



TO: Human Resources Committee and Board of Supervisors
FROM: Becky A. Merriner, HR Director
DATE: January 19, 2018
SUBJECT: HR Committee Report

The HR Committee met in the First Floor Conference Room at 107 North Kent Street at 9:00 a.m. on Friday, January 19, 2018.

HR Committee members present were: Chairman. Blaine Dunn, Board of Supervisor, and citizen members Don Butler, Beth Lewin, and Dorrie Greene. Others present were: Kris Tierney, County Administrator; Jay Tibbs, Deputy County Administrator; Erin Swisshelm, Assistant County Attorney; DeLois Blevins, HR Manager; Cheryl Shiffler, Director of Finance; Jennifer Place, Budget Analyst; C. William Orndoff, Jr., Treasurer; Sharon Kibler, Assistant Finance Director; Ellen Murphy, Commissioner of the Revenue; Jane Anderson, Commissioner of the Revenue Chief Deputy/Real Estate Supervisor; Scott Varner, Director of Information Technology; Patrick Fly, GIS Manager; and Mike Ruddy, Director of Planning.

*****Items Requiring Board Action*****

1. Fiscal Year 2018-2019 Requests for New Positions

- a. Commissioner of the Revenue
 - i. Assessor I
 - ii. Account Clerk I

Upon a motion by Don Butler, seconded by Beth Lewin, the Committee recommended approval of both positions requested by the Commissioner of the Revenue. The motion was approved unanimously

- b. Information Technology
 - i. GIS Technician

Upon a motion by Don Butler, seconded by Beth Lewin, the Committee recommended approval of the GIS Technician position requested by the Director of Information Technology. The motion was approved unanimously.

2. Employee of the Month (February), see attached.

The Committee reviewed the attached employee of the month for February. Upon a motion by Beth Lewin, seconded by Dorrie Green, the Committee recommended approval; the motion was approved unanimously. Officer Charles Simpson will be recognized at the Board of Supervisors meeting on February 14th.

*****Items Not Requiring Action*****

1. **HR Quarterly Reports** (July –December), see attached.

There being no further business, the meeting was adjourned.

The next HR Committee meeting is scheduled for Friday, February 9, 2018 at 9:00 am.

Respectfully submitted,

Human Resources Committee

Blaine P. Dunn, Chairman

Robert W. Wells,

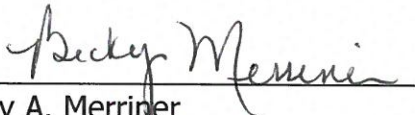
J. Douglas McCarthy

Don Butler

Beth Lewin

Dorrie Greene

BY:



Becky A. Merriner

Director of Human Resources

Frederick County HR Committee Members

Name	Contact	Position and Term
Blaine P. Dunn	115 Bedford Drive Winchester, VA 22602 Phone: 540-665-8006 E-mail: bdunn@fcva.us	Chairman 2018 (Dec)
Robert Wells	5114 Laura Drive Stephens City, VA 22655 Phone: 540-869-1168 Cell: 540-539-3555 E-mail: rwells@fcva.us	Board Member 2018 (Dec)
J. Douglas McCarthy	302 W. Boscawen St Winchester, VA 22601 Phone: 540-535-8632 E-mail: dmccarthy@fcva.us	Board Member 2018 (Dec)
Don Butler	120 Bucaneer Court Stephenson, VA 22656 Phone: 540-722-4188 Cell: 540-539-0279 Office: 540-722-4500 E-mail: don@vpgwinchester.com	Citizen Member 2018 (Dec)
Dorrie R. Greene	121 Fairfax Drive Stephens City, VA 22655 Cell: 540-664-6070 Home: 540-869-3732 Fax: 540-678-4319 E-mail: dgreene2@su.edu	Citizen Member 2018 (Dec)
Beth Lewin	189 Tyler Drive Clearbrook, VA 22624 Phone: 540-667-3731 E-mail: blewin@carrollcon.com	Citizen Member 2018 (Dec)

Frederick County Human Resource Committee Meeting Dates – 2018

(Meeting are held in the First Floor Conference Room – 107 N. Kent Street from 9:00 am – 10:00 am)

January 19, 2018

February 9, 2018

March 9, 2018

April 13, 2018

May 11, 2018

June 8, 2018

July 13, 2018

August 10, 2018

September 14, 2018

October 12, 2018

November 9, 2018

December 14, 2018

Frederick County Board of Supervisor's

Human Resources Committee Charter

I. Organization

There shall be a committee of the Board of Supervisors ("Board") of Frederick County, Virginia ("County") known as the Human Resources Committee ("Committee"). The Committee shall be comprised of three (3) members of the Board of Supervisors who will be appointed by the Chairman of the Board, with one appointed as Chair, and three (3) citizen members as appointed by the Chairman of the Board. This Charter shall govern the Committee with regard to its duties and responsibilities. The goal of the Committee shall be to promote programs, policies, and practices that attract and retain qualified employees.

II. Purpose

The primary function of the Committee is to assist the Board in fulfilling its oversight responsibilities by reviewing and evaluating the human resources programs, policies, and procedures of the County. The Committee's primary duties and responsibilities are as follows:

- To serve as an independent and objective party to monitor the human resources programs and policies of the County.
- To review and appraise the County's efforts to attract and retain a qualified and productive employee workforce.

The Committee will primarily fulfill these responsibilities by carrying out the activities enumerated in Section IV of this Charter.

III. Meetings

The Committee shall meet at least twelve (12) times annually or more or less frequently as circumstances dictate. The Chairman of the Board, the Chair of the Committee, or a majority of the Committee members may call or cancel meetings of the Committee. The Chair of the Committee shall prepare or approve an agenda in advance of each meeting. The County Administrator and the Director or Directors with the responsibilities for human resources shall be invited to all meetings. Other management officials and counsel to the Board may be invited as necessary. With the exception of Directors, the Chair may excuse any non-Committee members from attendance at any meeting or portion of any meeting.

IV. Responsibilities

The Committee shall have the following duties and responsibilities:

Human Resources

Review and advise the Board of Supervisors and senior management of the County with respect to human resources initiatives, policies and procedures, including activities relating to recruiting, retention and training of employees, as well as employee relations in general.

Compensation Plan Review

Prepare, review, and recommend the County's compensation strategy to ensure that rewards are commensurate with County success and the creation of value for its employees, and that the strategy supports the achievement of the County's objectives.

Review and recommend salary grade structures and guidelines, incentive plans, and merit plans, including the cumulative effect of awards made pursuant to such plans. Report the results of the review and any recommended action by the Committee to the Board of Supervisors for final approval.

Review the unclassified compensation plans to ensure that the County attracts, retains and rewards qualified Directors and other key employees, and that their interests are aligned with the long-term interests of the County. Report the results of such review to the Board of Supervisors.

Staffing Plan Review

Prepare, review, and recommend the County's staffing strategy to ensure that the County is adequately staffed to support of the County's goals in providing outstanding service to its citizens and aligned with the long-term interests of the County.

Review and recommend staffing plans and guidelines to recommend any action by the Committee to the Board of Supervisors for final approval.

Health and Welfare Plans

Review and approve the major benefit plans and programs of the County to ensure that they support the County's objectives. Report the results of such review and any recommended action by the Committee to the Board of Supervisors.

Compliance Review

Obtain advice and assistance from internal or external accounting, legal or other consultants to provide advice to the Committee on matters under its purview, including an annual independent review of the County's compensation and benefit plans and programs. The Committee shall recommend to the Board the fees and terms of engagement of those rendering external advice to the Committee.

Review annually the County's results and compliance with employee grievances and equal opportunity claims, and report the results of such review to the Board of Supervisors.

Other Duties Related to Review, Reports and Improvement Procedures

Review and reassess annually the adequacy of this Charter, and conduct an annual self-assessment of this Committee's performance.

Prepare minutes of all meetings of the Committee, and report to the Board on the matters discussed at each Committee meeting, as appropriate.

Perform any other activities consistent with this Charter, the County's goals, objectives and governing law, as the Committee or the Board deems necessary or appropriate.



Frederick County, Virginia

OFFICE OF

COMMISSIONER OF THE REVENUE

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ELLEN E. MURPHY
COMMISSIONER

Phone: 540-665-5681
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MEMORANDUM


TO: Human Resources Committee
Becky Merriner, HR Director

CC: Cheryl Shiffler, Finance Director

FROM: Ellen Murphy, Commissioner of the Revenue

DATE: January 8, 2018

RE: Requests in FY 19 Budget for Two Additional Positions



According to the U.S. Census Bureau, the population of Frederick County was as follows:

- 78,305 in 2010,
- 81,319 in 2013, and
- 84,421 as of July 1, 2016.

