



**County of Frederick**

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

(540) 665-5668  
Fax: (540) 665-5669  
pnofsing@co.frederick.va.us

TO: Human Resources Committee and Board of Supervisors  
FROM: Paula Nofsinger, HR Director *Paula Nofsinger*  
DATE: August 6, 2012  
SUBJECT: HR Committee Agenda

The HR Committee will meet in the First Floor Conference Room at 107 North Kent Street on Friday, August 10, 2012, at 8:00a.m. The agenda for the meeting is as follows:

1. The Commonwealth's Attorney is requesting consideration of eliminating a part-time position and creating a new full time Assistant Commonwealth's Attorney position.
2. The review and approval of the Employee of the Month award.

# Commonwealth of Virginia

COUNTY OF FREDERICK

**GLENN R. WILLIAMSON**  
Commonwealth's Attorney

**ROSS P. SPICER**  
Deputy Commonwealth's Attorney

**ANDREW M. ROBBINS**  
Assistant Commonwealth's Attorney

**DENNIS J. MCLOUGHLIN, JR.**  
Assistant Commonwealth's Attorney



**FAHND A HASHISH**  
Assistant Commonwealth's Attorney

**ERIC W. HEFLIN**  
Investigator

**MELISSA D. RICE**  
Victim/Witness Director – 665-6369

## OFFICE OF THE COMMONWEALTH'S ATTORNEY

107 NORTH KENT STREET WINCHESTER, VIRGINIA 22601  
(540) 665-6383 FAX (540) 667-3454

To: Paul Nofsinger, Director of Human Resources  
Frederick County Human Resources  
Cheryl Shiffler, Finance Director  
Frederick County Finance

From: Glenn R. Williamson, Commonwealth's Attorney  
Frederick County Commonwealth's Attorney's Office

Date: July 25, 2012

RE: Change of Positions

I am requesting that the present part-time Administrative Assistant position in the Commonwealth's Attorney's Office (Budget item 1003-000) be eliminated and that a new full-time position for an additional Assistant Commonwealth's Attorney be created.

*Glenn Williamson*



County of Frederick  
Human Resources Department  
Part-Time Employee Action Form

**Employee Section:**

Employee Name : \_\_\_\_\_ DOB: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip : \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact Name & Phone Number : \_\_\_\_\_

Emergency Contact Full Address : \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Department Section:**

Action: Eliminate position Title: Administrative Assistant Effective Date: \_\_\_\_\_

Department: Commonwealth's Attorney's Office Line Item: 1003-000 Hourly Rate \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept Head Signature: Glenn Williamson Date: 7/25/2012

New Hires: These required forms must be attached 1. I-9 2. State & Federal Tax Forms 3. Direct Deposit

**HR Section:**

Received: \_\_\_\_\_ Emailed to Finance: \_\_\_\_\_ Emp #: \_\_\_\_\_ EE04: \_\_\_\_\_

HR Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Finance Section:**

FEDW: \_\_\_\_\_ STW: \_\_\_\_\_ 941: \_\_\_\_\_ W/C: \_\_\_\_\_



# County of Frederick Human Resources Department Fulltime Employee Action Form

**Department Section:**

Employee Name : \_\_\_\_\_ Emp #: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip : \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_

Action: New Position Title: Assistant Commonwealth's Attorney Effective Date: \_\_\_\_\_

LWOP: \_\_\_\_\_ Dates: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Other: see attachment Effective Date: \_\_\_\_\_Salary: \$ 60,000.00 % increase (sal adj): \_\_\_\_\_ Hiring? If yes, Replacing Who?: \_\_\_\_\_  
(last name only)

½ Month: \$ \_\_\_\_\_ \$0.00 Department: \_\_\_\_\_

Hourly : \$ \_\_\_\_\_ \$0.00 Line Item: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept Head Signature: Glenn R. Williamson Date: 7/25/2012**HR Section:**

Received: \_\_\_\_\_ Emailed to Finance: \_\_\_\_\_

Pay Date: \_\_\_\_\_ Dates: \_\_\_\_\_ # hrs: \_\_\_\_\_ @ \$ \_\_\_\_\_ per hour = \$ \_\_\_\_\_

+ 1/2 mth: \$ \_\_\_\_\_ = Pay Total: \$ \_\_\_\_\_

Other: \_\_\_\_\_

Leave Payout: \_\_\_\_\_

Next Pay Date: \_\_\_\_\_ 1/2 mth: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_ No Further Checking: \_\_\_\_\_

HR Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

County Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**New emp**Deductions ☐ Add H/D ☐ COBRA ☐ GL # \_\_\_\_\_ Dept # \_\_\_\_\_ Title# \_\_\_\_\_ E/NE \_\_\_\_\_ Range \_\_\_\_\_ Step \_\_\_\_\_

Evaluation Date: \_\_\_\_\_ EEO4: \_\_\_\_\_

**Term emp**Remove H/D ☐ COBRA ☐ Code \_\_\_\_\_ Reason \_\_\_\_\_**Finance Section:**

FEDW \_\_\_\_\_ STW \_\_\_\_\_ VRS \_\_\_\_\_ DENTAL \_\_\_\_\_

941 \_\_\_\_\_ W/C \_\_\_\_\_ HOSP \_\_\_\_\_



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**OFFICE OF THE  
COMMONWEALTH'S ATTORNEY**  
107 NORTH KENT STREET WINCHESTER, VIRGINIA 22601  
(540) 665-6383 FAX (540) 667-3454

July 25, 2012



**John R. Riley, Jr.**  
**County Administrator**  
County of Frederick  
107 North Kent Street  
Winchester, Virginia 22601

Dear John:

I know that this is not a good time to make a request for additional funds but I feel I have no choice.

According to the latest available staffing standards (2012) of the State Compensation Board, my Office should have 8 Assistant Commonwealth's Attorneys. As you know, I have four (4) Assistants. Thanks to the positive governance of our County through the salary supplements provided, I have top-notch Assistants who are able to handle more than an average caseload. But even quality has its limitations. We are in desperate need of another Assistant.

Even though we are ranked 3<sup>rd</sup> in terms of need among all Commonwealth's Attorney Offices and 1<sup>st</sup> among "mid-size" Offices, our annual requests to the Compensation Board for an additional Assistant have not been granted and the prospects of getting one this year, as I understand, are practically none.

Therefore, reluctantly, what I am proposing is that the position of Administrative Assistant, presently filled by Dan Hoopes (Budget item 1003-000) be eliminated and, in its place, I be permitted to hire an additional Assistant Commonwealth's Attorney, which would be funded entirely by the County. The minimum salary for an Assistant required by the Compensation Board is \$ 45,385, I think. However, in order to hire a quality prosecutor I think

it would require a salary of approximately \$ 60,000. This would require an additional \$ 20,000 plus the cost of benefits from the County.

I know this is a difficult time for all but I wouldn't make this request unless I thought it necessary to continue the same level of quality service to the citizens.

Please advise me of any additional action necessary on my part or any additional information you may need.

As always, thank you for your assistance and consideration.

Sincerely,

A handwritten signature in cursive script that reads "Glenn R. Williamson".

