



## County of Frederick

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**Michael J. Marciano**  
Director of Human Resources

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TO: Human Resources Committee and Board of Supervisors  
FROM: Michael J. Marciano  
DATE: July 2, 2019  
SUBJECT: HR Committee Agenda

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The HR Committee will meet in the First Floor Conference Room at 107 North Kent Street on **Friday, July 12, 2019** at 9:00 a.m.

The agenda for the meeting is as follows:

1. **Fiscal Year 2019-2020 Request for New Position** – Presentation by Department Representative
  - a. Commonwealth's Attorney Office
    - i. Seek Approval to Create an "Administrative Investigator" Position
2. **Employee of the Month Recognition**
  - a. Employee Nominations

# **Exhibit A**

Position Justification Statement for Administrative Investigator,  
Administrative Investigator Job Description, and Salary  
Administration Program as of July 1, 2019

## Position Justification Statement

The Commonwealth's Attorney is requesting that the existing part-time Investigator position (Line Item# 22010-1003-000-001) be converted to a full-time position with a regular County-funded benefits package. As justification for this request, the Commonwealth's Attorney notes that initially, the Investigator position was designated as a full-time position with benefits. But within the last several years, it was converted to a part-time position based on need and the availability of qualified personnel.

The duties of the Investigator for the Commonwealth's Attorney have grown exponentially in recent years. As our caseload has increased, so has the support role of the investigator. As just one example, direct indictment requests that are forwarded to this office by law enforcement must first be screened for completeness by the office investigator to ensure that they are ready for presentation to the Frederick County Grand Jury. The Investigator then presents these cases to the grand jury in person. There may be several such cases to be evaluated and presented in any given month. The number of direct indictment requests forwarded to this office has increased significantly in the past few years, especially with respect to drug possession cases. The prosecution of drug cases traditionally began with an arrest and Preliminary Hearing in General District Court. But due to the significant backlog of drug analyses coming from the Virginia Department of Forensic Science, the number of drug cases that are initiated by direct indictment (rather than by arrest) has necessarily multiplied to prevent speedy trial issues. Our office investigator is responsible for the completion and presentation of these cases.

In an effort to provide a comparison with similar positions across the Commonwealth, we surveyed other jurisdictions that employed office investigators. The Lynchburg Commonwealth's Attorney's Office was the only jurisdiction that provided information on its office investigator. That position is a part time position that pays \$28.00 per hour. This will be roughly the rate of the present Frederick County Commonwealth's Attorney's investigator salary on an annualized basis. It is important to note that, as indicated above, the functions of the Frederick County investigator are far more diverse than those of the Lynchburg Commonwealth's Attorney's investigator, who is limited to investigating only domestic violence offenses. The Frederick County investigator is responsible for investigating any and all types of crimes and is responsible for numerous other inquiries as indicated above.

Moreover, any comparisons that can be made with existing investigator positions in other offices will fail to address the fact that the duties of our office investigator will grow at an alarming rate due to the expanded use of body worn cameras or "body-cams" by law enforcement officers. With body-cam footage being provided to our office at a rate of as many as twenty files per day from numerous different law enforcement agencies, it is impossible for our attorneys to review and organize them all. Yet our office remains legally responsible for the review and dissemination of these files through the discovery process and for the editing and use of this material at trial. This problem is not limited to Frederick County. It has become such a significant issue statewide that the budget language approved by the 2019 General Assembly (Chapter 854, Item 70.) states the following:

“K. Any locality in the Commonwealth that employs the use of body worn cameras for its law enforcement officers shall be required to establish and fund one full-time equivalent entry-level Assistant Commonwealth's Attorney, at a salary no less than that established by the Compensation Board for an entry-level Commonwealth's Attorney, at a rate of one Assistant Commonwealth's Attorney for up to 75 body worn cameras employed for use by local law enforcement officers, and one Assistant Commonwealth's Attorney for every 75 body worn cameras employed for use by local law enforcement officers, thereafter. However, with the consent of the Commonwealth's Attorney, a locality may provide their Commonwealth's Attorney's office with additional funding, using a different formula than stated above, as needed to accommodate the additional workload resulting from the requirement to review, redact and present footage from body worn cameras.

Under the current Frederick County Salary Administration Program, the minimum salary for an entry-level Assistant Commonwealth's Attorney (Range 10) would be \$70,875.00. The Commonwealth's Attorney proposes to address this unfunded mandate by delegating this additional workload to the in-house office investigator. While the Commonwealth's Attorney believes that, at this time, the \$60,000.00 salary currently allotted to this part-time position is adequate compensation for the added responsibilities, the reduced number of hours permitted in a part-time position are not. The review of submitted body-cam footage alone will add several hours per week to the existing duties of this position. It is hoped that this new task can be performed (along with all of the other duties incumbent upon this employee) within the confines of a 40-hour work week.

