County of Frederick



Michael J. Marciano
Director of Human Resources

(540) 665-5668 Fax: (540) 665-5669 Michael.Marciano@fcva.us

TO: Human Resources Committee and Board of Supervisors

FROM: Michael J. Marciano

DATE: November 6, 2020

SUBJECT: HR Committee Agenda

The HR Committee will meet in the First Floor Boardroom at 107 North Kent Street on **Friday**, **November 13**, **2020** at 9:00 a.m.

The HR Committee will address the County's response to a special session code revision recently passed by the legislature and signed by the governor. The agenda for the meeting is as follows:

1. Human Resource Policy Recommended Revisions

a. 8.2: Holidays

June 19th, also referred to as Juneteenth, is being added to commemorate the announcement of the abolition of slavery in Texas, the last of the former Confederate States of America to abolish slavery, and to recognize the significant roles and many contributions of African Americans to the Commonwealth and the nation.

2. Request for Range Adjustment for NRADC Correctional Nurses I, II and III – Presentation by Department Representative

VIII. WORK HOURS, HOLIDAYS, LEAVE

8.2 Holidays

The County shall observe federal and state holidays and other such holidays as may be prescribed by the Board of Supervisors. When a holiday falls on a Saturday, it shall be observed on the preceding Friday; when the holiday falls on a Sunday, it shall be observed on the following Monday. All full-time employees of the County shall be entitled to holiday benefits.

Current holidays observed by the County are:

Martin Luther King's Day

Presidents' Day

Apple Blossom Friday

Memorial Day

<u>Juneteenth</u>

Fourth of July

Labor Day

Columbus Day

Election Day

Veterans Day

Wednesday before Thanksgiving, noon closing

Thanksgiving Day

Day after Thanksgiving

Christmas Eve Day

Christmas Day

New Year's Day.

Personnel, who are not called upon to work during a holiday, will be paid for the holiday at straight time. If personnel are required to be on duty during a holiday because of the nature of their position, they shall be paid for the holiday plus their hours worked.

Holiday pay shall be granted based on the scheduled workday of the employee. If an employee is regularly scheduled to work an 8-, 10- or 12-hour day, he/she will receive 8 hours of holiday pay. Firefighters scheduled to work a 24-hour shift will receive 10 hours of holiday pay.

Policy 8.2 Updated/Approved: 9/9/2020

VIRGINIA ACTS OF ASSEMBLY -- 2020 SPECIAL SESSION I

CHAPTER 4

An Act to amend and reenact § 2.2-3300 of the Code of Virginia, relating to legal holidays; Juneteenth.

[H 5052]

Approved October 13, 2020

Be it enacted by the General Assembly of Virginia:

1. That § 2.2-3300 of the Code of Virginia is amended and reenacted as follows: § 2.2-3300. Legal holidays.

It is the policy of the Commonwealth to fix and set aside certain days in the calendar year as legal holidays for the people of Virginia. In each year, the following days are designated as legal holidays:

January 1 — New Year's Day.

The third Monday in January — Martin Luther King, Jr., Day to honor Martin Luther King, Jr., (1929-1968), defender of causes.

The third Monday in February — George Washington Day to honor George Washington (1732-1799), the first President of the United States.

The last Monday in May — Memorial Day to honor all persons who made the supreme sacrifice in giving their lives in defense of Virginia and the United States in the following wars and engagements and otherwise: Indian Uprising (1622), French and Indian Wars (1754-1763), Revolutionary War (1775-1783), War of 1812 (1812-1815), Mexican War (1846-1848), War Between the States Civil War (1861-1865), Spanish-American War (1898), World War I (1917-1918), World War II (1941-1945), Korean War (1950-1953), Vietnam War (1965-1973), Operation Desert Shield-Desert Storm (1990-1991), Global War on Terrorism (2000-), Operation Enduring Freedom (2001-), and Operation Iraqi Freedom (2003-). On this day all flags, national, state, and local, shall be flown at half — staff or mast half-staff or half-mast to honor and acknowledge respect for those who made the supreme sacrifice.

June 19 — Juneteenth to commemorate the announcement of the abolition of slavery in Texas, the last of the former Confederate States of America to abolish slavery, and to recognize the significant roles and many contributions of African Americans to the Commonwealth and the nation.

July 4 — Independence Day to honor the signing of the Declaration of Independence. The first Monday in September — Labor Day to honor all people who work in Virginia.