The projected population is 97,192 by the year 2020.

As a result of the County's population and economic growth, the need for additional staff has likewise substantially grown. The Commissioner of the Revenue's office would be best positioned to meet the County's needs with the hiring of at least one additional full-time Assessor I and one additional full-time Account Clerk I at this time.

Assessor I

The first request is for another full-time Assessor I in the Real Estate Department to be paid through the Reassessment Budget 1210. Such Assessor I position is requested with a starting salary of \$46,888.00 and fringe benefits of \$20,762.46 for a total cost of \$67,650.46.

By way of background, in 2010, the Real Estate Department had 11 full-time positions. Despite the increased population and resultant real estate-related duties, the Department currently is down to 10 full-time positions as follows:

- 1 Chief Administrator (also Chief Deputy)
- 1 GIS Analyst / Land Use Coordinator / Mapper / Tech Staffer (Surface Pros)
- 3 Assessor II
- 1 Assessor I
- 2 Data Collector
- 1 Administrative Assistant
- 1 Data Entry

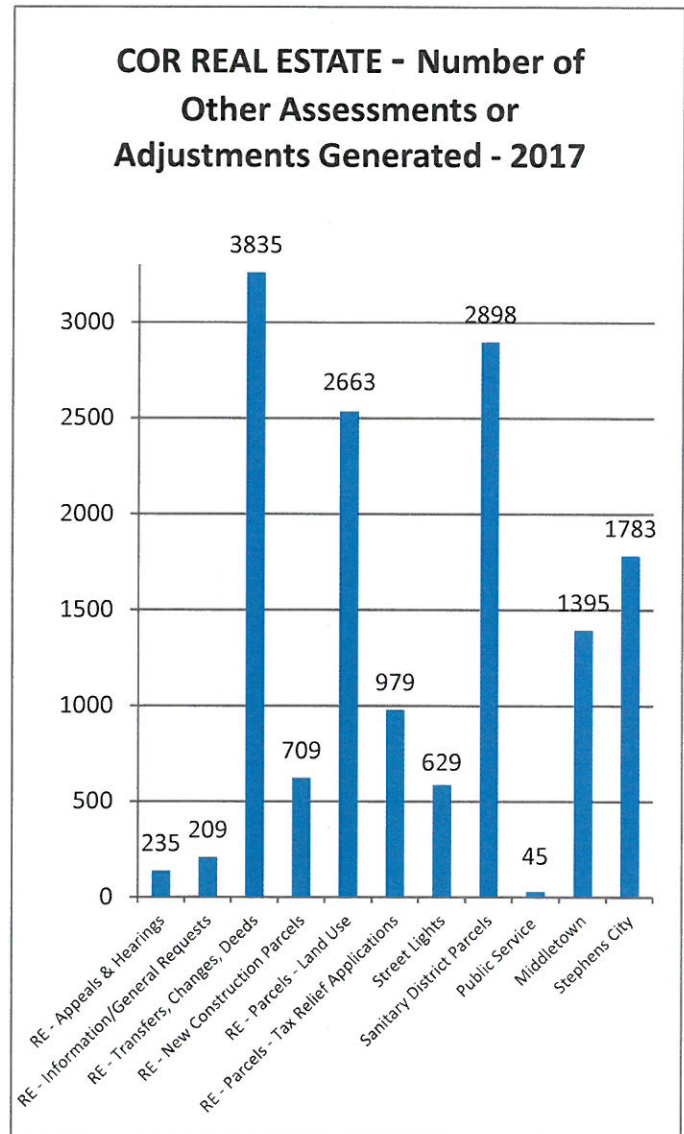
We now conduct reassessments on a 2-year cycle rather than the previous 4-year cycle, which does not allow for any lead time to keep other duties and responsibilities current. The reality of it is that the Real Estate Department could use additional staff, but we are only requesting one Assessor at this time.

Real estate taxation is the single most important source of revenue for Frederick County.

NET VALUE OF RE ASSESSMENTS OR ADJUSTMENTS		
	2016	2017
Real Estate Parcels Assessed (Taxable)	\$8,512,165,383	\$9,420,197,066
Real Estate Parcels Assessed (Exempt)	\$903,678,600	\$983,510,700
Sanitary District Parcels	\$128,323,760	\$87,732,300
Public Service Parcels	\$349,045,738	\$399,810,922
Public Service Personal Property at RE Rate	\$2,435,598	\$2,075,188

Such taxation is generally handled by a Commissioner of the Revenue office or Department of Finance in Virginia. More importantly, in most localities, Reassessment and Real Estate are two separate departments with separate staff and very discrete functions. However, in Frederick County, the entire Real Estate Department has concurrent duties involving:

- entire reassessment process from assessment to appeals and hearings
- new construction parcels
- supplementals
- land use deferral programs (agricultural, horticultural, forestry and open space) including compliance letters and forestry plans
- application of roll-back taxes for non-qualifying land use changes
- applications and triennial re-applications for tax exemption
- taxpayer inquiries
- tax map/GIS maintenance
- real estate record adjustments to reflect deed changes, transfers, surveys, ownership changes, transfer of development rights (TDRs) etc.
- four tax relief programs (elderly, disabled, 100% service connected disabled veterans, surviving spouses of armed forces members killed in action)
- sanitary district and public service property
- creating computer programs and check systems
- and, most recently, tax payment deferral program for elderly and disabled who qualify for the tax relief program



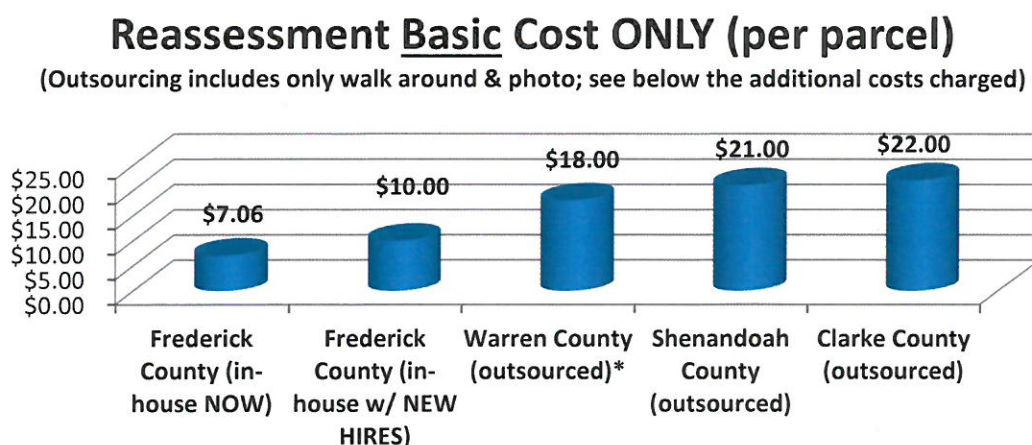
The Real Estate Department staff also review County building permits which reflect all significant construction activity to identify properties whose characteristics are likely to change in order to inspect them on a timely basis and update data accordingly. Changes are brought about by new construction, new parcels, remodeling, demolition and destruction. There were 486 new lots in 2017, and construction of new subdivisions at Madison Run II (Rt. 522), Freedom Manor LLC (Rt. 551), Commercial Tyson (Tyson Dr.), and Hiatt Run. In addition, issued building permits almost doubled in 2017 from the prior year and include such subdivisions as Lake Frederick and Snowden Bridge. Other subdivisions which have not had permits pulled in many years are also now being issued. Known recent increases to the real estate listings in the commercial and industrial sector are: Amazon, Navy Federal Credit Union, FBI, various fast food restaurants, numerous medical offices and facilities, and a new M1 project on Shady Elm. There is no end in sight for growth and construction.

The Real Estate Department conducts in-house reassessment of approximately **50,390 land parcels** in Frederick County every two years. The advantages of an in-house reassessment include:

- staff who are trained and familiar with the locality which results in a better quality assessment
- ensures properties are assessed uniformly and improves the outcome
- results in a cost savings to taxpayers
- maintains control of data including the ability to make adjustments
- taxpayer can contact assessor directly with questions

Some of the potential drawbacks of outsourcing a reassessment include:

- hired company may use untrained staff or data collectors with no RE background
- hired company's response not guaranteed to taxpayer inquiries
- hired company may use a different methodology which would be difficult for RE Department to explain to taxpayers
- lack of local control over data



*NOTE: Warren County only receives 1 photo, data, and other changes for the \$18.00 charge.