It is the request of the Commonwealth's Attorney that the Board convert the existing part-time Investigator position to a full-time, non-exempt position with an annual salary of \$60,000.00 plus the County's generous benefits package. This will allow us to hire and retain a candidate who can fill this mission-critical role within our office and to address the new and time-consuming job of managing the incoming body-cam files.

As always, the Commonwealth's Attorney's Office very much appreciates the consideration of the Board as to this request.

## County of Frederick, Virginia

### Position Details

Position Title: Administrative Investigator

Date Position Created:

Department: Commonwealth's Attorney

Reports To: Ross Spicer

Exempt  Non-Exempt

Date Prepared: 6/12/2019

Prepared By: Andrew Robbins

Range: \$53,964-\$86,278

Grade: 8

Salary: \$60,000

G/L Line Item: 022010-1003-000-001

### Job Description

**Job Purpose:** Performs investigation and technical work. Prepares cases for prosecution and assists with a variety of duties crucial to the department. Performs related duties as assigned. Work is performed under the general supervision of the Commonwealth's Attorney or his designee.

### Essential Functions

- Work with County and law enforcement agencies;
- Collect and preserve evidence and interview witnesses;
- Review submitted law enforcement case files for completeness and recommend additional investigation as needed;
- Review submitted law enforcement "body-cam" recordings and coordinate them with open case files;
- Provide advice to the public and other County employees in his/her area of expertise;
- Interrogate suspects, gather evidence, conduct surveillance, apprehend violators, and testify in Court;
- Take photographs, fingerprints, and other related identification tasks;
- Prepare and maintain detailed reports, records, and files;
- Develop informants for purpose of gathering intelligence;
- Conduct police background investigations;
- Review criminal cases for indictments and present them to the Frederick County Grand Jury as needed;
- Assist attorneys in pre-trial preparation of cases; and
- Perform related law enforcement, corrections, court security and legal process duties as needed.

### Job Requirements:

**Education:** Any combination of education equivalent to graduation from high school or equivalent GED certificate. Must be qualified in the use of firearms.

**Experience:** Extensive experience in supervision in the law enforcement field. Completion of specific specialized training programs prescribed by the Commonwealth's Attorney. Extensive training and experience in investigation and enforcement.

**Knowledge/Skills:** General knowledge and use of police investigate principles, practices and techniques of identification. General knowledge and use of rules of evidence and laws of search and seizure. General knowledge of geography of the County and important buildings. Skilled in the use of firearms. Ability to analyze evidence. Ability to question and interview skillfully. Ability to organize and prepare a variety of clear and concise reports. Ability to conduct foot pursuit, overcome a person resisting arrest or perform other strenuous activity which requires physical agility and endurance. Ability to establish and maintain professional working relationships with co-workers, law enforcement agencies and the general public and possess professional telephone etiquette. This work involves an element of personal danger.