The second Monday in October — Columbus Day and Yorktown Victory Day to honor Christopher Columbus (1451-1506), a discoverer of the Americas, and the final victory at Yorktown on October 19, 1781, in the Revolutionary War.

The Tuesday following the first Monday in November — Election Day for the right of citizens of a free society to exercise the right to vote.

November 11 — Veterans Day to honor all persons who served in the Armed Forces of Virginia and the United States in the following wars and engagements and otherwise: Indian Uprising (1622), French and Indian Wars (1754-1763), Revolutionary War (1775-1783), War of 1812 (1812-1815), Mexican War (1846-1848), War Between the States Civil War (1861-1865), Spanish American War (1898), World War I (1917-1918), World War II (1941-1945), Korean War (1950-1953), Vietnam War (1965-1973), Operation Desert Shield-Desert Storm (1990-1991), Global War on Terrorism (2000-), Operation Enduring Freedom (2001-), and Operation Iraqi Freedom (2003-).

The fourth Thursday in November and the Friday next following — Thanksgiving Day to honor and give thanks in each person's own manner for the blessings bestowed upon the people of Virginia and honoring the first Thanksgiving in 1619.

December 25 — Christmas Day.

Whenever any of such days falls on Saturday, the Friday next preceding such day, or whenever any of such days falls on Sunday, the Monday next following such day, and any day so appointed by the Governor of the Commonwealth or the President of the United States, shall be a legal holiday as to the transaction of all business.

Northwestern Regional Adult Detention Center

Division Commanders

Captain Patty Barr, Administrative Services Captain Clay Corbin, Support Services Captain Heath Custer, Security & Operations Captain Shawn McQuaid, Community Corrections



Main Facility - 141 Fort Collier Rd. - Winchester, VA 22603 **Phone:** (540) 665-6374 **Fax:** (540) 665-1615

Community

Corrections - 147 Fort Collier Rd. - Winchester, VA 22603 **Phone:** (540) 665-6380 **Fax:** (540) 678-1339

TO: Blaine Dunn

Chairman, Human Resources Committee

COPY: Michael Marciano

FROM: Capt. Clay Corbin Capt. C. Corbin

SUBJ: Correctional Nurse Pay Grade

DATE: November 3, 2020

The purpose of this memorandum is to request that the Correctional Nurse Pay Grade be raised from a Level 6 to a Level 7 for Correctional Nurse I, Level 7.5 for Correctional Nurse II and Level 8 for Correctional Nurse III. This has been presented to the Jail Board Finance Committee on October 16, 2020 and then to the Jail Board on October 22, 2020. This proposal was supported, unanimously, during both meetings. The reason for this increase in grade is based on regional competitive pay rates, number of vacant positions, budgetary impact as well as liability concerns.

The justification for competitive pay was based on the pay scale used by the Rappahannock Shenandoah Warren County Regional Jail (RSW). This is the closest regional jail to us and within the same economic demographic as NRADC. Their website lists the starting pay for nurses as \$25-\$30 an hour based on experience (see Attachment #1 highlighted areas). I spoke with Superintendent Russ Gilkison (RSW) in person and he confirmed that the average starting pay rate is \$25-\$27 per hour. The current starting salary for nurses at NRADC is \$20.92 per hour (\$43,516 annually).

The second concern pertains to the number of vacancies and the length of time they have been unfilled. NRADC currently has twelve (12) positions for correctional nurses. Of those twelve positions, seven are currently vacant (see Attachment #2). This does not reflect that two of the five filled positions belong to the Director of Nursing and the Assistant Director of Nursing. One of the positions is four years old followed by vacancies from 2018-2020 (see Attachment #3).

The third concern is a reflection of the budgetary impact. In order to provide the necessary medical services, we have had to resort to using temp nursing agencies. The temp nursing agencies we currently use charge us between \$39.50 and \$51.60 per hour for the temp nurses (see Attachments #4 & 5). Over the course of the last several weeks, we have been averaging approximately \$10,000 per week just in temp services alone (see Attachments #4 & 5). FY22 Budget consists of \$350,000 allotted for temp nursing costs alone.

