



County of Frederick

Paula A. Nofsinger
Director of Human Resources

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TO: Board of Supervisors
FROM: HR Committee
DATE: July 29, 2015
SUBJECT: Human Resources Committee Report

The HR Committee met in the First Floor Conference Room at 107 North Kent Street at 8:00am on Friday, July 24, 2015. All members were present.

*** Items Requiring Action***

1. The Committee recommends approval of the Employee of the Month award for August, September, and October.
2. The IT Director presented a reorganization plan to create an Applications Development Group within the IT Department. The Committee unanimously supports this reorganization as it will address both current and future IT needs for Frederick County. The IT department maintains two separate budget department allocations, Management Information Systems (MIS) and Information Technology, both of which are under the IT Director. In order to achieve this reorganization, the HR Committee recommends approval to transfer \$70,671.00 from the IT department into the MIS department. Both departments under the IT Director are in the General Fund.

Items Not Requiring Action

1. Update on the HR Committee projects and priorities. The HR Director provided to the group an update of the projects and priorities as discussed in our last meeting.

Effective July 1, 2015, the County officially began the practice of recognizing maximum thresholds as maximum amounts a position can achieve per the currently adopted salary chart. Mrs. Garton met with each employee who could have potentially been impacted by this decision prior to the payroll date. Also, the County Administrator has received sample Bonus Ordinances and have provided them to the HR Director and County Attorney. They will begin drafting the ordinance for Frederick County and once completed, will present drafted ordinance to HR Committee for feedback.

There being no further business, the meeting was adjourned.

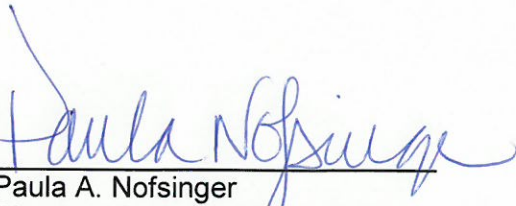
The next HR Committee meeting is currently scheduled for Friday, August 14, 2015.

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

Awarded to:

Aaron E. Jeter

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, Aaron E. Jeter who serves as a Deputy for the Frederick County Sheriff's Department was nominated for Employee of the Month; and,

WHEREAS, On July 10th, 2015, a team of three Deputies, that included Aaron Jeter, stopped a vehicle for speeding. After a complete investigation, the Deputies were able to seize 261 packets of heroin. Generally, a patrol deputy would not see this amount of drugs during their entire career. However, with the common trend of heroin tied to thefts, overdoses, and deaths; these Deputies are to be commended for getting the heroin out of our community and quite possibly saving a life; and,

NOW, THEREFORE BE IT RESOLVED, by the Frederick County Board of Supervisors this 12th day of August, 2015, that Aaron Jeter is hereby recognized as the Frederick County Employee of the Month for August 2015; and,

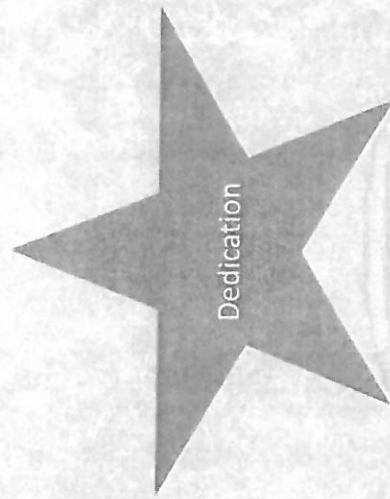
BE IT FURTHER RESOLVED that the Board of Supervisors extends gratitude to Aaron Jeter for his outstanding performance and dedicated service and wishes him continued success in future endeavors; and,