### Working Conditions:

#### Physical Demands:

### 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:



## Frederick County, VA Salary Administration Program

Title	Department	Range
ACCOUNT ANALYST	TREASURER'S OFFICE	6
ACCOUNT CLERK	FREDERICK COUNTY	3
ACCOUNTING SUPERVISOR	FINANCE	9
ACCOUNTING TECHNICIAN	NRADC	4
ADMINISTRATIVE ASSISTANT	FREDERICK COUNTY	6
AIRPORT EXECUTIVE DIRECTOR	WINCHESTER REGIONAL AIRPORT	NC
ANIMAL CARETAKER	PUBLIC WORKS/ANIMAL SHELTER	2
ANIMAL SHELTER MANAGER	PUBLIC WORKS/ANIMAL SHELTER	8
ASAP CASE MANAGER	NRADC/DCS	5
ASAP CASE MANAGER ASSISTANT	NRADC/DCS	4
ASSESSOR I	COMMISSIONER OF THE REVENUE	7
ASSESSOR II	COMMISSIONER OF THE REVENUE	8
ASSESSOR III	COMMISSIONER OF THE REVENUE	9
ASSISTANT CHIEF	FIRE & RESCUE	12
ASSISTANT COUNTY ADMINISTRATOR	COUNTY ADMINISTRATION	NC
ASSISTANT COUNTY ATTORNEY	COUNTY ATTORNEY'S OFFICE	10
ASSISTANT COURT SERVICES DIRECTOR	NRADC/DCS	9
ASSISTANT DIRECTOR	PLANNING & DEVELOPMENT	12
ASSISTANT DIRECTOR, TRANSPORTATION	PLANNING & DEVELOPMENT	12
ASSISTANT FINANCE DIRECTOR	FINANCE	12
ASSISTANT PUBLIC WORKS DIRECTOR	PUBLIC WORKS/ADMINISTRATION	11
ASSISTANT REGISTRAR	REGISTRAR'S OFFICE	4
ASSISTANT SUPERINTENDENT	NRADC	12
ASST ANIMAL SHELTER MANAGER	PUBLIC WORKS/ANIMAL SHELTER	6
ASST COMMONWEALTH ATTY	COMM ATTORNEY'S OFFICE	10
ASST CONVENIENCE SITE SUPERVISOR	PUBLIC WORKS/LANDFILL	4
ASST NURSING DIRECTOR	NRADC	8
AUDITOR	COMMISSIONER OF THE REVENUE	8
BASICREC MANAGER	PARKS & RECREATION	7
BENEFITS ADMINISTRATOR	HUMAN RESOURCES	6
BLDG OFFICIAL CODE ADMIN	PUBLIC WORKS/INSPECTIONS	10
BOOKING TECHNICIAN	NRADC	3
BUSINESS DIVISION/CHIEF ADMIN	COMMISSIONER OF THE REVENUE	8
BUSINESS MANAGER	NRADC	8
BUSINESS RETENTION MANAGER	EDA	9
CAPTAIN	SHERIFF'S OFFICE/NRADC	10
CASHIER	TREASURER'S OFFICE	3
CERTIFIED MEDICATION ASSISTANT	NRADC	2
CHIEF COMMUNITY CORRECTIONS	NRADC/DCS	10
CIRCUIT COURT CLERK	CLERK'S OFFICE	NC
CIVIL ENGINEER	PUBLIC WORKS/ADMINISTRATION	9
COLLECTOR	TREASURER'S OFFICE	8
COMMISSIONER OF THE REVENUE	COMMISSIONER OF THE REVENUE	NC
COMMONWEALTH'S ATTORNEY	COMM ATTORNEY'S OFFICE	NC
COMMUNICATION OFFC I	PUBLIC SAFETY COMMUNICATIONS	4
COMMUNICATION OFFC II	PUBLIC SAFETY COMMUNICATION	5
COMMUNICATION OFFC III	PUBLIC SAFETY COMMUNICATION	6
COMMUNICATIONS SHIFT SUPERVISOR	PUBLIC SAFETY COMMUNICATIONS	7
COMMUNITY OUTREACH COORDINATOR	SHERIFF'S OFFICE	5
CONVENIENCE SITE ATTENDANT	PUBLIC WORKS/LANDFILL	1
CONVENIENCE SITE SUPV	PUBLIC WORKS/LANDFILL	5
CORRECTIONAL INVESTIGATOR	NRADC	5
CORRECTIONAL NURSE I	NRADC	6
CORRECTIONAL NURSE II	NRADC	6.5