The fourth concern is related to the liability that we may possibly incur by not having adequate coverage as well as using revolving temp nurses. Over the past couple of years, the rise in cases of acute care inmates has been significant. This affects every aspect of the Medical Department: the number of sick call requests, doctor call patient numbers, medical emergencies, as well as the mounting difficulties with medication pass. Medication pass occurs three times a day. This is when the nurses go to every housing unit in all three buildings to pass out medication to the individual inmates. It now takes the nurses twice as long to conduct medication pass given the number of inmates taking medication as well as the overall number of medications being administered per inmate. We have had to order additional medication carts to store inmates' medications due to the sharp increase in the amount of medicine distributed throughout the three buildings. Because of the lack of coverage and the inconsistency with having revolving temp nurses, we have been late on medication passes as well as errors have occurred during such. In the correctional environment, medical departments face the heaviest frequency and volume of litigation. We are also placing a tremendous strain on our five county-employed nurses as they carry the burden of twelve positions in terms of filling the gaps.

Raising the pay grade of our correctional nurses will assist with recruitment as well as improve the longevity of our current employees. Raising their starting pay from \$20.90 to \$25.00 an hour makes NRADC competitive with our neighboring regional jail (RSW). Several of the temp nurses have already stated that, if the pay were \$25.00 per hour, they would transfer over as a county-employed nurse (pending approval through our hiring process). The temp nurses currently do not receive benefits, so making a few dollars less an hour is not a deterrent. The temp agencies are paying around \$30-\$32 per hour. With the close proximity of institutions offering nursing programs, we are far more likely to attract new recruits with a more competitive hourly wage. NRADC is the only component of Frederick County that has correctional nurses. Therefore, raising the pay scale only affects those twelve positions here and does not require a change in any other county employee, according to job title. Lastly, we are going to pay more money regardless of which direction we go. But raising the pay grade gives us the potential to significantly eliminate the costs associated with temp nurses as well as reduce our risk of litigation. Thank you for your time and consideration in this matter.





Russell W. Gilkison Superintendent

Email the Superintendent

Jail Location and Mailing Address: 6601 Winchester Road Front Royal, VA 22630

FACILITY CONTACT LIST

Main Number

(540) 622-6097 or

(540) 622-8678

Inmate Accounts

(540) 622-5015

Administration Fax

(540) 622-2846

Booking

(540) 622-8620 or

(540) 622-8683

Booking Fax

(540) 636-3342

Records Department

(540) 622-5024

Records Fax

(540) 631-0704

Medical Department

(540) 622-5038

Medical Fax

(540) 636-3358

Community Custody

(540) 622-5032

Community Custody Fax

(540) 631-0933

Board and Committee Meetings

Employment Opportunities

Licensed Practical Nurse

Company: RSW Regional Jail

Pay Rate: \$25. - \$30 Hourly DOE/DOQ

Medication Aide

Company: RSW Regional Jail

Pay Rate: DOE/DOQ

Director of Nursing

Company: RSW Regional Jail

Pay Rate: DOE/DOQ

Medical Registered Nurse

Company: RSW Regional Jail

Pay Rate: DOE/DOQ

Transportation Officer: Part -Time - Current VADCJS Jail Officer/Deputy certification required

Company: RSW Regional Jail

Pay Rate: \$16 per hour

Jail Officer

Company: RSW Regional Jail

Pay Rate: \$41,373 - \$43,468 DOE

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- Forgot your username?
- Forgot your password?

UPDATES

TOTAL NUMBER OF CONFIRMED CASES: 36 as of October 30, 2020

COVID-19 Information Update 10/30/2020:

As of October 30, 2020, RSW Regional Jail currently has 28 inmates and 8 staff members that have tested positive for COVID-19.

We are working with the Virginia Department of Health and following their recommendations as we move forward.

COVID-19 Information Update 10/29/2020:

As of October 29, 2020, RSW Regional Jail currently has 28 inmates and 8 staff members that have tested positive for COVID-19.

We are working with the Virginia Department of Health and following their recommendations as we move forward.

