiting public.
- Allow staff to accept more requests for public events.
- Improve the quality of care provided to shelter animals (intake exams, training, assessments, enrichment, etc.).
- Staff and utilize the new recreation center.

The animal shelter has an excellent partnership with the Community Correction Program. Inmate volunteers work alongside staff for an approximate value of \$100,000 per year at the part time rate. Although a valuable program, Inmates are unskilled, short term, and require close supervision. The jail does not always have enough candidates to fill our needs.

An additional full-time caretaker is needed to stay current with the level of service expected of animal shelters. Staff have additional duties with the new medical protocols and transporting animals to be neutered.

We have also provided the chart below that looks at regional municipalities and their population, animals taken in on a yearly basis and their full and part-time. As you can see, we take in more animals than any other locality shown in chart.

We submit this request for an additional full-time Animal Caretaker position to be included in the FY 2019 budget.

LOCALITY	POPULATION	ANIMALS YEARLY	FULL TIME	PART TIME	INMATE LABOR
Frederick	80,296	2771	7	3	3 or 4
Loudoun	337,248	2532	17	1	None
Warren	38,037	1530	6	14	None
Winchester	26,203	1224	4	22	2
Clarke	14,321	647	3		2
Shenandoah	42,614	629	4	3	None

County of Frederick, Virginia

Position Details

Position Title: Animal Caretaker		Date Position Created:
Department: Animal Shelter/Public Works		Reports To: Animal Shelter Manager
<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Date Prepared:	Prepared By: JCW
Range: 2	Grade:	Salary: \$26,673

G/L Line Item: 4—010-043050-

Job Description

Job Purpose: Performs routine, skilled manual work. Performs related duties as assigned. Work is performed under immediate supervision by the Animal Shelter Manager or his/her designee.

Essential Functions

- Cleans runs, cages and equipment daily in accordance with shelter protocol in in compliance with the state regulations;
- Performs general janitorial and ground maintenance duties;
- Keeps all equipment and tools in a neat and orderly manner and good working order;
- Feeds waters, and performs general care of impounded animals. Performs or assists in giving vaccinations to impounded animals;
- Assist or performs euthanasia of impounded animals as necessary. Delivers bills and paperwork to main office;
- Picks up supplies for shelter;
- Transports animals to and from the veterinarian and special events;
- Ability to work flexible schedule including holidays and weekends often on an on-call basis;
- Monitors animal population for illness or injury and administers medication as needed in accordance with shelter protocol or at the order of the veterinarian;
- Performs diagnostic testing as needed to identify illness in shelter animals;
- Meets with members of the public having business with the shelter;
- Processes paperwork related to shelter operation as needed;
- Assists with special events, media promotion, and shelter events.

Job Requirements:

Education: High School Diploma. Ability to achieve certification in animal euthanasia required.

Experience: Some experience in performance of heavy manual work desirable. Experience in working in the shelter environment desirable.

Knowledge/Skills: Possess valid driver's license. Certification in euthanasia required. Rabies and hepatitis vaccinations required. Ability to establish and maintain an effective working relationship with co-workers and the ability to deal effectively with the general public. Knowledge of breeds of animals. Knowledge of in handling techniques of animals. Ability to work flexible schedule including holidays and weekends.

Working Conditions:

Physical Demands: Walking, talking, stooping, kneeling, bending, reaching, and gripping. Incumbent may be required to move and lift up to 50 lbs. on a frequent basis; position requires the ability to stand and walk for long periods of time; Ability to perform manual labor for extended periods of time, often under unfavorable weather conditions.

Supervisory Responsibilities:	
Number of Employees Supervised: 4	Number of Subordinate Supervisors Reporting to Job:
Approvals:	
Department Director:	Date:
HR Director:	Date:
Finance Director:	Date:
County Administrator:	Date:
Board of Supervisors Approval:	Date:



Dennis D. Linaburg
Fire Chief


COUNTY OF FREDERICK, VIRGINIA

FIRE AND RESCUE DEPARTMENT

1080 Coverstone Drive
Winchester, VA 22602

MEMORANDUM

TO: Becky Merriner
HR Director

FROM: Dennis D. Linaburg, Chief
Fire & Rescue 

SUBJECT: Staffing Request – FY19

DATE: November 29, 2017

The Frederick County Fire and Rescue Department has requested four (4) additional uniformed positions in the upcoming Fiscal Year 2019 Budget. The additional positions bring the Department's total personnel requests to twenty (20).

Two (2) of the requested positions would be additional field positions, bringing the total requested Operational Firefighter/EMTs to 14. The additional positions would:

- ✓ Allow FY18 initiative to increase minimum staffing at Stephens City & Greenwood
 - Increase staffing at busiest stations
 - FY18: Stephens City & Greenwood
 - **FY19: Relief Staff**
 - FY20: Round Hill & Millwood Station
- ✓ Allow multiple units from one station to respond to calls for service;
 - Decrease response times within 1st Due areas
- ✓ Address safety concerns due to understaffing
- ✓ Decrease the dependence of mutual aid resources;
- ✓ Address coverage for Vacation, Sick, Injury / FMLA & Training Leave
- ✓ Alleviate Overtime coverage for unexpected leave;
- ✓ Address demands of current staffing model;
- ✓ Improve employee morale;
- ✓ Decrease employee injuries.

We must come to the realization that the current staffing levels and minimum station staffing is not meeting the needs of our citizens. As the County continues to grow, the demands on staffing will continue to increase and the need to expand is evident. Insuring the safety of our personnel, obtaining an acceptable level of service, and meeting new standards adopted by State and Federal agencies are the immediate challenges facing our Fire and Rescue Department.

In the current position allocation chart, the Department has listed one (1) backfilled position for the creation of a Captain – EMS Supervisor. After careful consideration, it was realized that each shift needed additional supervision to relieve some of the demands on the Battalion Chief, who is currently responsible for supervising more than 30 employees daily.

The remaining two (2) positions would be utilized as backfill positions to allow for three (3) promotions to Captain – EMS *Shift* Supervisor. There are no established career positions for EMS supervisory personnel within the combined system which is a critical component of emergency services. These additional positions will:

- ✓ Relieve the DC of Operations of protocol compliance and on-scene provider competency;
- ✓ Provide patient-care oversight, serve as day-to-day liaisons with hospital staff and the OMD;
- ✓ Redistribute Battalion Chief response areas;
 - Address span of control for current Battalion Chiefs;
- ✓ Provide patient-care oversight and monitor critical components of the EMS system;
- ✓ Monitor Protocol Compliance, ensuring positive EMS delivery system wide;
 - Establish quality program indicators to monitor provider quality and competence;
 - Provide direct field observation during EMS responses to monitor delivery;
 - Work directly with EMS providers to improve skills and provide mentoring as needed.
- ✓ Improve Medical Control while working with the Incident Commander allowing for seamless ICS results.

We are now requesting the HR Committee's consideration for this additional request in personnel. If you have any questions or need additional information regarding this request, please do not hesitate to contact me so I may further discuss it with you.

DDL/mhn