Frederick County Salary Administration Program - July 2019

Title	Department	Range
CORRECTIONAL NURSE III	NRADC	7
CORRECTIONAL OFFICER I	NRADC	5
CORRECTIONAL OFFICER II	NRADC	6
CORRECTIONAL OFFICER III	NRADC	7
CORRECTIONAL SYSTEM TECH.	NRADC	5
CORRECTIONAL SYSTEMS OFFC	NRADC	7
COUNTY ADMINISTRATOR	COUNTY ADMINISTRATION	NC
COUNTY ATTORNEY	COUNTY ATTORNEY'S OFFICE	NC
COURT SERVICES DIRECTOR	NRADC/DCS	10
CRIME ANALYST	SHERIFF'S OFFICE	6
CSA ACCOUNT SPECIALIST	CHILDREN'S SERVICES	4
CSA COORDINATOR	CHILDREN'S SERVICES	8
CSR (CUSTOMER SERVICE REPRESENTATIVE	FC-ALL DEPT'S EXCEPT AIRPORT	2
CUSTODIAN	MAINTENANCE	1
CUSTODIAN SUPERVISOR	MAINTENANCE	3
CUSTOMER SERVICE REPRESENTATIVE	WINCHESTER REGIONAL AIRPORT	2
CUSTOMER SERVICE TECHNICIAN	PARKS & RECREATION	3
DATA COLLECTOR	COMMISSIONER OF THE REVENUE	4
DATABASE ADMINISTRATOR/DEVELOPER	INFORMATION TECHNOLOGY	8
DEPUTY CHIEF	FIRE & RESCUE	11
DEPUTY CLERK TO THE BOARD OF	COUNTY ADMINISTRATION	10
DEPUTY CLERK/OPERATIONS	CLERK'S OFFICE	6
DEPUTY COMMONWEALTH ATTORNEY	COMM ATTORNEY'S OFFICE	12
DEPUTY COUNTY ADMINISTRATOR	COUNTY ADMINISTRATION	NC
DEPUTY I	SHERIFF'S OFFICE	5
DEPUTY II	SHERIFF'S OFFICE	6
DEPUTY III	SHERIFF'S OFFICE	7
DEPUTY TREASURER	TREASURER'S OFFICE	12
DEPUTY TREASURER / COMPLIANCE	TREASURER'S OFFICE	10
DEPUTY TREASURER OPS	TREASURER'S OFFICE	12
DEPUTY REGISTRAR	REGISTRAR'S OFFICE	5
DESIGN REVIEW SPECIALIST	PUBLIC WORKS/INSPECTIONS	6
DIRECTOR OF ELECTIONS/GEN REGISTRAR	REGISTRAR'S OFFICE	NC
EDA DIRECTOR	EDA	NC
EMS BILLING MANAGER	FIRE & RESCUE	4
EMS BILLING SPECIALIST	FIRE & RESCUE	2
ENVIRONMENTAL INSPECTOR	PUBLIC WORKS/ADMINISTRATION	5
ENVIRONMENTAL MANAGER	PUBLIC WORKS/LANDFILL	9
ENVIRONMENTAL PROGRAM ADMINISTRATOR	PUBLIC WORKS/ADMINISTRATION	8
ENVIRONMENTAL SAFETY TECH	PUBLIC WORKS/LANDFILL	6
EVIDENCE CLERK	SHERIFF'S OFFICE	4
EXTENSION TECHNICIAN	VIRGINIA COOP EXTENSION	5
F&R BATTALION CHIEF	FIRE & RESCUE	10
F&R CAPTAIN	FIRE & RESCUE	9
F&R LIEUTENANT	FIRE & RESCUE	8
F&R SPECIALIST	FIRE & RESCUE	7
F&R TECHNICIAN	FIRE & RESCUE	6
FINANCE DIRECTOR	FINANCE	NC
FINANCE SPECIALIST	FINANCE	6
FINANCE TECHNICIAN	AIRPORT	3
FIRE CHIEF	FIRE & RESCUE	NC
FIREFIGHTER/EMT	FIRE & RESCUE	5
FLIGHT LINE TECH	WINCHESTER REGIONAL AIRPORT	4
FOOD SERVICES MANAGER	NRADC	8
FOOD SERVICES SUPERVISOR	NRADC	3
GAS PLANT OPERATOR	PUBLIC WORKS/LANDFILL	7
GIS ANALYST	COMMISSIONER OF THE REVENUE	9



