



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: June 19, 2015
SUBJECT: HR Committee Agenda

The HR Committee will meet in the First Floor Conference Room at 107 North Kent Street on Tuesday, June 23rd, at 1:00p.m. The agenda for the meeting is as follows:

1. Update and discussion on F&R positions.
2. Update and discussion on HR Committee projects and their priority.
3. Employee of the Month award.
4. Discussion of rescheduling July's HR Committee meeting.



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TO: Human Resources Committee

FROM: Paula Nofsinger, HR Director *Paula Nofsinger*

DATE: June 15, 2013

SUBJECT: Fire & Rescue Positions Request Update

At our last meeting held on May 8, 2015, the committee considered a request from Fire & Rescue Chief Dennis Linaburg to reclassify the Volunteer Coordinator position in the Fire & Rescue department to a Recruitment and Retention Specialist position. The Committee also considered a request from Chief Linaburg to convert the current part time Training Secretary position in the Fire & Rescue Department to a full time Training Secretary position. Following discussion, the Committee unanimously agreed to recommend approval to the Board of Supervisors for both position requests.

As you may know, the HR Committee's recommendations to the Board of Supervisors regarding the Fire & Rescue position(s) were tabled at the Board of Supervisors' May 27th meeting. Just prior to the BOS meeting, Mr. Lofton brought to our attention some very good suggestions he had on one of the positions that he wanted to further investigate and discuss before any action by the Board. Subsequently Bob Hess, Mr. Lofton, Chief Linaburg, and I met and had a thorough discussion about the responsibilities of the recruiting and retention specialist position, the needs of the public safety departments (Fire & Rescue plus Sheriff's office), and the future of the public safety positions. The four of us agreed that it would be best for the County to have the Recruiting and Retention Specialist position be in the HR department and serve both Fire & Rescue and the Sheriff's Department in order to best support our public safety staffing needs.

We have modified the job descriptions for both positions to reflect the responsibilities of each and recommend changing the title of Recruitment and Retention Specialist to Public Safety HR Specialist. The complete job descriptions for both positions are attached.

Also as the attached chart shows, funding for the positions will be covered with current money in the Fire & Rescue department. Moreover of the \$93,440.92 total amount required for both positions (salary and fringes), \$47,734.65 will need to transfer from the F&R department budget to the HR department budget.

In addition to the recommendations from our May 8th meeting to the Board of Supervisors', I am respectfully requesting that the Recruiting and Retention position (and its appropriate funding) be transferred to the Human Resources department and be titled Public Safety HR Specialist.

Thank you for your continued support.

County of Frederick, Virginia

Position Details

Position Title: Public Safety HR Specialist		Date Position Created:
Department: Human Resources		Reports To: HR Director
<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Date Prepared: 5/20/15	Prepared By: HR Director
Range: 4		Salary: \$32,300

G/L Line Item:

Job Description

Job Purpose: The HR Specialist will partner with Public Safety Leaders to anticipate and meet the evolving needs of Public Safety recruiting, and to deliver the best individuals to suit their staffing needs. The position will nurture relationships with prospective individuals and improve on-going relationships. The position will be responsible for delivering all facets of recruiting success throughout the Public Safety organizations which includes off-site locations. This will be achieved through the development of recruiting plans, employing traditional sourcing strategies and resources, as well as developing new, creative recruiting ideas. The position will play a critical role in ensuring we are ultimately hiring the best possible Public Safety Employees. This position is a true contributor to the growth of the Public Safety departments and will provide the people that make Frederick County's Public Safety successful.