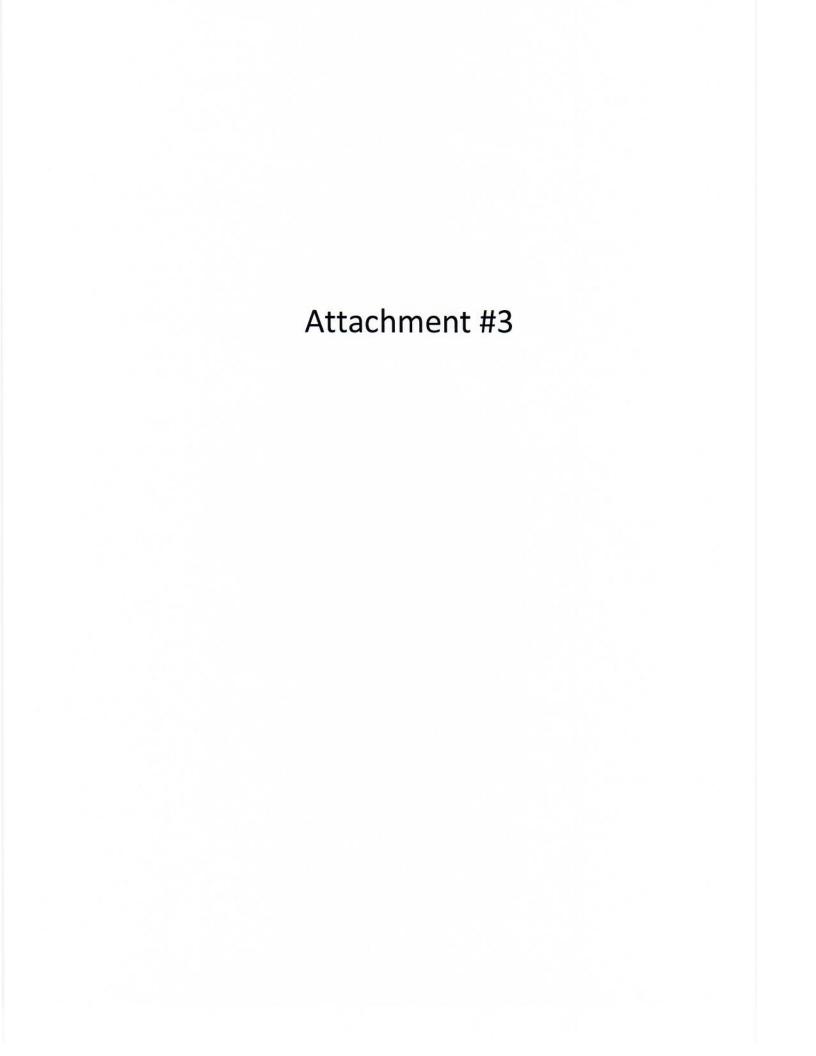
COVID-19 Information Update 10/28/2020:



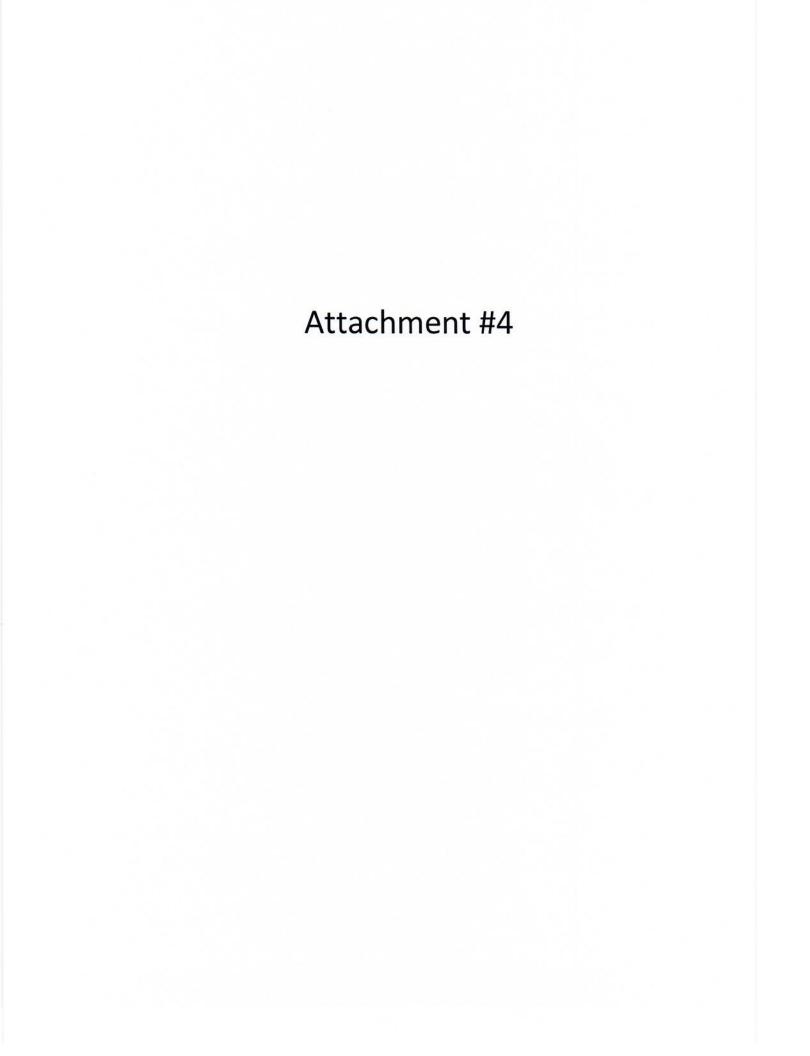
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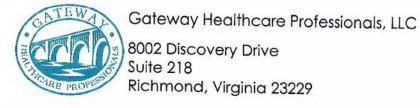
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August	5	5	7	4	7
September	5	5	6	5	8
October	3	5	5	5	8
November	3	4	5	6	
December	3	4	5	5	
January	3	4	5	6	
February	4	4	5	6	
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April	4	5	5	7	
May	4	6	4	7	
June	5	6	4	7	