Frederick County Salary Administration Program - July 2019

Title	Department	Range
GIS ANALYST/PROGRAMMER	INFORMATION TECHNOLOGY	9
GIS MANAGER	INFORMATION TECHNOLOGY	10
GIS TECHNICIAN	INFORMATION TECHNOLOGY/PLANNING	6
HEAD CUSTODIAN	MAINTENANCE	2
HEAVY EQUIPMENT MECHANIC	PUBLIC WORKS/LANDFILL	8
HR ASSISTANT	HUMAN RESOURCES	3
HR DIRECTOR	HUMAN RESOURCES	NC
HR GENERALIST	HUMAN RESOURCES	6
HR MANAGER	HUMAN RESOURCES	10
HR SPECIALIST	HUMAN RESOURCES	4
INMATE PROGRAM SPECIALIST	NRADC	5
INMATE PROGRAMS COORD	NRADC	6
INSPECTOR	PUBLIC WORKS/INSPECTIONS	7
INVESTIGATOR	SHERIFF'S OFFICE	8
IT DIRECTOR	INFORMATION TECHNOLOGY	NC
LABORER	PUBLIC WORKS/LANDFILL SHAWNEELAND	2
LANDFILL MANAGER	PUBLIC WORKS/LANDFILL	10
LANDFILL OPERATIONS SUPERVISOR	PUBLIC WORKS/LANDFILL	7
LANDFILL OPERATIONS MANAGER	PUBLIC WORKS/LANDFILL	8
LANDFILL SPOTTER	PUBLIC WORKS/LANDFILL	3
LANDFILL TECHNICIAN	PUBLIC WORKS/LANDFILL	4
LEGAL SECRETARY	COMM ATTY/CNTY ATTORNEY'S OFFICE	4
LIDS TECH/RECORDS SUPV	NRADC	8
LIEUTENANT	NRADC/SHERIFF'S DEPT	9
LITIGATION SUPPORT MANAGER	COMM ATTORNEY'S OFFICE	9
MAINTENANCE MECHANIC ASST	WINCHESTER REGIONAL AIRPORT	4
MAINTENANCE SPECIALIST	PARKS & REC/MAINTENANCE	6
MAINTENANCE SUPERVISOR	MAINTENANCE/NRADC	8
MAINTENANCE SUPERVISOR ASSISTANT	MAINTENANCE	7
MAINTENANCE TECHNICIAN	AIRPORT/NRADC	4
MAINTENANCE WORKER	MAINTENANCE	3
MAJOR/CHIEF DEPUTY	SHERIFF'S OFFICE	11
MARKETING COORDINATOR	PARKS & RECREATION	6
MARKETING MANAGER	EDA	9
MENTAL HEALTH CONSULTANT	NRADC	7
MENTAL HEALTH DIRECTOR	NRADC	9
MIS DIRECTOR	INFORMATION TECHNOLOGY	NC
MIS PROGRAMMER	MIS DEPARTMENT	11
MORTGAGE SPECIALIST	TREASURER'S OFFICE	7
MOTOR EQUIP OPERATOR	PUBLIC WORKS/SHAWNEELAND	4
NETWORK ADMINISTRATOR	INFORMATION TECHNOLOGY	9
NETWORK OPERATIONS MANAGER	INFORMATION TECHNOLOGY	10
NURSING DIRECTOR	NRADC	9
OPERATIONS MANAGER	PARKS & RECREATION	8
OPERATIONS SUPERINTENDENT	PARKS & RECREATION	9
OPERATIONS SUPERVISOR	AIRPORT/Public Safety Communications	9
P&R ASSISTANT DIRECTOR	PARKS & RECREATION	10
P&R DIRECTOR	PARKS & RECREATION	NC
P&R MARKETING MANAGER	PARKS & RECREATION	7
P&R PROGRAM COORDINATOR	PARKS & RECREATION	5
PARK & STEWARDSHIP PLANNER	PARKS & RECREATION	8
PARK CARETAKER	PARKS & RECREATION	2
PARK MANAGER	PARKS & RECREATION	8
PARK TECHNICIAN	PARKS & RECREATION	3
PARKS SUPERINTENDENT	PARKS & RECREATION	9
PAYROLL MANAGER	FINANCE	10
PC TECHNICIAN	INFORMATION TECHNOLOGY	4

