



County of Frederick

Paula A. Nofsinger
Director of Human Resources

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TO: Human Resources Committee and Board of Supervisors
FROM: Paula Nofsinger, HR Director *Paula Nofsinger*
DATE: July 7, 2014
SUBJECT: HR Committee Agenda

The HR Committee will meet in the First Floor Conference Room at 107 North Kent Street on Friday, July 11th, at 8:00a.m. The agenda for the meeting is as follows:

1. Presentation from our Commissioner of the Revenue, Ellen Murphy, on the County's Commissioner of the Revenue Department.
2. Employee of the Month award approval.



County of Frederick Employee of the Month Nomination Form

July EDM

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.

The Board of Supervisors must discount generalities not supported by specific examples of activities which support the nomination. Remember, there is no way to know whether specifics are missing by accident or because they do not exist. If you believe an employee has made an outstanding contribution, give specific examples of what they have done.

Nominations are not judged on how well you write. However, they are judged on the facts presented.

Employee Name : JANE R ANDERSON

Department: Commissioner of the Revenue

Nomination Submitted By: ELLEN E MURPHY

Department: Commissioner of the Revenue

Nominator's Signature: Ellen E Murphy

Digitally signed by Ellen E Murphy
DN: cn=Ellen E Murphy, o=ou, email=emurphy@co.frederick.va.us, c=US
Date: 2014.06.10 15:23:11 -0400

Date: 06/10/2014

Reason for Nomination (please be specific, precise, and definite):

Jane Anderson is Chief Deputy of the Commissioner of the Revenue
Mrs. Anderson has been responsible for saving the county money and providing accurate assessments by doing in-house reassessing
Mrs. Anderson assists all divisions of the Commissioners office by: helping with running all annual books and supplements; assisting with DMV downloaded information; assisting with technical issues; and managing the real estate division not only for reassessment but for relief programs, updates, new construction, State Corporation Commissioner filings, and other duties.
Mrs. Anderson even served on the "Day of Caring" by working on a home contruction
Mrs. Anderson is always wiling to give her personal time for the county needs without hesitation!

HR Section: Received:

6/13/14

Emailed to HR Committee: