



## County of Frederick

**Paula A. Nofsinger**  
Director of Human Resources

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TO: Board of Supervisors  
FROM: HR Committee  
DATE: July 1, 2015  
SUBJECT: Human Resources Committee Report

The HR Committee met in the First Floor Conference Room at 107 North Kent Street at 1:00pm on Tuesday, June 25, 2015. All members were present. This report includes action items that were originally postponed from the May 27 and June 10, 2015 Board of Supervisors' meeting.

### \*\*\* Items Requiring Action\*\*\*

1. The Committee recommends approval of the Employee of the Month award for July.
2. Recommend approval to convert the part time Training Secretary position in the Fire & Rescue Department to a full time Training Secretary position. (Memo and job description are attached.)

The Committee considered a request from Fire & Rescue Chief Dennis Linaburg to convert the part time Training Secretary position in the Fire & Rescue Department to a full time Training Secretary position. Current funds within the department's personnel line items will be transferred to cover additional costs. Following discussion the Committee unanimously agreed to recommend approval to the Board of Supervisors.

3. Recommend approval to reclassify the Volunteer Coordinator position in the Fire & Rescue department to a Public Safety HR Specialist and transfer the position to the Human Resources Department. (Memo and job description are attached.)

After further discussions 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 Committee agreed that it would be best for the County to have the Recruiting and Retention Specialist position be titled Public Safety HR Specialist and be placed in the HR department to serve both Fire & Rescue and the Sheriff's Department in order to best support our public safety staffing needs.

3. Should the Board approve the requested action above, the Committee then recommends approval for the transfer of \$47,734.65 from the Fire and Rescue department's budget to the Human Resources department's budget to cover the costs associated with Public Safety HR Specialist position. Both departments' budgets are in the General Fund. (Memo attached.)

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

1. Discussion about the HR Committee projects and priorities. The HR Director provided to the group a list of projects that have been tabled until our new County Administrator had an opportunity to be involved. (List attached).

The Committee had a thorough discussion regarding the current compensation practice wherein an employee may be at the maximum amount of the position's salary range or very close to the position's maximum salary amount. The current practice, for an employee who may be in either situation, is to continue to provide a salary increase per the merit system. The Committee discussed the option of stopping this practice and begin enforcing maximum thresholds.

Additionally, the Committee discussed beginning the process of enacting an Employee Bonus ordinance to establish a mechanism whereby the County Administrator has the approval authority to issue a bonus, in lieu of a salary increase, to an employee(s) who may be in either situation described above. The bonus, in lieu of a salary increase, would also be calculated according to the merit system. Likewise, should this ordinance be approved, it will provide the County Administrator new options in which to reward employees.

Upon completion of these discussions, the HR Committee made a motion to Ms. Brenda Garton. The motion unanimously supports a decision, to be made by Ms. Garton and effective July 1, 2015, to begin recognizing the maximum thresholds as maximum amounts a position can achieve and begin the process of enacting a Bonus Ordinance.

There being no further business, the meeting was adjourned.

The next HR Committee meeting is rescheduled for Friday, July 24, 2015.

Respectfully Submitted,

**Human Resources Committee**

Robert Hess, Chairman  
Robert Wells  
Jason Ransom  
Don Butler  
Dorrie Greene  
Beth Lewin

By:

  
Paula A. Nofsinger  
Director of Human Resources



# Employee of the Month Resolution

for:

## Grant Pearson

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

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

WHEREAS, the Board of Supervisors selects one employee from those nominated, based on the merits of outstanding performance and productivity, positive job attitude and other noteworthy contributions to their department and to the County; and,

WHEREAS, Grant Pearson who is employed by the Frederick County Fire & Rescue Department was nominated for Employee of the Month; and,

WHEREAS, Grant Pearson who serves as a Firefighter/EMT stationed at Middletown is awarded for going above and beyond his job as a Firefighter for regularly showing his compassion and support to a fellow volunteer. The constant dedication that Firefighter Pearson has to not only his job but also to this volunteer is commended; and,

NOW, THEREFORE BE IT RESOLVED, by the Frederick County Board of Supervisors this 8<sup>th</sup> day of July, 2015, that Grant Pearson is hereby recognized as the Frederick County Employee of the Month for July 2015; and,

BE IT FURTHER RESOLVED that the Board of Supervisors extends gratitude to Grant Pearson for his outstanding performance and dedicated service and wishes him continued success in future endeavors; and,

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



County of Frederick, VA  
Board of Supervisors

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Richard C. Shickle, Chairman

Dedication

***County of Frederick***

**Employee of the Month**

**July 2015**

***Grant Pearson***

Excellence

Hardworking

Professional

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Richard C. Shickle  
Chairman, Board of Supervisors





## County of Frederick

**Paula A. Nofsinger**  
Director of Human Resources

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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

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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 27<sup>th</sup> 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 8<sup>th</sup> 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: 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:



## 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- \$51,700

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

**Approvals:**

Department Director:	Date:
HR Director:	Date:
Finance Director:	Date:
County Administrator:	Date:
Board of Supervisors Approval:	Date:

# Fire Rescue Department's Position Requests

	<b>Current Amount in Volunteer Coordinator Line Item</b>		<b>Totals</b>
Salary	\$61,206.65		
Fringe	\$22,465.90		
Total	\$83,672.55		<b>\$83,672.55</b>
	<b>Requested Full Time Training Secretary Position Funding</b>	<b>Requested HR Specialist Position Funding</b>	
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	<b>\$93,440.92</b>
<b>Remaining Amount Transferred from Part Time Line Item</b>			<b>\$9,768.37</b>



# HR Committee Projects List

- **Involvement in Budget Process**
  - Staffing Plan
  - Merit Increase
  - Salary Scales
- **Compensation Policy Updates**
  - County pay philosophy
  - Over maximum practice
- **Total Rewards Study**
- **Incentive/Bonus Policy**
- **Employee Bonus Ordinance**