Frederick County Salary Administration Program - July 2019

Title	Department	Range
PERMIT MANAGER	PUBLIC WORKS/INSPECTIONS	7
PERMIT TECHNICIAN	PUBLIC WORKS/INSPECTIONS	4
PERSONAL PROPERTY SUPV	COMMISSIONER OF THE REVENUE	8
PLANNER	PLANNING & DEVELOPMENT	9
PLANNING DIRECTOR	PLANNING & DEVELOPMENT	NC
POST DISPOSITIONAL CASE MANAGER	JUVENILE PROBATION OFFICE	4
PROBATE CLERK	CLERK'S OFFICE	9
PROBATION OFFICER	NRADC/DCS	5
PROGRAM COORDINATOR	INFORMATION TECHNOLOGY	10
PROGRAM SUPERVISOR	PARKS & RECREATION	7
PROJECT MANAGER	PUBLIC WORKS/ADMINISTRATION	8
PROPERTY CLERK	NRADC	3
PTS CASE MANAGER	NRADC/DCS	5
PTS/PROBATION OFFICER	NRADC/DCS	5
PUBLIC INFORMATION OFFICER	COUNTY ADMINISTRATION	9
PUBLIC SAFETY DIRECTOR	PUBLIC SAFETY COMMUNICATION	NC
PUBLIC WORKS DIRECTOR	PUBLIC WORKS/ADMINISTRATION	NC
PURCHASING MANAGER	FINANCE	10
REAL EST ASSESS CHIEF ADMIN	COMMISSIONER OF THE REVENUE	11
RECORDS CLERK	FREDERICK COUNTY	3
RECORDS CLERK II	SHERIFF'S OFFICE	4
RECREATION SUPERINTENDENT	PARKS & RECREATION	9
RECREATION TECHNICIAN	PARKS & RECREATION	3
REVENUE ANALYST	TREASURER'S OFFICE	7
RISK MGR BUDGET ANALYST	FINANCE	9
SANITARY DISTRICT MANAGER	PUBLIC WORKS/SHAWNEELAND	8
SCALE OPER/CONVEN SITE ASST	PUBLIC WORKS/LANDFILL	4
SCALE OPERATOR	PUBLIC WORKS/LANDFILL	5
SCANNING TECHNICIAN	CLERK'S OFFICE	4
SECRETARY	FREDERICK COUNTY	3
SERGEANT	SHERIFF'S OFFICE/NRADC	8
SHERIFF	SHERIFF'S OFFICE	NC
SOLID WASTE COORDINATOR	PUBLIC WORKS/LANDFILL	7
SOLID WASTE MANAGER	PUBLIC WORKS/LANDFILL	8
SR ACCOUNT ANALYST	TREASURER'S OFFICE	7
SR ACCOUNT CLERK	FREDERICK COUNTY	4
SR ANIMAL CARETAKER	PUBLIC WORKS/ANIMAL SHELTER	4
SR ASAP CASE MANAGER	NRADC/DCS	7
SR COLLECTOR	TREASURER'S OFFICE	10
SR DESIGN REVIEW SPECIALIST	PUBLIC WORKS/INSPECTIONS	8
SR INSPECTOR	PUBLIC WORKS/INSPECTIONS	8
SR LANDFILL TECHNICIAN	PUBLIC WORKS/LANDFILL	5
SR LEGAL SECRETARY	COMM ATTY/CNTY ATTORNEY'S OFFICE	5
SR MOTOR EQUIP OPERATOR	PUBLIC WORKS/SHAWNEELAND	5
SR PERMIT TECHNICIAN	PUBLIC WORKS/INSPECTIONS	5
SR PLANNER	PLANNING & DEVELOPMENT	10
SR PROBATION CASE OFFC	NRADC/DCS	4
SR PROGRAM COORDINATOR	INFORMATION TECHNOLOGY	11
SR PROJECT MANAGER	PUBLIC WORKS/ADMINISTRATION	10
SR RECORDS CLERK	FREDERICK COUNTY	5
SR SECRETARY	FREDERICK COUNTY	4
SUPERINTENDENT	NRADC	NC
TREASURER	TREASURER'S OFFICE	NC
VW PROGRAM ASST. MANAGER	VICTIM/WITNESS PROGRAM	5
VW PROGRAM MANAGER	VICTIM/WITNESS PROGRAM	7
VW PROGRAM OFFICE ASSISTANT	VICTIM/WITNESS PROGRAM	3
WORK RELEASE SPECIALIST	NRADC	5

Frederick County Salary Administration Program - July 2019

Title	Department	Range			
ZONING ADMINISTRATOR	PLANNING & DEVELOPMENT	8			
ZONING INSPECTOR	PLANNING & DEVELOPMENT	5			
SALARY RANGES					
<i>Adopted July 2019</i>					
Range	Minimum	Progress	Midpoint	Advance	Maximum
13	\$103,620	\$119,130	\$134,640	\$150,152	\$165,662
12	\$92,202	\$106,097	\$119,884	\$133,671	\$147,566
11	\$82,723	\$95,110	\$107,497	\$119,884	\$132,271
10	\$70,875	\$81,538	\$92,202	\$102,865	\$113,529
9	\$61,288	\$70,552	\$79,707	\$88,862	\$98,126
8	\$53,964	\$62,042	\$70,121	\$78,199	\$86,278
7	\$48,686	\$56,010	\$63,334	\$70,660	\$77,984
6	\$43,516	\$49,978	\$56,549	\$63,119	\$69,582
5	\$39,638	\$45,563	\$51,487	\$57,411	\$63,334
4	\$34,791	\$40,069	\$45,239	\$50,410	\$55,687
3	\$31,775	\$36,514	\$41,254	\$45,993	\$50,733
2	\$27,790	\$31,991	\$36,191	\$40,392	\$44,593
1	\$23,913	\$27,574	\$31,129	\$34,683	\$38,346

## **Exhibit B**

Employee of the Month Nomination (submitted June 18, 2019)  
of Anthony Baker and Employee of the Month Nomination  
(submitted June 24, 2019) of Rachel Taylor



# County of Frederick Employee of the Month Nomination Form

Received: (HR use)  
\_\_\_\_\_

## Do you know of an employee who

Exhibits **EXTRA** effort...

Goes **ABOVE AND BEYOND** the requirements of his or her position...

Provides **OUTSTANDING** service...

Makes a significant **contribution, accomplishment or achievement** to the County of Frederick and its residents.