Essential Functions

- Understanding of or ability to learn and understand Public Safety organizations and cultures.
- Develop and implement initiatives for recruiting individuals in a multi-site Public Safety organization. This will require incumbent to work with various Public Safety entities, be flexible to meet the recruiting needs of each department, and be adaptable to work in various off-site locations.
- Partner with Public safety leaders to forecast and develop plans for key staffing initiatives.
- Manage full life-cycle recruiting process to meet the various Public Safety staffing goals.
- Work with hiring managers and interviewing teams to ensure job requirements and expectations are clearly understood and candidates are assessed against appropriate criteria.
- Track and report key metrics designed to measure and predict staffing activity
- Regular follow up with the respective hiring managers and candidates to ensure timeliness of recruitment process
- Actively participate in all staffing related activities and engage in cross functional projects
- Develop and implement search strategy that includes performance metrics for all searches
- Manage recruiting through several different mediums including, but not limited to:
 - Internet based job boards
 - Active role based internet recruiting
 - Employee and personal referrals
 - Telephone contacting
 - Cold calling into passive candidates
- Other HR Specialist duties as assigned by the HR Director

Job Requirements:

Education: Four year degree from recognized college or university, preferably with a sociology, human relations, or similar concentration. A combination of education and experience equivalent to graduation from a four year college or university degree may be substituted for the education preference.

Experience: Staffing/Recruitment experience preferred, preferably in a Public organization.

Knowledge/Skills: Strong understanding of and ability to recruit in all levels of the organization, excellent interpersonal skills, communication skills, and team-based project experience. Clear understanding of end to end recruitment lifecycle processes. Strong vendor manager skills related to recruitment activities such as search firms and job boards. Must have experience on mapping and sourcing resumes as well as actively recruiting passive candidates. Proficient computer skills including Microsoft Office suite required.

Working Conditions:

Physical Demands: Typical office position, sitting at desk, standing, attending recruiting activities

Supervisory Responsibilities:

Number of Employees Supervised: 0	Number of Subordinate Supervisors Reporting to Job: 0
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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: Secretary (NEW Training Division)		Date Position Created: 5/29/15 (Revised)
Department: Fire and Rescue		Reports To: DC of Training
<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Date Prepared: 5/29/15	Prepared By: Administrative Assistant
Range: 3	Grade:	Salary: \$29,500 – \$47,100
G/L Line Item: 4-010-035050-1001-000-099		

Job Description

Job Purpose: Performs advanced level secretarial, clerical, mathematical, and computer work as pertains to the department function. Assists in planning many phases of the department/division functions. **Support new and potential volunteer members through direct contact during academies and through management of the Explorer Program.** Work is performed under the direct supervision of the Training Division Deputy Chief or his/her designee.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and maintain a satisfactory attendance. Other duties may also be assigned.

- Serves as the Training Division's primary Secretary;
- Serves as the back-up receptionist – answers multi-line telephone, greets citizens, contractors, and personnel arriving at the office;
- Composes and proofreads a wide variety of correspondence and reports from rough drafts, notes, recordings, or verbal instruction;
- **Oversees the maintenance of Training and Volunteer records and files as required;**
- Assists with the organization, maintenance, and control of the inventory of materials and equipment in the Department's Training Library;
- Manages Preceptor Program; schedules students with preceptors in accordance with Lord Fairfax Community College (LFCC) and Lord Fairfax EMS Council (LFEMS) guidelines;
- **Serves as liaison with State Fire/EMS program office regarding training and volunteer station training leaders;**
- **Manage Explorer Program through training/class coordination and advertisement;**
- Assist with planning / organizing Academy graduations;
- Executes proper loan forms and maintains a tracking system of materials and equipment on loan;
- Prepare and distribute incoming and outgoing mail;
- Performs bulk copying of training materials as required for department sponsored training programs;
- Prepares and distributes monthly training course schedules, notices, documents, and certifications;
- Maintain class registrations, rosters and payments;
- Assist instructors with grading and distribution of class assignments
- Maintain division schedules;
- Answer complex questions for customers; answers telephones and responds to telephone inquiries.

Job Requirements:

Education: High School Diploma/GED and a valid and appropriate driver's license. Supplemented by computer and clerical courses; considerable clerical and computer experience performed in a similar, professional environment required.