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

County of Frederick, VA
Board of Supervisors

Richard C. Shickle, Chairman



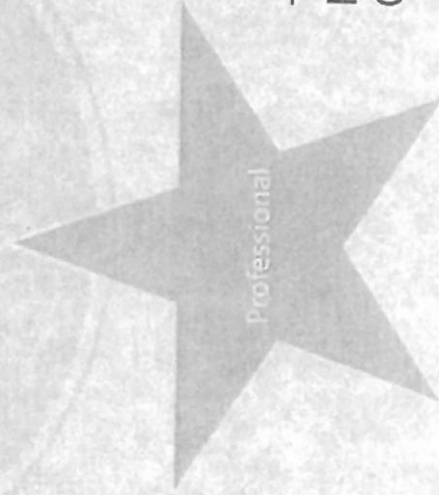
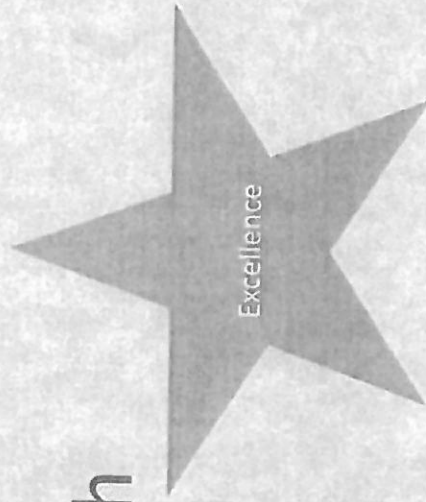
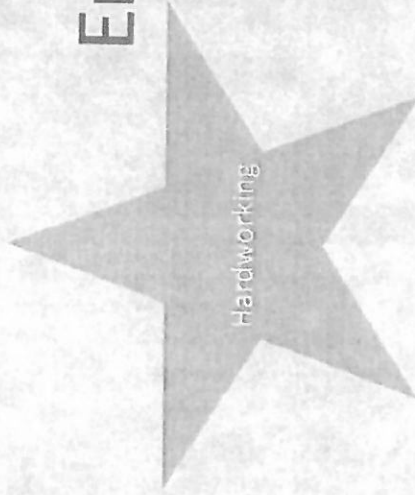


County of Frederick

Employee of the Month

August 2015

Aaron Jeter



Richard C. Shickle
Chairman, Board of Supervisors

Employee of the Month Resolution

Awarded to:

Chester A. Renner

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, Chester A. Renner who serves as a Corporal for the Frederick County Sheriff's Department was nominated for Employee of the Month; and,

WHEREAS, On July 10th, 2015, a team of three Deputies, that included Chester Renner, stopped a vehicle for speeding. After a complete investigation, the Deputies were able to seize 261 packets of heroin. Generally, a patrol deputy would not see this amount of drugs during their entire career. However, with the common trend of heroin tied to thefts, overdoses, and deaths; these Deputies are to be commended for getting the heroin out of our community and quite possibly saving a life; and,

NOW, THEREFORE BE IT RESOLVED, by the Frederick County Board of Supervisors this 12th day of August, 2015, that Chester Renner is hereby recognized as the Frederick County Employee of the Month for September 2015; and,

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

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

County of Frederick, VA
Board of Supervisors

Richard C. Shickle, Chairman



Dedication

County of Frederick

Employee of the Month

September 2015

Chester Renner

Hardworking

Excellence

Professional

Richard C. Shickle
Chairman, Board of Supervisors

Employee of the Month Resolution

Awarded to:

Christopher Darlington

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, Christopher Darlington who serves as a Deputy for the Frederick County Sheriff's Department was nominated for Employee of the Month; and,

WHEREAS, On July 10th, 2015, a team of three Deputies, that included Christopher Darlington, stopped a vehicle for speeding. After a complete investigation, the Deputies were able to seize 261 packets of heroin. Generally, a patrol deputy would not see this amount of drugs during their entire career. However, with the common trend of heroin tied to thefts, overdoses, and deaths; these Deputies are to be commended for getting the heroin out of our community and quite possibly saving a life: and,

NOW, THEREFORE BE IT RESOLVED, by the Frederick County Board of Supervisors this 12th day of August, 2015, that Christopher Darlington is hereby recognized as the Frederick County Employee of the Month for October 2015; and,

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

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



County of Frederick, VA
Board of Supervisors

Richard C. Shickle, Chairman

Dedication

County of Frederick

Employee of the Month

October 2015

Christopher Darlington

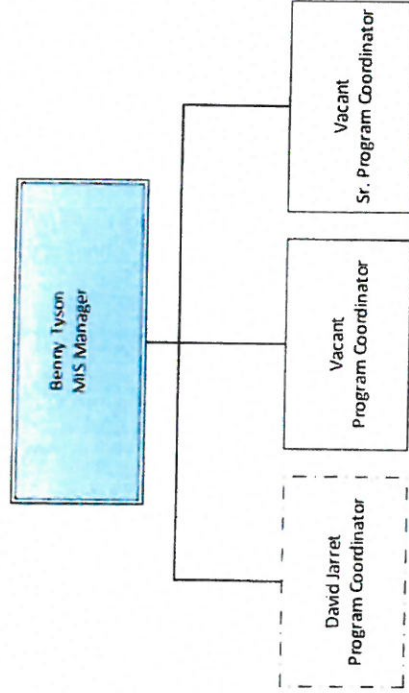
Hardworking

Excellence

Professional

Richard C. Shickle
Chairman, Board of Supervisors

The Development Group



Development Group

MIS Manager (*Reporting to the IT Director*) would be the facilitator of all things development. That would include all data related and development activities – supervising the data management and application development.

Senior Program Coordinator would serve as the operations coordinator for development activities and be the immediate back up and function as the group leadership in the event the MIS Director is not present.

Program Coordinator would share in the responsibilities of completing development tasks with a strong focus on the universal languages and share in some RPG programming responsibilities.

Program Coordinator would focus on RPG and .Net development requests.

IT GROUP UPDATE

With the recent vacancies (two positions – MIS Deputy Director and webmaster) we have taken the opportunity to step back and explore the IT programming needs county-wide. We are looking to address needs in the areas of RPG programming (AS400) and .Net, HTML5, CSS, C# ,handheld programming (all Universal language programming).

Through the process of data collection and input from our end users we identified the following needs:

- Fill the vacant positions to support programming, reporting and distribution.
- Identify a path for succession.
- Increase capacity to complete RGP (Report Generating Programming- AS400) tasks.
- Add capacity for programming (i.e. web integration, handheld and data access programming) in today's IT environment as well as anticipating future programming needs.
- Positively Impact to our clients (internal users of development services), by providing better service.
- Improve task completion processes through better management and cross training.

CONCEPT:

Create a diverse development group that fulfills the need for redundancy (succession planning) and increases our capacity for programming and development across multiple platforms/ environments.

PROPOSAL:

Reconfigure the current MIS structure by hiring a programmer and add a second position (formerly the webmaster) to cross train on RGP and web integration programming. Collectively, these positions would become the "Development Group" and would manage tasks related to all areas of programming (see brief description and responsibilities below).

MIS Manager (*Reporting to the IT Director*) would be the facilitator of all things development. That would include all data related and development activities – supervising the data management and application development in any of the above languages.

Senior Program Coordinator (*Reporting to the MIS Manager*) would serve as the operations coordinator for development activities and be the immediate back up and function as the group leadership in the event the MIS Director is not present.

Program Coordinator (*Reporting to the MIS Manager*) would share in the responsibilities of completing development tasks with a strong focus on the universal languages and share in some RPG programming responsibilities.

Program Coordinator (*Reporting to the MIS Manager*) would focus on RPG and .Net development requests

County of Frederick, Virginia**Position Details**

Position Title: Sr. Program Coordinator		Date Position Created:
Department: Information Technology		Reports To: MIS Manager
<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Date Prepared: 6/29/2015	Prepared By: IT Director
Range: 11	Grade:	Salary: Starting up to \$76,800 DOQ
G/L Line Item:		

Job Description

Job Purpose: Assistant to the MIS Manager and perform the duties of the Director in his absence. This position will be the senior programmer and supervise programmers on both the application development and AS400 development module of the IT department.

Develop and maintain software applications critical to the operations of client by applying technical coding skills to the Sales, Accounting and Vendor Data Transition applications. Apply SDLC development methodology skills and core competencies to complete coding assignments on time.

This includes researching, designing, documenting, and modifying software specifications throughout the production life cycle. The software developer will also analyze, amend software errors in a timely accurate fashion and provide status reports where required.

Provide functional analysis, design, coding, testing, debugging, and implementation for new systems or enhancement to existing systems.

Support and provide troubleshooting for and resolution of system problems

Ensures compliance with IT processes and standards to achieve quality deliverables

Responsible for unit testing independently or with minimal direction adhering to all IT established methodologies, standards and guidelines. Provide technical oversight and assist with the design/development of projects.

Assists the MIS Manager in the implementation and maintenance of the County's information systems. Performs related duties as assigned.

Work is performed under the general supervision of the MIS Manager.