Additional costs of outsourcing that would be billed to us by outsourcing company: <ul style="list-style-type: none"> • parcel keying • BOE hearings • Court costs/Appeals 	County would have to provide to outsourcing company out of our budget: <ul style="list-style-type: none"> • space • postage • furniture & fixtures • current changes (adds & deletes) • field cards • maps • assistance on locations • prior data • recorded changes
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Using the same outsourcing rate paid by Shenandoah County, Frederick County's cost of an outsourced reassessment would be \$1,050,000.00 (50,000 parcels x \$21.00 per parcel). Using the same outsourcing rate paid by Clarke County, Frederick County's cost of an outsourced reassessment would be \$1,100,000.00 (50,000 parcels x \$22.00 per parcel).

The International Association of Assessing Officers (IAAO) is the internationally recognized leader and preeminent source for innovation, education and research in property appraisal, assessment administration, and property tax policy. IAAO suggests that the ratio of 1 full-time assessor for every 2500 parcels is an adequate staffing ratio. Per IAAO, the workload average is 1500-1700 parcels per employee for smaller jurisdictions, and 3000-3500 parcels per employee for larger jurisdictions. *However, for Frederick County, the actual workload average is 8300 parcels per employee (assessor/data collector).*

Mass appraisal requires complete and accurate data, effective valuation models, and appropriate management of resources. Properly administered reassessments result in a valuation system characterized by accuracy, uniformity, equity, and reliability. Correct values depend first and foremost on completeness and accuracy of property characteristics and market data and must be consistently collected to ensure this.

Therefore, the Real Estate Department staff must collect and maintain property characteristics data sufficient for classification and valuation. In order to accomplish this, staff must conduct a physical comprehensive door-to-door inspection of the land and exterior of all structures on every parcel in the County. Interior inspection may also be necessary.

The main features of an appraisal are the land, improvements, and location. Staff also observes conditions including the age and physical depreciation or other changes. They take photographs and measurements as well as record data and notations including:

- size and type of construction
- quality of every aspect of the property
- number of rooms and bathrooms
- square footage of structures
- flood plain, power lines and other noteworthy issues
- type of road, frontage
- quality of location (market area, submarket neighborhood, view of golf course, water frontage)
- secondary areas such as basements, garages, covered porches etc.
- outbuildings or other improvements such as barns, guest houses etc.

Upon completion of inspection, Real Estate Department staff must verify field sheet information with the owner or leave a door hanger notice indicating that they (a) have sufficient information to complete the assessment or (b) need additional information or verification from the taxpayer. Staff then key in the information to update the County's data as necessary and use various valuation tools to make an appraisal.

For commercial property, additional needed data includes any specialty rooms, income and lease information, costs and expenses, as well as sales information. Industrial property includes complex building changes, permanently attached equipment, and unusual features such as special utilities, tanks, and sizes.

With the increasing needs of the County as a result of its continuing population growth and renewed economic development, re-hiring an additional Assessor is needed and warranted in order to benefit the County.

Account Clerk I

This second request is for an Account Clerk I entry level position to be paid through the Commissioner of the Revenue budget 1209. Such an Account Clerk I position would start at \$30,602 base salary plus fringes of \$16,545.42 for a total cost of \$47,147.42.

This full-time position will require an applicant who can multi-task in a growing government operation by handling various projects and requests. The applicant will need to be able to use certain standard electronic equipment such as scanners, computers, fax machines, and printers.

The chart below reflects the amount of assessments created by the Business Division for various categories in 2013, 2015, and 2017. As you can see, the influx of more businesses from 2013 to 2017 has generated substantial increased income for the County. Additionally, this influx has also increased the amount of emails, telephone calls, walk-ins, and paperwork for the Commissioner's office. The Business Division processes or collects: business registration forms; annual BL renewal forms; zoning review forms; state contractor or tradesman license information; worker's compensation insurance forms; annual business equipment, M&T, processors, and leasing companies returns; declarations of idle machinery; applications from Event/Show/Festival sponsors and vendors; business closings; monthly consumer tax and lodging filings; quarterly short-term rental property filings; lists of subcontractors; gas utility and consumption tax remittance; and requests for extensions of filings.

TYPE OF ASSESSMENT	BUSINESS DIVISION		
	AMOUNT OF ASSESSMENT		
	2013	2015	2017
Business License	\$5,899,328.00	\$6,633,697.48	\$7,163,194.96
Business Equipment	\$5,388,043.00	\$5,846,662.41	\$7,110,206.37
Machinery & Tools	\$5,122,572.00	\$6,571,006.14	\$7,908,540.45
Short-Term Rental	\$125,207.68	\$190,624.79	\$234,540.65
Meals Tax	\$4,321,555.51	\$4,562,879.18	\$4,995,257.58
Lodging Tax	\$450,798.63	\$500,730.36	\$671,746.86

Utility Tax	\$3,107,609.00	\$3,211,565.91	\$3,624,957.02
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The Commissioner's Personal Property Division has to find and assess individual pieces of personal property including motorcycles, passenger vehicles, pick-up trucks, trailers, big trucks, motor homes, mobile homes, airplanes, and boats; adjust records to reflect the purchase, sale, disposal, or transfer of ownership of personal property; process move-ins and move-outs listed on weekly DMV reports; work up semi-annual DMV reports from neighboring jurisdictions for compliance; assess vehicle registration fees; apportion interstate trucks and trailers; verify and record all tax exempt property including for servicemembers and qualifying fire & rescue volunteers; confirm, balance, and post proration abatements; calculate and apply Personal Property Tax Relief percentage to vehicles; remove PPTRA for vehicles changing to business use; apply high mileage reduction or damage consideration; issue supplemental bills; and ensure compliance by investigating unlicensed, unregistered, and out-of-state vehicles.

PERSONAL PROPERTY DIVISION - 2017	
Total Active Accounts	152,803
High Mileage Account Adjustments	3,053
Annual "Adds" from DMV Reports	27,466
Annual "Deletes" from DMV Reports	20,427
Other Account Adjustments	2,500

The Business Division hired their most recent staff member in 2012 and the Personal Property Division's was hired in 2013. From those dates until the present, there has been an incredible increase in telephone calls, mail, email and walk-ins that these Divisions must handle. Both Divisions also receive general inquiries and must handle call backs that often result in the taxpayer being directed to another locality (Winchester City) or another County Department. Additionally, the documentation required from taxpayers or generated in response to making an account adjustment is vast.

Thus, this new position of an Account Clerk would be responsible for assisting with the mailing out of correspondence and address corrections, scanning a huge volume of business and personal property generated or received documents, returning certain standard telephone calls, working the window or business areas in the absence of personnel, filing/scanning documents requiring retention, and assisting with the distribution of documents or responses to other County offices. Also, the Account Clerk would be responsible for walking to the downtown Post Office for our daily mail collection, assisting with the opening of the mail (which could be anywhere from 1 envelope to 250 pieces of mail on a given day), and other general clerk type duties.

The availability of an Account Clerk I to take over some of the duties and responsibilities of current staff would enable staff to pursue: the creation and testing of technical programs to enhance the handling of accounts; discovery of business and personal property compliance using various methods including queries and outside resources (websites, DMV, Schedule C's, tax registries, DPOR, ABC and SCC); and the creation of additional online programs to benefit our taxpayers.

The Department's accomplishments over the last several years with the current number of staff are to be commended. However, the continuation of too few staff will eventually affect our ability to serve the County. While understaffing may save money, it will have a negative impact in the long run. When fewer staff must work faster to handle the large volume of work, errors may increase. In addition, it lowers staff morale and job satisfaction, and adds stress to complete work and meet performance expectations. It also takes a toll on staff's mental and physical health. The end result is a turnover of staff and diminished quality of service to County residents. Overwork is a major factor in turnover but also the public is more challenging to serve as they become increasingly difficult regarding taxation issues.

I appreciate your consideration of this request to create and fund the additional Assessor I and Account Clerk I positions for the Commissioner of the Revenue's office.



COUNTY OF FREDERICK

Information Technologies
Patrick Fly, GIS Manager
pfly@co.frederick.va.us
Voice 540.722.8225

MEMO

To: Scott Varner, IT Director
From: Patrick Fly, GIS Manager
Subject: Additional GIS Tech
Date: January 8, 2018

GIS is requesting an additional entry level GIS Technician to help with the increased workload experienced by our current GIS staff and especially our GIS Technician responsible for managing our E-911 system. At the peak of building before the recession we had two additional staff members helping with this process. During the recession we lost those staff members and have not replaced those positions. This work was picked up by existing staff. As the economy has improved we have experienced a steady increase in the workload for staff. This is becoming more of an issue as we are now being contacted by other agencies wondering why things are taking so long.

Over the last 5 years requests for new addresses have steadily increased. When we are finally done with 2017, I anticipate we will reach or come very close to the 877 from 2016.