Criteria for Employee Recognition: Please mark the appropriate contribution(s):

Critical Thinking and Problem Solving	Interpersonal Skills	Professionalism	Superior Accomplishment
Customer Service (Exceptional)	Leadership Qualities	Project	Other
Dependability	Monetary Savings Ideas	Quality	
Innovation/Creativity	Performance/Skill Level	Resourcefulness	
Integrity	Positive Attitude	Safe Work Practices	

Employee Name : \_\_\_\_\_ Department: \_\_\_\_\_

Nomination Submitted By: \_\_\_\_\_ Department: \_\_\_\_\_

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

Describe the employee's accomplishments/contributions that were **ABOVE AND BEYOND** the normal duties expected of the position. Describe how the employee provided exceptional service:

Specifically describe the actions that meet the criteria of this award. Describe the value added to the department, team or organization.

## Michael Marciano

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**From:** Jason Robertson  
**Sent:** Monday, June 24, 2019 9:11 AM  
**To:** Michael Marciano  
**Cc:** Stacy Herbaugh  
**Subject:** RE: Employee of Month Nomination

**From:** Frederick County Parks and Recreation Dept. <[tbaker@fcva.us](mailto:tbaker@fcva.us)>  
**Sent:** Wednesday, May 15, 2019 10:30 AM  
**To:** Jason Robertson <[jroberts@fcva.us](mailto:jroberts@fcva.us)>  
**Subject:** FCPRD Monthly Staff Update - May 2019



MAY, 2019

## Parks & Recreation Staff Update

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**New Sand Volleyball Courts**



### **Kite Fest**

The basicREC Staff held Kite Fest on Saturday, April 6 at Sherando Park.

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The new Sand Volleyball Courts were opened at Clearbrook Park in April. The Grand Opening and Ribbon Cutting was held on April 27. Several staff, commission members and representatives from Blue Ridge Volleyball attended along with representatives from US Silica and Carter-Crim Trucking.



**Trails 4 Miles Race for Autism**  
Over 350 people participated in this new event on April 6. The race uses the trail system in the northern part of Sherando Park.

## Recreation Update

- The 4 Mile Trail Run was held on April 6. There were 356 participants, either runners or 1-mile walkers. The I'm Just Me Movement and ARC were the beneficiaries of the event, splitting the proceeds after all expenses were met. This year's event raised \$ 5,064.
- The Adult Volleyball and basketball seasons are ending. Thirteen adult volleyball teams and 26 basketball teams participated this spring. Fifty adult softball teams are hitting the field this summer in our leagues.
- There are 108 Special Olympic Athletes participating in our 4 spring sports.
- Camp basicREC, the full day basicREC summer program, is sold out. We have 7 locations this year.

## Parks Update

**Sherando Park:**

Recreation Access Program Project (NW Sherando). Contractor Kickin Asphalt continues site work at the project site along Warrior Drive and has transitioned to working on the entrance and roadway portion of the project. Sub-base testing on the overall site determined unsuitable material for a large portion of the parking area which required an engineered solution. The solution will cost \$ 111,550 and will be handled through transfers within Parks and Recreation's operating budget.

**Clearbrook Park:**

Pool Parking Lot Expansion. Contractor Pine Knoll has site work underway to expand the CB pool parking lot. Trees and brush in the work area have been removed and topsoil stripping of the area is underway. Staff is encouraging Pine Knoll to complete work associated with the pool building before pool season begins.

**More Parks News:**

- Shade Structures at pools will not be ready for the Memorial Day Opening. We hope to have these installed by the end of June.

## Operations Update

- May 1 was the first day of free admission to FCPRD fitness rooms for Frederick County residents. Frederick County residents may work out for free at Sherando and Greenwood Mill.
- Ashley Martin began employment as a Customer Service Technician on May 2.
- FCPRD has extended hours of customer service support. Staff will be answering customer inquiries and taking registrations from 5-8 pm.

**FCPRD was or will be represented as a vendor at the following:**

- Valley Health Wellness Expo at Apple Blossom Mall – February 23
- 92.5 WINC FM Summer Kids Expo at Apple Blossom Mall – April 13



- TRIAD Senior Festival at the Moose Lodge – April 18
- Service-Learning Project Booth at Autumn Winds – April 18
- The Apple Blossom Bloomin’ Mile at Handley – May 3
- KidzFest on the Old Town Mall – May 18
- Wings and Wheels at the Winchester Regional Airport – June 1

## May Commission Meeting Notes

- The Commission approved revision of the Youth Program Suspension Policy (100.25).
- The Commission approved the staff seek public input on the construction of a half-mile trail behind the Bowman Library.

## Coming Up!

**Paws to Pavement** - FREE! - A partnership between Frederick County Parks and Recreation and the Esther Boyd Animal Shelter to promote wellness, adoptable dogs, and community parks.