Experience: Minimum two (2) years related experience in an office setting. Preference given to those with at least two (2) years' experience in Fire and Rescue systems.

Knowledge/Skills: Thorough knowledge and use of standard office practices, procedures and clerical techniques. Skilled in the use of business English, spelling, and mathematics. Ability to assist with the development of programs that will educate citizens as to opportunities available as a fire and rescue volunteer. Possess strong computer skills. Must have the ability to establish effective working relationships with volunteers, career staff, and outside agencies. Ability to type/keyboard accurately at a reasonable rate of speed. The selected candidate must be well versed in social media, have strong public speaking skills, organizational skills, and the ability to multi-task. Skilled in computer operations using

various programs. Ability to file alphabetically, and follow difficult oral and written instructions. Ability to compose correspondence and other materials independently or from verbal instruction, marginal notes or drafts. Skilled in the use of standard office equipment. Ability to establish and maintain effective working relationships with co-workers. Ability to greet and assist the general public and possess excellent telephone etiquette.

Working Conditions:

Physical Demands: Walking, talking, stooping, bending, reaching, and gripping. Incumbent may be required on occasion to move and/or lift up to 30 pounds (boxes, files, etc); work long periods at a desk; must fully participate as required as a civilian member of an emergency response organization.

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:

Fire Rescue Department's Position Requests

	Current Amount in Volunteer Coordinator Line Item		Totals
Salary	\$61,206.65		
Fringe	\$22,465.90		
Total	\$83,672.55		\$83,672.55
	Requested Full Time Training Secretary Position Funding	Requested HR Specialist Position Funding	
Salary	\$30,603.32	\$32,300.00	\$62,903.32
Fringe	\$15,102.95	\$15,434.65	\$30,537.60
Total	\$45,706.27	\$47,734.65	\$93,440.92
Remaining Amount Transferred from Part Time Line Item			\$9,768.37



County of Frederick Employee of the Month Nomination Form

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 : Grant Pearson

Department: Fire & Rescue

Nomination Submitted By: Captain Stephen R Smith

Department: Fire & Rescue

Nominator's Signature: Stephen R Smith

Digitally signed by Stephen R Smith
DN: cn=Stephen R Smith, o=Frederick County Fire and Rescue, ou, email=srsmith@frederickcountymd.gov, c=US
Date: 2015.08.08 10:22:00 -0400

Date: 06/08/2015

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

I received an email from one of my Lieutenants suggesting nominating one of our Firefighters for employee of the month. I fully support and agree with this nomination. I feel this young man deserves this recognition. I have attached a copy of his email.

"Captain,

Over the last several months I have worked with Firefighter Pearson and I must say that he is very dedicated to the job. I know that if I ask for something to get taken care of it happens no questions asked. Firefighter Pearson goes the extra mile above and beyond his job as a firefighter on a regular basis. The thing that I am most impressed with is his personal interactions with at special member of Middletown Fire and Rescue, this member is a young man that faces many challenges in his life and has little to no home life whatsoever! The member that I am speaking of is Eugene Jarrell. The fire company has kind of become Eugene Jarrell's second home. FF. Pearson takes time out of his day to help this young man study his homework and keeps a close eye on him. He makes sure that he is going to school and that his assignments are kept up with. Firefighter Pearson often works with the volunteers to arrange a meal at the fire house, Eugene is always invited to eat, I am sure that this meal is sometimes the only thing that he gets to eat! I am amazed by the interaction and dedication that Firefighter Pearson provides to this young man that will never be able to do anything in return for him. This is truly the measure of a man and for this reason I would like to formally recommend Firefighter Pearson for employee of the month.

I welcome any questions that you may have

Frederick C. Kinder"

I 100% support this nomination. Firefighter Pearson is an example to be followed and deserves recognition.

Feel free to contact me if you have any questions at 540-535-5694.

HR Section: Received: 6/8/15

Emailed to HR Committee: _____