New Address Requests

Year:	Total:
2017	800*
2016	877
2015	673
2014	477
2013	590

*Indicates a backlog of 120+ addresses for 2017

The next two tables taken together show the increase in plan reviews and new roads being added to the Frederick County E-911 system. We currently have 7 plans left from 2017 yet to review.

New Road Name Requests

Year:	Total:
2017	44
2016	56
2015	18
2014	7
2013	11

Plan Reviews

Year:	Total:
2017	36*
2016	14
2015	5
2014	2
2013	7

*20 plans were received between Sept – Dec 2017

Not shown in these numbers is the time our GIS Tech spends in the field dealing with Addressing and Road Naming issues. As part of managing the E-911 system they often need to complete field visits to verify data received and resolve issues or questions they have with the information they receive or about the address issued. Although it is hard to estimate how much time the field work requires we estimate it to be approximately 15% - 20% of their time.

Other work done by our GIS Technician includes assisting with Citizen walk-in's requests. These are handled as they

arrive, between Sept 1st – Dec 31st we have had 40 walk-in requests. The time taken to handle these requests vary from request to request but on average we anticipate spending about 1.5 hrs. with the citizen in the office. More complicated walk in request can take several days to complete.

In addition to the every day work, the technician is also responsible for special projects that come up related to the Addressing and E-911 system. An example of such a project is the US Census LUCA project. This work is mandated by federal law and directly affects the County. This project will kick off in Feb – March, once started we have 3 months to complete it. The Census estimates that it will take 1 technician full time between 4 – 6 weeks to complete the work. While this is going on we will be shifting other work to compensate, ultimately something is going to be affected.

Overall the GIS Technician is currently the busiest technician we have with 281 Helpdesk tickets between September 1st and December 31st. The GIS Technician has handled 87 more tickets then any other staff member. The requested additional GIS Technician would be used to relieve some of this workload. Allowing us to ensure we are delivering superior service to the citizens of Frederick County.

County of Frederick, Virginia

Position Details

Position Title: GIS Technician		Date Position Created:
Department: Information Technologies		Reports To: GIS Manager
<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Date Prepared: 1/8/2018	Prepared By: Patrick Fly
Range:	Grade:	Salary:

G/L Line Item: 040-010-012200-1001-000-???

Job Description

An employee in this job classification works in the County's IT Department and provides basic technical help and support to end users of IT Department supported COTS Geographic Information System (GIS); preforms data entry and update of basic spatial data layers; creates basic map products; and assists with Managing the County E-911 Mapping system. Non- routine issues are referred to more senior GIS staff or GIS Manager for assistance or to handle as needed. Work is performed under the direction of the GIS Manager or other Senior GIS Staff as assigned.

Essential Functions

- Provides prompt and courteous service for all internal and external entities for GIS requests;
- Provides basic map and spatial data creation, utilizing latest GIS software and cartographic principles;
- Assists in the maintenance of the County's Geospatial information system;
- Responsible for assigning E-911 Addresses and Road names under direct supervision of senior GIS staff;
- Interprets engineering plans, plats, deeds to update spatial data layers;
- Verifies quality and accuracy of GIS data from various outside GIS data sources;
- Using GPS or other GIS field technologies collects and updates Geospatial data sets;
- Creates and maintains metadata for new and existing spatial data;
- Attends all scheduled trainings and meetings;
- Performs basic PC, Printer, and software maintenance in support of GIS;
- Performs all other duties as assigned.

Job Requirements:

Education: Minimum of an Associate Degree in Geography, GIS, Computer Science, or other closely related field; a Bachelors degree in Geography, GIS, Computer Science is preferred.

Experience: Any combination of Education and Experience Equivalent to four (4) years of relevant work experience, skills and abilities;

Knowledge/Skills:

Experience in general GIS operations; a working knowledge of ESRI ArcGIS desktop and mobile software, GPS technology, the current version of Microsoft Windows and database software; the ability to produce clean, tight, and communicative work; ability to understand and follow oral and written instructions; ability to create Geodatabases and spatial data for map requests; able to query and generate reports from spatial databases; able to become familiar with industry specific (911, Transportation, Zoning, Engineering) symbology and terminology; understanding of projections and coordinate systems; working understanding of Metadata standards and the ability to create and use metadata; able to process tasks from conception through production within deadlines, while prioritizing work flow; ability interpret engineering plans, plat maps, and legal descriptions to translate into usable information; can perform basic software and hardware installations and configuration; establish and maintain professional relationships with IT staff and department staff Countywide; excellent customer service skills, tact, and courtesy; ability to work independently or as a member of a team and recognize when to elevate issues for guidance or resolution; Must be able to positively and appropriately represent the County and IT Department with end users in various department Countywide. May occasionally require ability to work a flexible schedule or work at various locations Countywide as needed.

Working Conditions:

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds unassisted. Specific vision abilities required by this job include close vision for extended periods of viewing a computer screen or screens, distance vision, color vision, depth perception, and ability to adjust focus.

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 Employee of the Month Nomination Form

Received: (HR use)

Outstanding service can be demonstrated in many ways, but it always involves more than just good job performance. An employee can be outstanding for suggesting improvements that result in greater efficiency, improved service, or cost savings; for leadership in departmental activities, for the department's goals or for the goals of the County as a whole. Outstanding service includes job performance that clearly exceeds requirements. Nominations are not judged on how well you write. However, they are judged on the facts presented. Employee of the Month selection will be based on the following criteria:

1. Providing exceptional customer service.
2. Performing an act that is above and beyond normal duties.
3. Excellence in safe work practices.
4. Being innovative/creative.
5. Identifying areas of monetary savings to the County.
6. Cooperative effort between County departments.

Employee Name : Officer Charles Simpson

Department: NRADC

Nomination Submitted By: Sergeant James Mullin

Department: NRADC

Nominator's Signature: SGT MULLIN

Digitally signed by SGT MULLIN
Date: 2017.12.18 23:43:26 -05'00'

Date: 12/28/2017

Describe the employee's accomplishments/contributions that were above and beyond the normal duties expected of their position. Include as much specific information as possible:

Officer Simpson has been employed with the Northwestern Regional Adult Detention Center for over 14 years and has extensive knowledge of the facility and the procedures it's run by. On Friday December 8, 2017 Officer Simpson was working in the facilities Special Management Unit. He was conducting his security rounds when he observed an inmate laying in his bunk and appeared to be sleeping. Officer Simpson took a few extra seconds to scan the area and discovered that the inmate was unresponsive and in possible need of medical assistance. He then called to get Nursing staff in the area and eventually assisted in getting the inmate to the medical department to be evaluated. The inmate had to be sent to the hospital and placed in the critical care unit to receive treatment. Due to Officer Simpson's diligence and utilizing his job experience the inmate received treatment and was returned back to the facility.

Explain how the employee provided outstanding and exceptional service through his/her work:

Describe the employee's recent achievement(s) that positively impacted the department (contribution to established goals, promoted cost-conscious or cost-cutting measures, etc.).

