



## 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  
DATE: October 5, 2015  
SUBJECT: HR Committee Agenda

The HR Committee will meet in the First Floor Conference Room at 107 North Kent Street on Friday, October 9<sup>th</sup>, at 8:00 a.m. The agenda for the meeting is as follows:

1. Request for new positions from Ellen Murphy, Commissioner of Revenue.

### Information Only:

1. HR Committee Projects list
2. Position Allocation Chart



ELLEN E. MURPHY  
COMMISSIONER

## Frederick County, Virginia

### OFFICE OF

### COMMISSIONER OF THE REVENUE

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September 28, 2015

To: Paula Nofsinger for:

Personnel Committee  
Finance Committee  
Frederick County Board of Supervisors

By Hand

The Commissioner's office has a proposal before you today, relating to real estate personnel and reassessment:

The real estate assessment section in the office of the Commissioner of the Revenue is in dire need of personnel in order to complete daily tasks AND the Reassessment of Real Estate for the next assessment due for hearings in September 2016.

For your information, we are much more conservative than localities of a similar number of parcels who do their own reassessment. An example: The City of Hampton has about 50,000 parcels (we have 46,201 taxable). They employ 16 field assessors and 5 part time assessors to do reassessment work only (information provided by the real estate division of the Virginia Department of Taxation.)

Real estate is absolutely off the charts! Eastern real estate home sales are up 10.5% and we are experiencing a very large volume of permits, deeds and of course build outs requiring new assessments.

Here is where we are at 7/31/2015: We have two assessors in the COR section of our budget. They handle the day to day additions and changes to real property, caused by deeds and transfers, handle land use assessment, and interview and if appropriate adjust for three tax relief programs. These staff members also assist with the reassessment although they have enough to do without adding that. Other staff handle generation of billings twice annually, Public Service Corporation adjustments from state and billings, street lights, Star Fort billings, sanitary districts, legal work, Pictometry and mapping, recording deeds & transfers, and phones/walk-ins. Of course my chief deputy and GIS analyst also do reassessment and other real estate work on the computer and in-house chores - they shouldn't have to but they do because it is the only way to successfully get everything done. My chief deputy regularly loses time off because she doesn't take it in order to get our work done. I also work an average of 50 hours per week - year round.

In the reassessment budget section we have one assessor, one data collector who is full time and two part-time data collectors - one who works ½ week or less and one working about a 30 hour week.

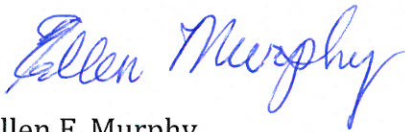
We desperately need two more full time assessors! I would suggest these be hired under the Reassessment budget since that will be their primary objective and assignment.

I implore you to approve the advertisement and eventual hiring of two qualified assessors. **My request is for a total of \$85,944.48 for 8 months in the current FY 2016 budget. This is a base salary of \$45,200 per year plus fringes of \$19,258.36 (\$128,916.72 annualized).** I do not want to see our quality of assessment – which has always been superlative – to suffer from lack of man power.

I had included one such assessor in my FY 2016 budget but it was cut. Growth and activity in real estate now indicate that we will need at least two. Also applications for a part time assessor to replace one leaving at the end of this month have been less than fruitful.

My sincere appreciation for your time and consideration!

It is my pleasure to serve the citizens of Frederick County and provide the high level of service and accurate assessment that we generate.



Ellen E. Murphy  
Commissioner of the Revenue

HR Committee  
Projects List

Priority	Projects	Timeframe	Requested By
1	Develop County Pay Philosophy	For Budget process	HRC
2	Establish standards for salary scale increases	For Budget process	HRC
	Review and Prioritize all new position requests at one time	During Budget process	HRC
	Recommend Merit/COLA percent to BOS	During Budget process	HRC
	Recommend Employee Bonus Ordinance		HRC
	Study Bonus/Incentive Policy		P&R Director
	Total Comp & Benefits Study		Supervisor Lofton
	Develop Take Home Car Policy		County Administrator
	Develop Policy definition on items for HRC review		County Administrator
	Develop MOU's with Constitutional Officers and Agencies	7/1/2016	County Administrator
	Mentorship Program		P&R Director
	Awards program for part time staff		P&R Director
	<b>Items</b>	<b>Timeframe</b>	<b>Requested By</b>
	F&R Presentation on Overtime Components	November	HRC

Position Allocation Chart  
FY2016

Department	Funded	Unfunded	Total
Title			
Clerk's Office			
Clerk	1		
Deputy Clerk	2		
Sr Records Clerk	1		
Records Clerk	4		
Scanning Technician	1		
<b>Totals</b>	<b>9</b>	<b>0</b>	<b>9</b>
Comm of the Revenue			
COR	1		
Real Estate Assessment/Chief Deputy	1		
Business Division Chief	1		
Personal Property Supervisor	1		
Auditor	1		
Assessor	3		
Data Collector	1		
GIS Analyst	1		
Administrative Assistant	2		
Sr Account Clerk	3		
Account Clerk	4		
<b>Totals</b>	<b>19</b>	<b>0</b>	<b>19</b>
Commonwealth's Attorney's Office			
Commonwealth's Attorney	1		
Deputy Commonwealth's Attorney	1		
Assistant Commonwealth's Attorney	4		
Sr Legal Secretary	1		
Legal Secretary	4		
Secretary	1		
Victim Witness			
Program Coordinator	1		
Secretary	1		
<b>Totals</b>	<b>14</b>	<b>0</b>	<b>14</b>
County Administrator's Office			
County Administrator	1		
Assistant County Administrator	1		
Deputy County Administrator	1		
Public Information Officer	1		
CSA Coordinator	1		
Administrative Assitant	2		
Secretary	1		

Position Allocation Chart  
FY2016

Department	Funded	Unfunded	Total
Totals	8	0	8
County Attorney's Office			
County Attorney	1		
Legal Secretary	1		
Totals	2	0	2
Economic Development			
EDA Director	1		
Existing Business Coord	1		
Marketing Manager	1		
Totals	3	0	3
Extension Office			
Extension Tech	1		
Secretary	1		
Totals	2	0	2
Finance Department			
Finance Director	1		
Assistant Finance Director	1		
Payroll Manager	1		
Risk Manager	1		
Accounting Supervisor	1		
Finance Specialist	2		
Totals	7	0	7
Fire & Rescue Department			
Fire Chief	1		
Deputy Chief	3		
Captain	3		
Lieutenant	11		
F&R Specialist	32		
F&R Technician	8		
Firefighter/EMT	32		
Administrative Assistant	1		
Sr Secretary	1		
Secretary	2		
Resource Management Specialist	1		
EMS Billing Manager	1		
Totals	96	0	96
HR Department			

Position Allocation Chart  
FY2016

Department	Funded	Unfunded	Total
HR Director	1		
Benefits Administrator	1		
HR Generalist	1		
HR Specialist	1		
<b>Totals</b>	<b>4</b>	<b>0</b>	<b>4</b>
IT Department			
IT Director	1		
Network Operations Manager	1		
GIS Manager	1		
MIS Manager	1		
Network Support Tech	1		
Systems Analyst	1		
PC Tech	2		
GIS Analyst	1		
GIS Tech	1		
MIS Sr Program Coordinator	1		
MIS Program Coordinator	1		
MIS Programmer	1		
Administrative Assistant	1		
<b>Totals</b>	<b>14</b>	<b>0</b>	<b>14</b>
Juvenile Probation Office			
Juvenile Probation Officer	2		
<b>Totals</b>	<b>2</b>	<b>0</b>	<b>2</b>
Maintenance			
Maintenance Supervisor	1		
Maintenance Specialist	1		
Head Custodian	1		
Custodian	6		
<b>Totals</b>	<b>9</b>	<b>0</b>	<b>9</b>
NRADC			
Superintendent	1		
Assistant Superintendent/Major			
Captain	4		
Lieutenant	8		
Sergeant	20		
Correctional Officers	112		
Correctional Systems Officer	1		
Correctional Systems Tech	1		
Booking Tech	3		



Position Allocation Chart  
FY2016

Department	Funded	Unfunded	Total
Property Clerk	1		
Administrative Assistant	1		
Business Manager	1		
Accounting Tech	2		
Account Clerk	1		
Nursing Director	1		
LPN	11		
CHA	1		
Mental Health Director	1		
Mental Health Consultant	1		
Maintenance Supervisor	1		
Maintenance Tech	4		
Food Service Manger	1		
Food Service Supervisor	7		
Inmate Program Coordinator	1		
Inmate Program Specialist	4		
PTS Coordinator			
PTS Case Manager/Investigator	4		
Secretary	1		
Records Supervisor/LIDS Tech	1		
Records Clerk	6		
	201	0	201
NRADC/DCS			
Court Service Director	1		
Chief CC	1		
Administrative Assistant	1		
Sr Probation Case Officer	1		
CC Case Manager	2		
ASAP Case Manager	4		
Records Clerk	2		
	12	0	12
<b>Totals</b>	<b>213</b>	<b>0</b>	<b>213</b>
Parks & Recreation Department			
P&R Director	1		
Park Superintendent	1		
Recreation Superintendent	1		
Operations Supervisor	1		
Marketing Manager	1		
Administrative Assistant	2		
Park & Stewardship Planner	1		
Park Manager	2		