Essential Functions

- Develops and maintains intuitive, user-friendly and technically efficient web pages;
- Updates site content and structure in coordination with Marketing and other key departments;
- Enhances user interface;
- Troubleshoots website operation, tracks site usage statistics and monitors performance;
- Produces applications, forms and related web pages in support of the Society's advertising initiatives, web-based interactive communications, and other areas as assigned;
- Learns new tools and methods in an effort to adapt and respond to ever-changing project needs;
- Designs and prepares elements/graphic images for the web;
- Locates and debugs website issues; and
- Produces and uploads broadcast data to the county's media outlets.
- Other related duties as assigned.
- Is responsible for maintenance and administration of pre-production code environments.
- Develop documentation including help text, report samples, and screen samples.
- Work with other developers on the Frederick County development team on the implementation of common frameworks and solutions.
- Assists in the planning of effective data processing applications and the resources needed to carry them out;
- Attention to detail while processing, composing, and proofing materials;
- Able communicate effectively;
- Focus on the internal customers, collaborate with others, solve problems creatively and demonstrate high integrity;
- Maintains and updates detailed system operation procedures for use by MIS and non-data processing personnel;
- Assists in all conversion tasks, procedures and training of users in the new procedures and conversion method;
- Performs or assists in the performance of maintenance of the operational systems and retesting;
- Assists in maintaining schedules for production and facilities and makes adjustments for departures from schedules;
- Assists in the research of hardware and software alternatives for present and future requirements;
- Assists in preparing budgets for MIS activities and personnel;
- Supervises monthly physical inventory of supplies used in the department;
- Assists in the training of users of the system;
- Assists in providing back up and security for the installation;
- Performs and maintains a filing system for materials pertinent to operations, scheduling, special requests,
- Attends formal training instruction to keep abreast of acquired advancement in technology;
- Run Payroll and Accounts Payable twice a month and send files to the bank for direct deposits and ACH payments as required by NACHA rules and regulations;
- Run and print Landfill billing;
- Print Dog Tag applications and payments;
- Print tax bills for Real Estate, Personal Property and Public service;
- Assist users with Query programming;
- Run and print tax books and supplemental billing;
- Process year end W2's and quarterly 1099's;
- Assists users with Query reports;

Job Requirements:

Education: Preferred degree in Computer Science or Business administration; documented years of experience may be substituted for formalized education/ degree.

Strong proficiency in C#, ASP.NET, HTML, JavaScript, CSS, SQL or related technologies

- Flexibility Education Bachelors preferred Discipline Business, Computer Engineering, Computer Science, Information Systems, Mathematics
- Experience with one or more of the C++, PHP, Ruby, Perl, Python, and Tcl
- Environment and application experience including Microsoft is a strong benefit
- Excellent research, problem solving skills, interpersonal and communications skills are essential
- Strong prioritization and organizational skills

- Ability to work independently towards general results
- Can effectively communicate with employees/other business contacts (contractors, customers, vendors, etc.)
- Prior Experience: 3 – 5 years' experience of hands-on coding and development of web applications
- Demonstrated competency in verbal and written communications and interpersonal understanding.
- Demonstrated ability to seek out and understand customers' issues business needs
- Demonstrated ability to handle deadlines and pressures
- Conceptual thinking and reasoning abilities
- Demonstrated competency in logical and analytical thinking
- Demonstrated decision making ability
- Demonstrated competency in identifying and solving problems
- Demonstrated ability in the utilization of multiple tools to solve problems
- Experience in the adaptation to and the application of rapidly changing technology to business needs
- Experience in leveraging APIs toward county goals
- Demonstrated ability to perform as technical expert in field
- Ability to work independently.
- Achievement orientation, Self-starter, Self-control, Concern for quality

AS400 requirements for Senior Distinction

- 4 - 5 years of recent experience in IT/IS software development.
- 4 - 5 years recent experience with iSeries-AS/400 RPG ILE/IV/Free programming/coding development, Subfiles, CL including embedded SQL programming.
- Strong written and verbal communication skills and the ability to interface effectively with team members, IT groups, and business users.
- Effectively present information and respond to questions either one-on-one or to business groups, including regular status to supervisor and management.
- Responsible for production support and application monitoring based on assigned code implementation efforts.
- Participate in system enhancements, internal quality assurance reviews and post implementation support.
- Must be flexible on assignments. Must work well in a team environment.
- 3 to 5 years with developing / maintaining batch data loads and extract processes on the iSeries/AS400.