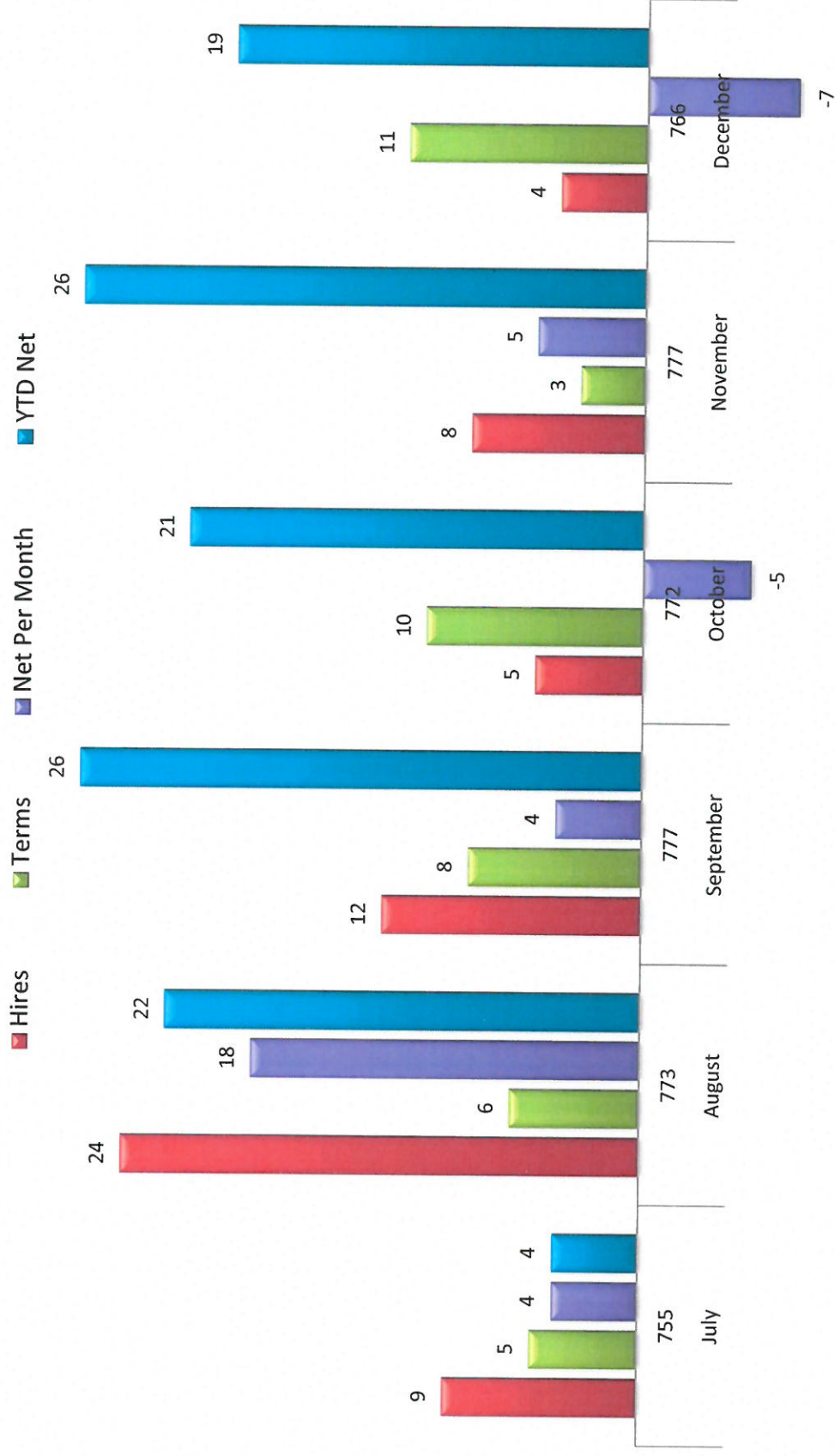


Human Resources Department FY18 Activity Charts

July 1, 2017- December 31, 2017



Employment Activity

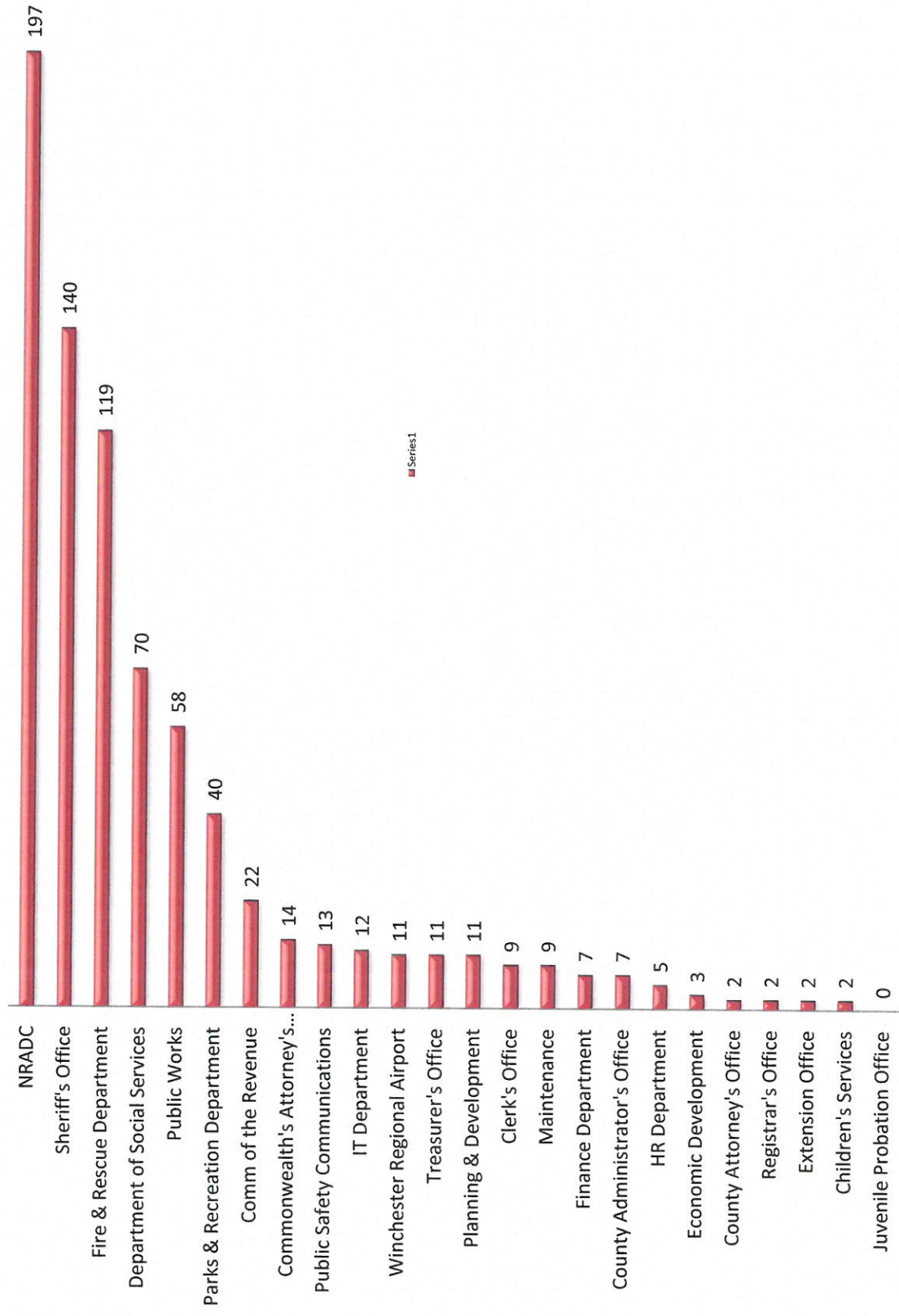


Headcount:

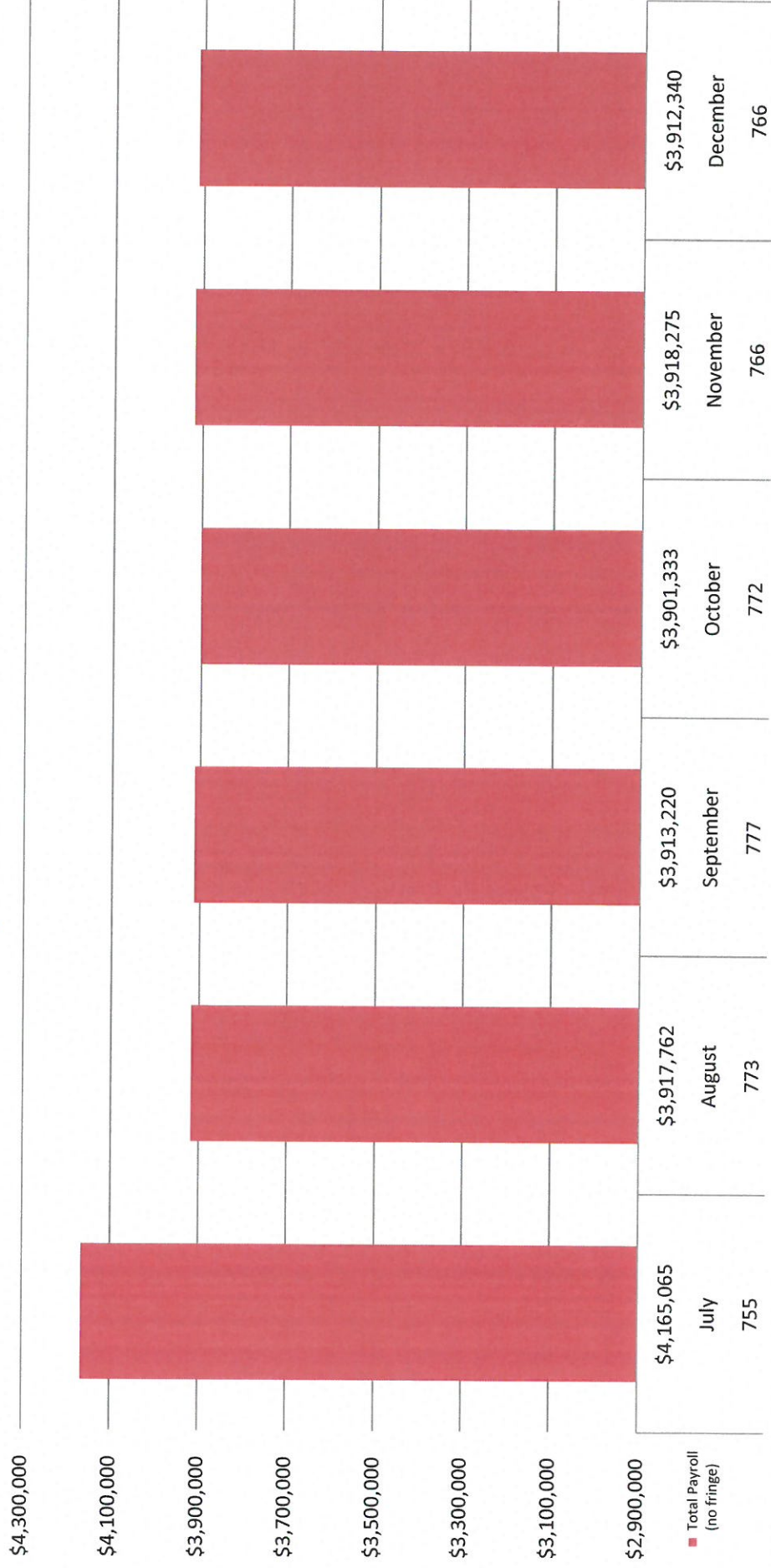
*2 positions approved

Current Headcount

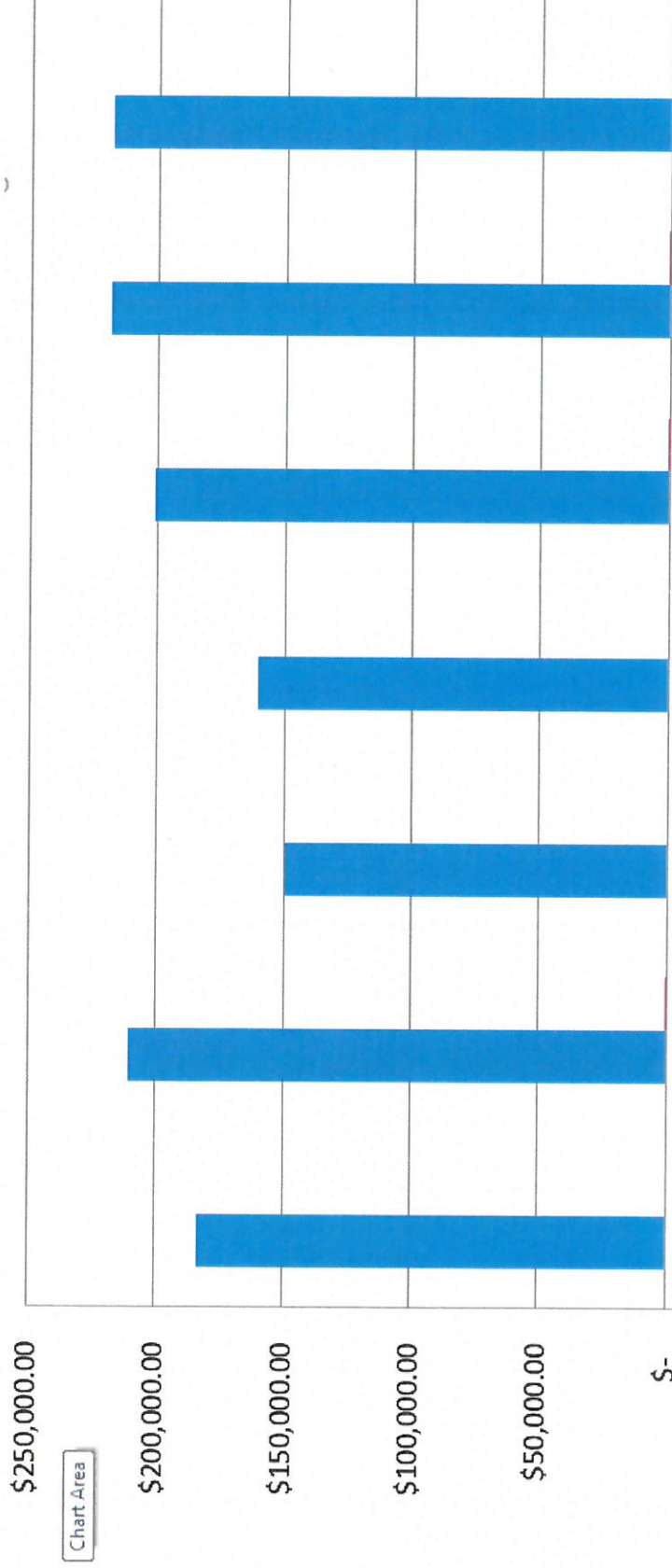
Total 766



Total Payroll per Month



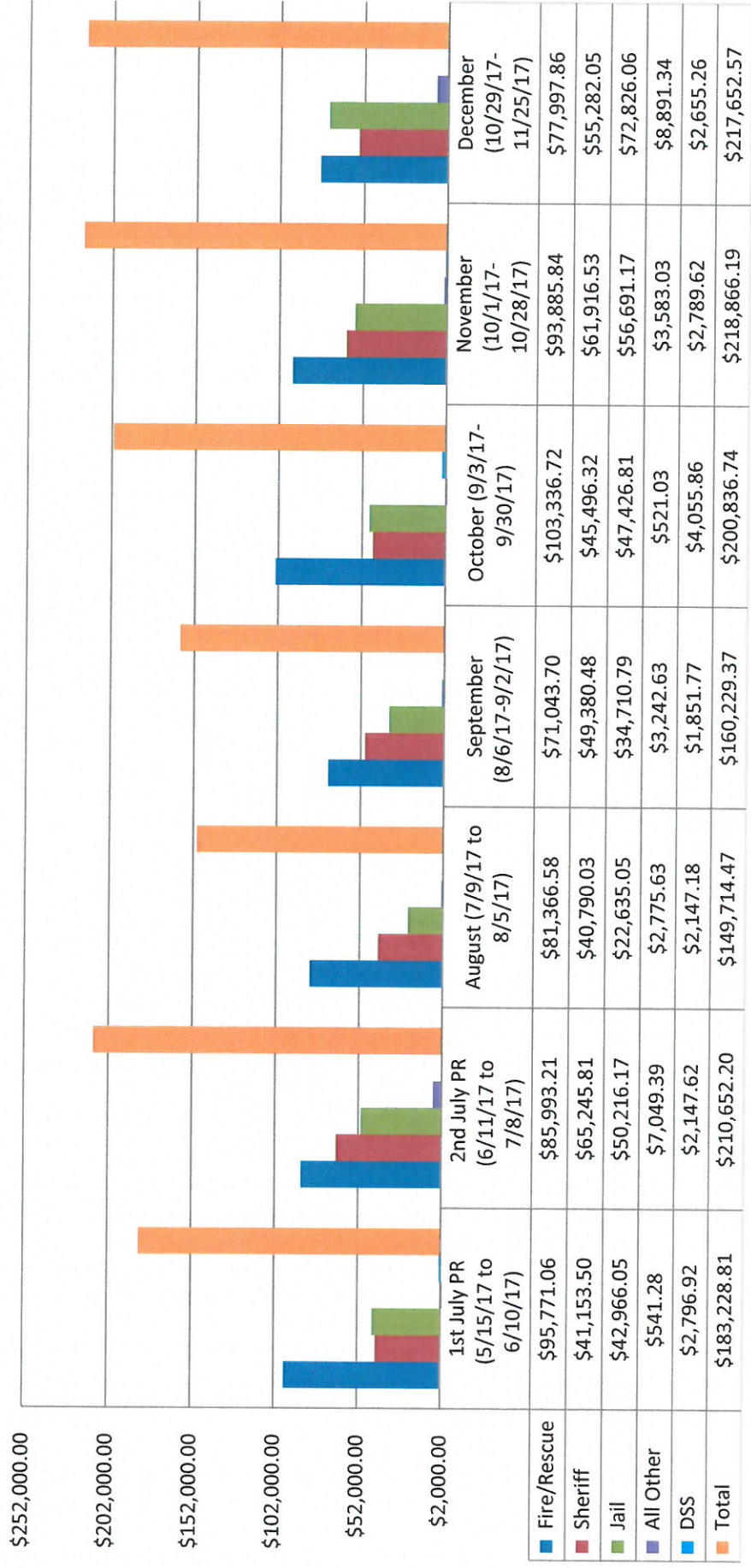
Overtime Totals



	1st July PR (5/15/17 to 6/10/17)	2nd July PR (6/11/17 to 7/8/17)	August (7/9/17 to 8/5/17)	September (8/6/17- 9/2/17)	October (9/3/17- 9/30/17)	November (10/1/17- 10/28/17)	December (10/29/17- 11/25/17)
Total	\$183,228.81	\$210,652.20	\$149,714.47	\$160,229.37	\$200,836.74	\$218,866.19	\$217,652.57
%Change		15%	-29%	7%	25%	9%	-1%