Glenn R. Williamson  
Commonwealth's Attorney  
Frederick County, Virginia

Commonwealth's Attorneys FY12 Staffing Standards - Assistant Attorneys

RANK	FIPS	LOCALITY	Tot Atlys Pos FY12	CY08-10 AVG FEL DEF & AVG FY08-10 SENT EVENTS	RATING	ADD'L POS DUE	WHOLE ADD'L POS DUE	PERCENT OF NEED	UNFUNDED ATTY POSITIONS
1	033	Caroline	0.92	169.67	SMALL	1.51	2	163.88%	0.0
2	007	Amelia	0.86	129.67	SMALL	0.99	1	116.04%	0.0
3	069	Frederick	4.69	714.00	MID	3.71	4	79.08%	0.0
4	051	Dickenson	1.33	159.00	SMALL	0.94	1	70.88%	0.5
5	079	Greene	0.92	106.67	SMALL	0.60	1	65.25%	0.0
6	169	Scott	2.40	272.33	SMALL	1.49	1	62.15%	0.0
7	059	Fairfax/Fairfax City	24.49	4,841.67	SUPER	14.25	14	58.18%	2.0
8	037	Charlotte	0.94	100.33	SMALL	0.50	0	53.05%	0.0
9	520	Bristol	3.74	482.00	MID	1.93	2	51.49%	0.0
10	145	Powhatan	1.33	140.00	SMALL	0.67	1	50.40%	0.0
11	141	Patrick	1.96	203.67	SMALL	0.95	1	48.54%	0.0
12	159	Richmond County	0.93	96.67	SMALL	0.45	0	48.11%	0.0
13	101	King William	0.96	99.00	SMALL	0.46	0	47.75%	0.0
14	113	Madison	0.96	98.33	SMALL	0.45	0	46.93%	0.0
15	183	Sussex	1.79	182.67	SMALL	0.82	1	45.92%	0.0
16	071	Giles	2.89	293.00	SMALL	1.30	1	44.83%	1.0
17	191	Washington	3.77	464.00	MID	1.69	2	44.73%	0.0
18	185	Tazewell	7.58	925.33	MID	3.31	3	43.70%	0.0
19	063	Floyd	1.00	100.33	SMALL	0.43	0	43.33%	0.0
20	161	Roanoke County	6.57	784.67	MID	2.66	3	40.47%	0.0
21	139	Page	2.37	231.67	SMALL	0.94	1	39.77%	0.0
22	197	Wythe	5.00	589.00	MID	1.93	2	38.59%	0.0
23	135	Nottoway	1.86	178.33	SMALL	0.69	1	37.08%	0.0
24	003	Albemarle	4.56	526.67	MID	1.64	2	35.99%	0.0
25	095	James City/Williamsburg	4.93	569.00	MID	1.76	2	35.74%	0.0
26	193	Westmoreland	2.00	188.67	SMALL	0.70	1	34.76%	0.0
27	790	Staunton	3.77	430.33	MID	1.29	1	34.18%	1.0
28	163	Rockbridge/Lexington	2.98	279.33	SMALL	1.01	1	33.79%	0.0
29	153	Prince William/Man/Man Pk	20.74	2,736.67	LARGE	6.63	7	31.95%	2.0
30	107	Loudoun	7.66	856.67	MID	2.42	2	31.54%	0.0
31	117	Mecklenburg	4.79	535.67	MID	1.51	2	31.43%	1.0
32	031	Campbell	4.62	514.33	MID	1.43	1	30.98%	0.0





## 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 : Gene Boyce

Department: NRADC

Nomination Submitted By: Lt. E. S. Sturdivant

Department: NRADC

Nominator's Signature: \_\_\_\_\_

Date: 05/07/2012

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

As the Jail's Security and Inmate Information Systems Manager, Officer Boyce remains responsible for training, maintenance and operational oversight of the most critical IT systems in the Detention, Center and in the last 60 days he has demonstrated himself to be among the most dedicated and tireless members of the Jail staff.

Between April 1 and May 31, 2012, Officer Boyce, in close coordination with the County's IT staff, personally planned and executed the Jail's transition from Verizon to Comcast phone service. Encountering significant and unfortunately frequent hurdles during the transition, his persistence and uncompromising commitment to minimizing the impact upon the Jail staff was highly evident in every action he took and every report he rendered. Because of his diligence and "no-quit" attitude, the impact of the transition upon Jail operations was minimized.

Within weeks of the phone transition project, Officer Boyce began planning and coordinating for the first upgrade to the Detention Center's automated inmate information management system in more than four years. Aware of the tremendous operational consequences other facilities experienced during similar upgrades, Officer Boyce went to extreme lengths to ensure thorough pre-testing and familiarizing with the new software. He literally spent days, many off-duty, personally checking and verifying the observations of others in the test environment. As a result of his personal preparation, staff training and coordination, the upgrade was completed in superb fashion with far fewer problems than ever anticipated.

In all, these last several months simply re-confirmed for us what a tremendously talented and totally committed member of the staff Officer Gene Boyce remains. Innovative, thorough, and relentless in his pursuit of excellence, he demonstrated himself to be a truly exceptional member of the Jail Team and most deserving of this special recognition.

HR Section: Received: 5/31/2012

Emailed to HR Committee: Aug 2012