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NURSE		OFF 9/13/19
NURSE		OFF 2/29/20
NURSE		OFF 3/31/20
NURSE		OFF 9/13/20





Invoice

Date	Invoice #
10/23/2020	4024

Bill To:

Northwestern Regional Adult Detention Ctr

141 Fort Collier Road Winchester, VA 22603

P.O. No.	Terms	Due Date
	30 Days	11/22/2020

				30 Days	11/22/2020
<u>Item</u>	Hours	Rate	Date	Employee	Amount
LPN - NRADC - Night/Weekend	9	51.60	10/11/2020		
LPN - NRADC - Night/Weekend	10		10/11/2020		464.40
LPN - NRADC - Night/Weekend	6.3		10/12/2020	100	516.00
LPN - NRADC - Holiday	6		10/12/2020		325.08
LPN - NRADC - Holiday			10/12/2020		446.40
LPN - NRADC	3.8		10/13/2020		729.12
LPN - NRADC - Night/Weekend	6.2		10/13/2020		188.48
LPN - NRADC	6.8		10/13/2020		319.92
LPN - NRADC - Night/Weekend	3	10.000	10/13/2020		337.28
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A late fee of 1.5% per month will be assessed net terms. This is an annual rate of 18%.

Total

Thank you for trusting Gateway with your staffing needs!

Phone #:

804-767-4050

If you have any questions about this invoice please contact Leatha England at 804-767-4050.

Web Site:

www.gatewayhealthpros.com



Gateway Healthcare Professionals, LLC

8002 Discovery Drive Suite 218 Richmond, Virginia 23229

Invoice

Date	Invoice #
10/23/2020	4024

Bill To:

Northwestern Regional Adult Detention Ctr

141 Fort Collier Road Winchester, VA 22603

P.O. No.	Terms	Due Date
	30 Days	11/22/2020

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A late fee of 1.5% per month will be assessed net terms. This is an annual rate of 18%.

Total

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Thank you for trusting Gateway with your staffing needs!

Phone #:

804-767-4050

If you have any questions about this invoice please contact Leatha England at 804-767-4050.

Web Site:

www.gatewayhealthpros.com

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OR E-MAIL TO PAYROLL@GATEWAYREALTHPROS.COM TIMESHEETS ARE DUE NO LATER THAN NOON ON TUESDAY