Overtime

Breakdown

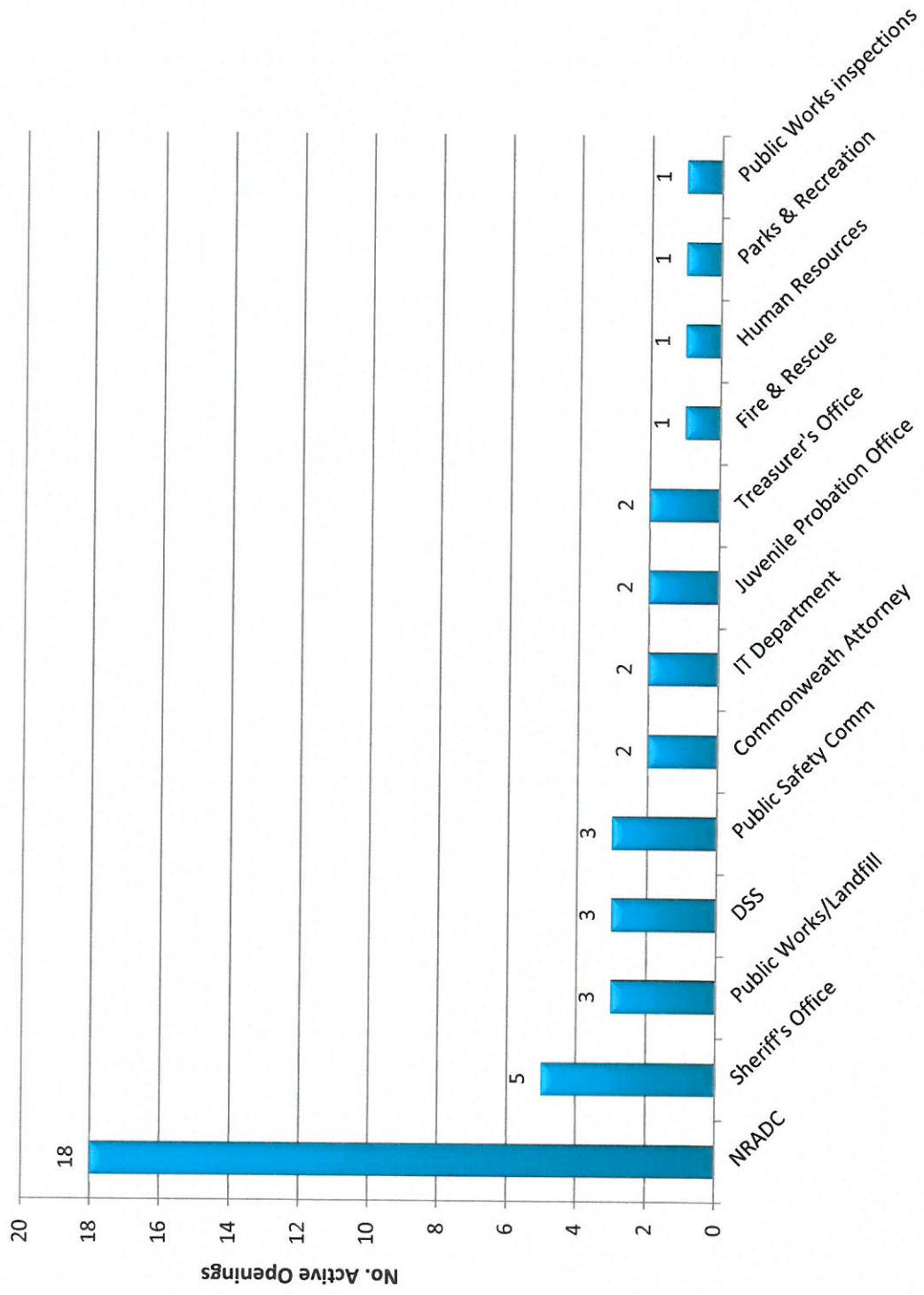


Position Allocation Chart

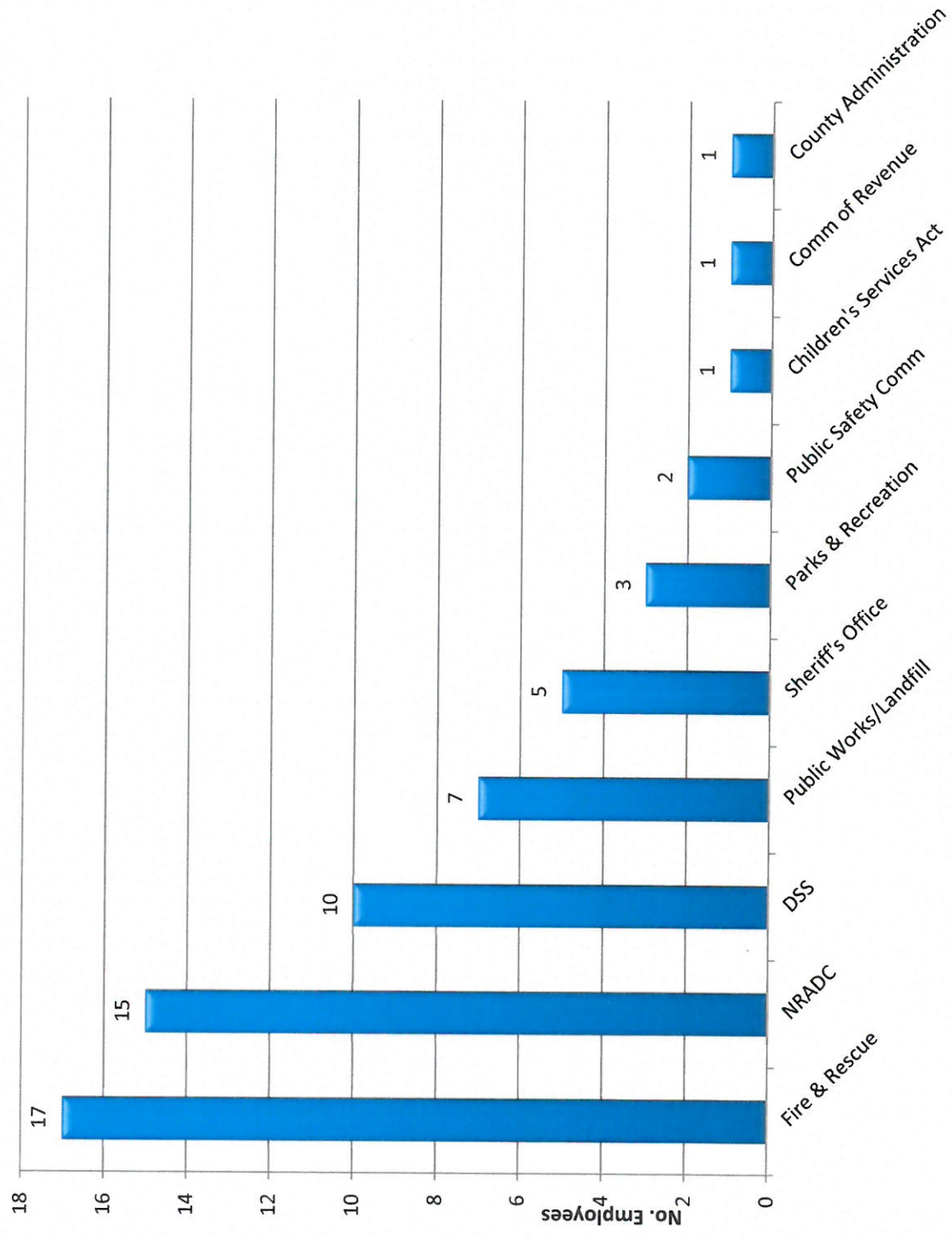
2017-2018

Budget Dept #	Department	Total Position Allocation 2017 - 2018	2017-2018 Funded	2017-2018 Unfunded	Unfunded Positions approved BOS	
2106	Clerk's Office	9	9			
1209	Comm of the Revenue	22	22			
2201	Commonwealth's Attorney's Office	15	13	2	Legal Secretary & Asst. Commonwealth Attorney	
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	73	72	1	Family Services Worker II	
8102	Economic Development	4	3	1	Research Manager	
8301	Extension Office	2	2			
1214	Finance Department	7	7			
3505	Fire & Rescue Department	140	120	20	14 Firefighters; 2 Training Officers, 1-Asst. Fire Marshall; 3-EMS Sprs.	*BOS approved funding for field personnel only FY18 Budget
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	3	2	1	Assistant Convenience Site Supervisor	
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		844	810	34		