Knowledge/Skills:

Solid understanding of C#, ASP.NET, PL/SQL (procedures, functions, etc.), SQL, XML or related technologies

Experience with IOS/ mobile application design

Experience with AS400 (DB2) database integration

Certification examples – RPG,HTML, .NET, Java, CSS Scripting and SQL database administration (one or many)

Acceptable documents to establish identity and employment authorization and the ability to pass a background check.

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, Virginia**Position Details**

Position Title: Program coordinator		Date Position Created:
Department: Information Technology		Reports To: MIS Manager
<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Date Prepared: 6/29/2015	Prepared By: IT Director
Range: 10/11	Grade:	Salary: \$65,800 - \$76,800
G/L Line Item:		

Job Description

Job Purpose: This position works collaboratively with representatives of all areas and departments of Frederick County to ensure website design is relevant on an ongoing basis. This position will have responsibility working with database structure and integration to collect, display and distribute available county information to both web and internal forms users. The position also works with the Public Information Officer and Director of Information Technology to implement page layout and branding that promote Frederick County's internal /external professional image.

Essential Functions

Creates, designs and prepares layouts for a variety of web-based projects including website, e-commerce site and multimedia;

- Develops and maintains intuitive, user-friendly and technically efficient web pages;
- Updates site content and structure in coordination with Marketing and other key departments;
- Enhances user interface;
- Troubleshoots website operation, tracks site usage statistics and monitors performance;
- Produces applications, forms and related web pages in support of the County's advertising initiatives, web-based interactive communications, and other areas as assigned;
- Learns new tools and methods in an effort to adapt and respond to ever-changing project needs;
- Designs and prepares elements/graphic images for the web;
- Locates and debugs website issues; and
- Produces and uploads broadcast media to the county's media outlets.
- Other related duties as assigned.

Job Requirements:

Education: Bachelor's degree in Computer Science, Information Technology, Media, or related field; documented years of experience may be substituted for formalized education/ degree.

Strong proficiency in C#, ASP.NET, HTML, JavaScript, CSS, SQL, WordPress or related technologies

- Experience with C++, PHP, Python, and Tcl
- Prior Experience: 3 – 5 years' experience of hands-on coding and development of web applications
- Environment and application experience including Microsoft is a strong benefit
- Experience with Web Services and/or messaging systems are a very strong benefit (i.e. Texting programming)
- Excellent research, problem solving skills, interpersonal and communications skills are essential
- Strong prioritization and organizational skills
- Ability to work independently towards general results

- Must demonstrate working proficiency of the English language
- Can effectively communicate with employees/other business contacts (contractors, customers, vendors, etc.)
- Experience leveraging documented APIs
- Demonstrated competency in verbal and written communications and interpersonal understanding.
- Demonstrated ability to seek out and understand customers' issues business needs
- Demonstrated ability to handle deadlines and pressures
- Conceptual thinking and reasoning abilities
- Demonstrated competency in logical and analytical thinking
- Demonstrated decision making ability
- Demonstrated competency in identifying and solving problems
- Demonstrated ability in the utilization of multiple tools to solve problems
- Experience in the adaptation to and the application of rapidly changing technology to business needs
- Demonstrated ability to perform as technical expert in field
- Ability to work independently.
- Achievement orientation, Self-starter, Self-control, Concern for quality

Knowledge/Skills:

Solid understanding of C#, ASP.NET, PL/SQL (procedures, functions, etc.), SQL, XML or related technologies

Experience with iOS/ mobile application design

Experience with Final Cut Pro

Experience with source control such as Git or Subversion, SVN

Experience with AS/400 (DB2) database integration

Ability to write strong, well-tested, well-documented code

Ability to oversee development of projects from requirements & scope to release

Certification examples - HTML, .NET, Java, CSS Scripting and SQL database administration (one or many)

Acceptable documents to establish identity and employment authorization and the ability to pass a background check.

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:

Fund Transfer from IT budget to MIS budget for Personnel

Salary:	\$ 51,485.00
FICA	\$ 3,938.60
Insurances	\$ 9,120.00
Life Ins	\$ 612.67
VRS	\$ 5,462.56
WC	\$ 51.49
Fringe Cost:	\$ 19,185.32
Total:	\$ 70,670.32