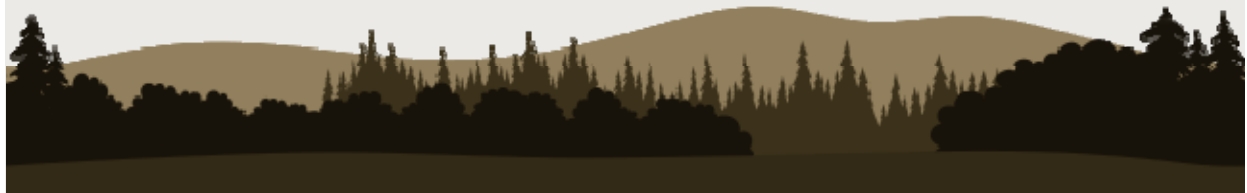
Esther Boyd will be bringing several adoptable dogs to the park, where volunteers can pick a pup and take them on a walk around Clearbrook Park trail-- help us promote animal adoption and a better quality of life for local shelter dogs!

Date: Saturday, May 25  
Time: 12:30 - 1:30 pm  
Location: Clearbrook Park

**Pools Opening** - Clearbrook and Sherando Pools will open Saturday, May 25.

**Youth Triathlon** - The event will be held on Sunday, June 9 at the Sherando Pool.

**Camp basicREC/Summer Camp Programs** - The first week of camp begins Monday, June 10.



Frederick County Parks & Recreation  
540-665-5678  
fcprd.net

Connect with us



Frederick County Parks and Recreation Dept. | 107 North Kent Street, Winchester, VA 22601

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**From:** Michael Marciano <michael.marciano@fcva.us>

**Sent:** Saturday, June 22, 2019 9:22 AM

**To:** Jason Robertson <jroberts@fcva.us>

**Cc:** Stacy Herbaugh <sherbaug@fcva.us>

**Subject:** RE: Employee of Month Nomination



County of Frederick  
Employee of the Month  
Nomination Form

Received: (HR use)

**Do you know of an employee who**

Exhibits **EXTRA** effort...

Goes **ABOVE AND BEYOND** the requirements of his or her position...

Provides **OUTSTANDING** service...

Makes a significant **contribution, accomplishment or achievement** to the County of Frederick and its residents.

Criteria for Employee Recognition: Please mark the appropriate contribution(s):

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> Critical Thinking and Problem Solving     | <input type="checkbox"/> Interpersonal Skills               | <input checked="" type="checkbox"/> Professionalism | <input type="checkbox"/> Superior Accomplishment |
| <input checked="" type="checkbox"/> Customer Service (Exceptional) | <input checked="" type="checkbox"/> Leadership Qualities    | <input type="checkbox"/> Project                    | <input type="checkbox"/> Other                   |
| <input checked="" type="checkbox"/> Dependability                  | <input type="checkbox"/> Monetary Savings Ideas             | <input type="checkbox"/> Quality                    |  |
| <input type="checkbox"/> Innovation/Creativity                     | <input checked="" type="checkbox"/> Performance/Skill Level | <input checked="" type="checkbox"/> Resourcefulness |  |
| <input checked="" type="checkbox"/> Integrity                      | <input checked="" type="checkbox"/> Positive Attitude       | <input type="checkbox"/> Safe Work Practices        |  |

Employee Name : Rachel Taylor

Department: Social Services



Nomination Submitted By: Caroline Helsley

Department: Social Services



Nominator's Signature: *Caroline Helsley*

Date: 06/24/2019

Describe the employee's accomplishments/contributions that were **ABOVE AND BEYOND** the normal duties expected of the position. Describe how the employee provided exceptional service:

Rachel is the senior worker for our unit, and is always willing to lend support, expertise, knowledge, and guidance to those of us new to the unit.

She is a phenomenal social worker, and despite the enormous caseload and paperwork, makes time to ensure her families are receiving the best service possible. Her efforts make sure the families and children of Frederick County are safe, and have the services they need to succeed.

On top of that, she takes time to train, advise, and assist with any questions regarding cases, procedure, and best practice.

Specifically describe the actions that meet the criteria of this award. Describe the value added to the department, team or organization.

On numerous occasions, I have had to enter her office while she is working on her own assignments and ask for assistance. She never complains, she's never impatient, and she is always willing to listen and assist. Without her there would be more questions than answers available to the rest of the team. Rachel has several times offered to come out with me on-call to make sure I was able to assess safety of the families involved appropriately. She is on-call for the majority of the month as our backup for when things get hairy. She does exceptional work, and deserves to be recognized for her contributions.

If Rachel is recognized, I would prefer my name be withheld, and the nomination to be listed as the entire CPS Staff. Thank you!