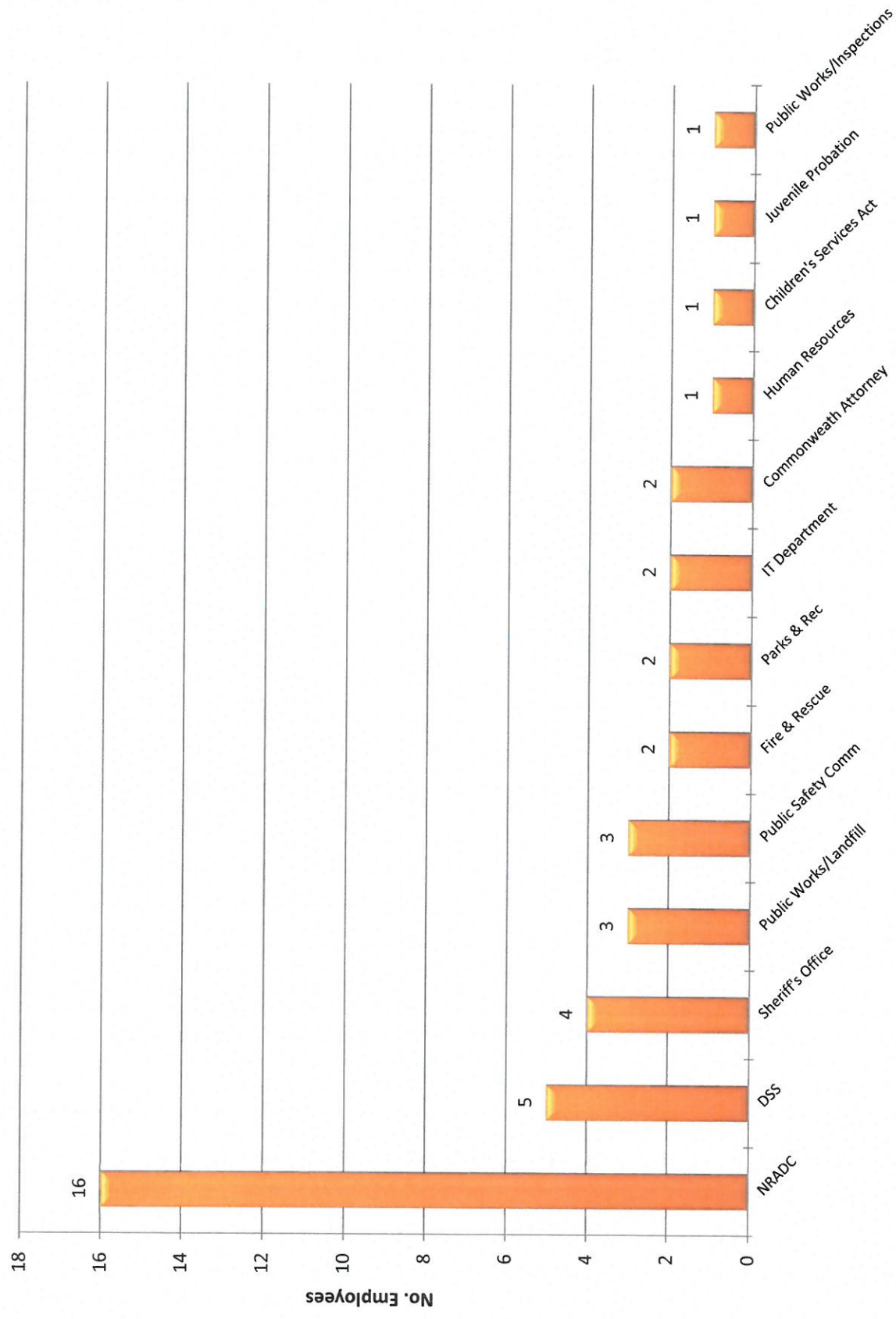
Current Openings



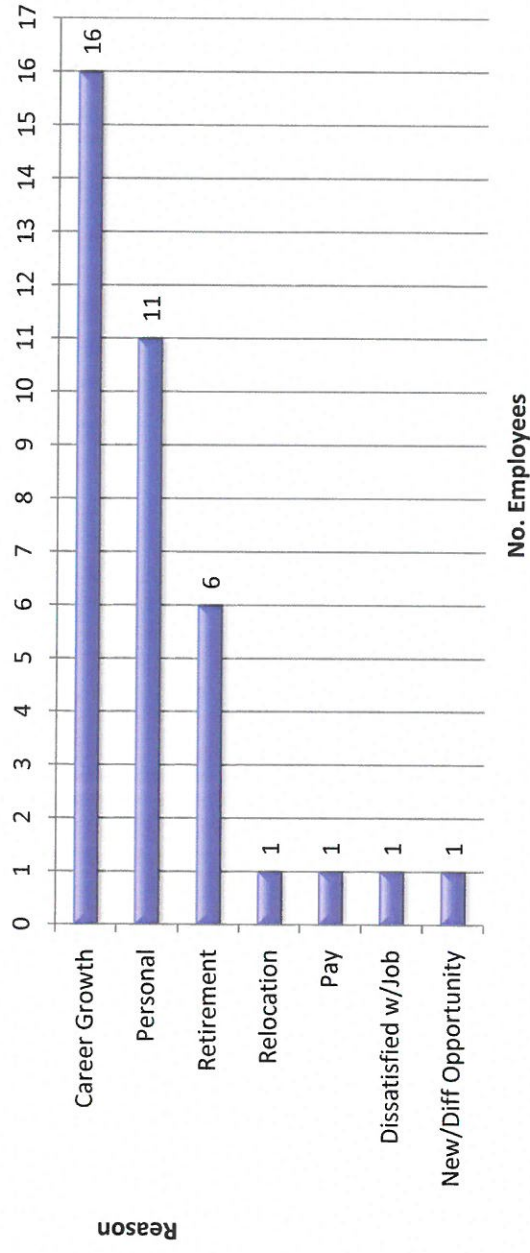
Hiring by Department



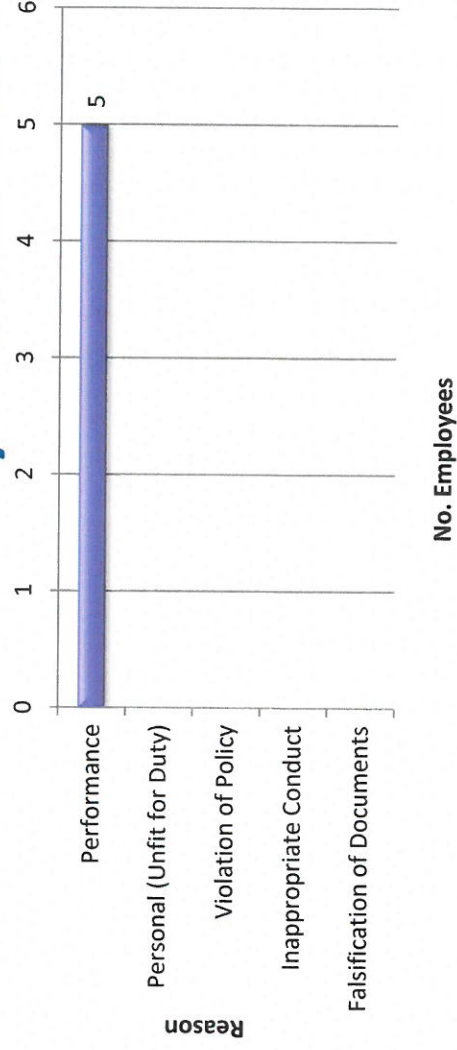
Terminations by Department



Voluntary Term Reasons



In-Voluntary Term Reasons



Employee Actions: December 2017

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

Employee Actions: November 2017

Fund #/Name	New Hires	Terms	Promotion	Reclass/ Reorg	Salary Adj	LWOP
10/General	3	1				2
Fire & Rescue					1	
Sheriffs		1	8	1		
Public Safety Comm						
11/NRADC	4				3	3
12/Landfill		1		3		
13/Court Services						
16/Public Works Shawneeland						
17/Regional Airport						
5316/DSS	1					
Totals:	8	3	8	4	4	5

Employee Actions: October 2017

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

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

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: 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