Position Allocation Chart  
FY2016

Department	Funded	Unfunded	Total
Program Supervisor	5		
BASICRec Manager	1		
Recreation Tech	9		
Registration Specialist	2		
Maintenance Specialist	1		
Park Tech	2		
Park Caretaker	9		
<b>Totals</b>	<b>39</b>	<b>0</b>	<b>39</b>
Planning & Development			
Planning Director	1		
Assistant Planning Director	1		
Assistant Transportation Director	1		
Sr Planner	1		
Zoning Administrator	1		
Zoning Tech	1		
GIS Tech	1		
Administrative Assistant	1		
Sr Secretary	1		
Secretary	2		
<b>Totals</b>	<b>11</b>	<b>0</b>	<b>11</b>
Public Safety Communications			
PSC Director	1		
Secretary	1		
Communications Supervisor	1		
Communications Officer	13		
<b>Totals</b>	<b>16</b>	<b>0</b>	<b>16</b>
Public Works			
Administration			
Assistant PW Director	1		
Administrative Assistant	1		
Project Manager	1		
Environmental Inspector	1		
Animal Shelter			
Manager	1		
Assistant Manager	1		
Secretary	1		
Sr Animal Caretaker	2		
Animal Caretaker	2		

Position Allocation Chart  
FY2016

Department	Funded	Unfunded	Total
Inspections			
Building Code Official/Administrator	1		
Sr Design Review Specialist	1		
Design Review Specialist	1		
Sr Inspector	2		
Inspector	5		
Permit Manager	1		
Permit Tech	2		
Secretary	1		
Landfill			
Public Works Director	1		
Landfill Manager	1		
Operations Spervisor	1		
Environmental Manager	1		
Environmental Tech	1		
Convenience Site Supervisor	1		
Gas Plant Operator	1		
Heavy Equipment Mechanic	1		
Motor Equipment Operator	1		
Sr Landfill Tech	3		
Landfill Tech	7		
Landfill Spotter	1		
Laborer	4		
Administrative Assistant	1		
Scale Operator	2		
Recycling			
Solid Waste Manager	1		
Solid Waste Coordinator	1		
Shawneeland			
Shawneeland Manager	1		
Sr Motor Equipment Operator	2		
Motor Equipment Operator	2		
Secretary	1		
<b>Totals</b>	<b>60</b>	<b>0</b>	<b>60</b>
Registrar's Office			
Registrar	1		
Assistant Registrar	1		
<b>Totals</b>	<b>2</b>	<b>0</b>	<b>2</b>

Position Allocation Chart  
FY2016

Department	Funded	Unfunded	Total
Sheriff's Office			
Sheriff	1		
Major	1		
Captain	4		
1st Lieutenant	1		
Lieutenant	9		
Sergeant	3		
Investigator	18		
Deputy	81		
Communications Operations Supervisor	1		
Communications Officer	3		
Crime Analyst	1		
Evidence Clerk	1		
Administrative Assistant	2		
Records Clerk	8		
<b>Totals</b>	<b>134</b>	<b>0</b>	<b>134</b>
Treasurer's Office			
Treasurer	1		
Deputy Treasurer	2		
Revenue Analyst	1		
Sr Collector	1		
Sr Cashier	1		
Collections Assistant	1		
Cashier	3		
Mortgage Specialist	1		
<b>Totals</b>	<b>11</b>	<b>0</b>	<b>11</b>
Winchester Regional Airport			
Airport Director	1		
Operations Supervisor	1		
Maintenance Tech	2		
Flight Line Tech	4		
Account Clerk	1		
Customer Service Rep	2		
<b>Totals</b>	<b>11</b>	<b>0</b>	<b>11</b>
<b>Grand Total</b>	<b>686</b>	<b>0</b>	<b>686</b>