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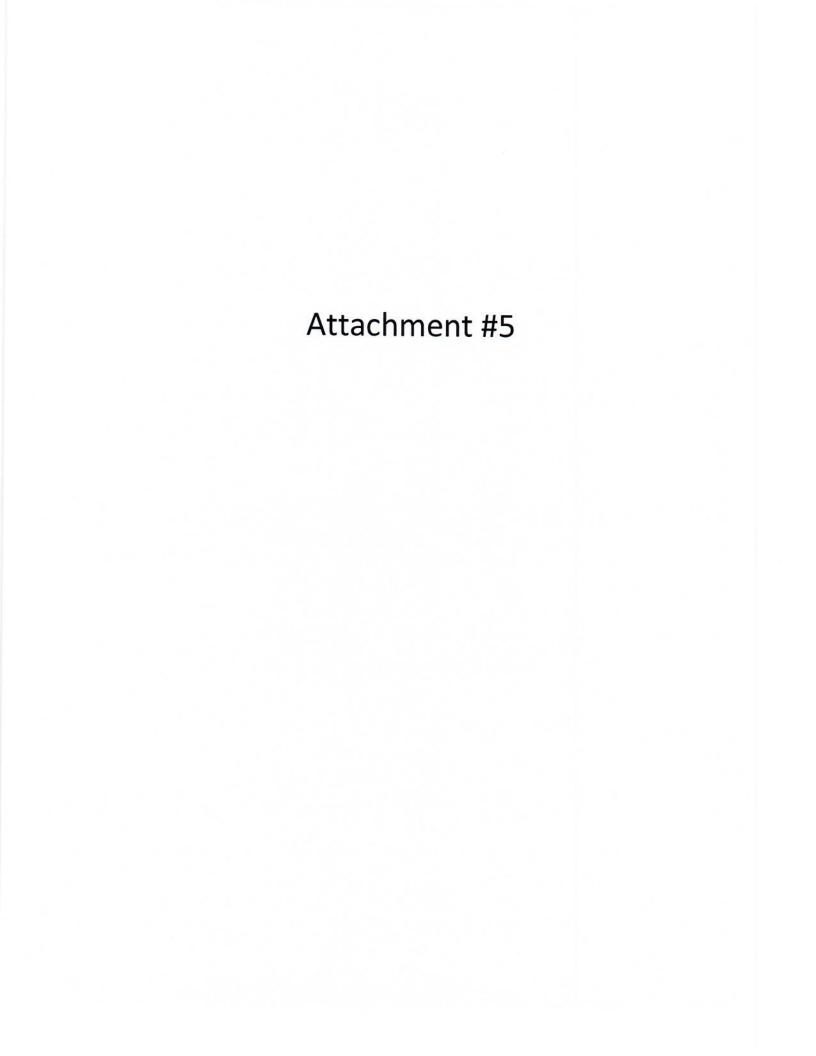
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RECRUITMENT

BILL TO Northwestern Regional Adult Detention Ctr 141 Fort Collier Road Winchester, VA 22603

MAKE PAYABLE TO Medical Edge Recruitment LLC 2829 Technology Forest Blvd. Suite 280C The Woodlands, TX 77381

Invoice

DATE	INVOICE #
10/17/2020	BH 2020153
TERMS	DUE DATE
Net 30	11/16/2020

AMOUNT DUE	PO Number	
\$2,011.34		

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ate Ending	Description	Quantity	Rate	Amount
10/17/2020		10.5	\$39.50	\$414.7
10/17/2020		14.5	\$39.50	\$572.7
10/17/2020		25.92	\$39.50	\$1,023.8
Subtotal				\$2,014.2
	Billing Department		TOTAL	\$2,011.3 \$2,011.3

admin@medicaledgerecruitment.com 713.897.8752

Employee:	
Client:	Northwestern Regional Adult Detention Ctr (Tanner, Angie)
Period:	10/11/2020 - 10/17/2020

	Sun 10/11/2020	Mon 10/12/2020	Tue 10/13/2020	Wed 10/14/2020	Thu 10/15/2020	Fri 10/16/2020	Sat 10/17/2020
HOURS	0	0	0	0	0	0	10.5
				l l			
TOTAL	0	0	0	0	0	0	10.5

Hours Summary

Expense Summary

\$0.00

Amount

Regular	10.50
Overtime	0.00
Doubletime	0.00

Notes

I certify that this timesheet is a true and correct statement of the actual time worked by me.	
Employee Signature:	
I certify that this timesheet is a true and correct statement of the actual time worked by this employee.	
Approval Signature:	



Employee:	
Client:	Northwestern Regional Adult Detention Ctr (Tanner, Angie)
Period:	10/11/2020 - 10/17/2020

	Sun 10/11/2020	Mon 10/12/2020	Tue 10/13/2020	Wed 10/14/2020	Thu 10/15/2020	Fri 10/16/2020	Sat 10/17/2020
HOURS	9.5	5.5	0	0	0	0	0
LUNCH	0.5	0	0	0	0	0	0
TOTAL	9	5.5	0	0	0	0	0

Hours Summary

Expense Summary

Regular	14.50
Overtime	0.00
Doubletime	0.00

Amount \$0.00

N		

I certify that this timesheet is a true and correct statement of the actual time worked by me.	
Employee Signature:	
I certify that this timesheet is a true and correct statement of the actual time worked by this employee.	
Approval Signature:	



RECRUITMENT

Employee:	
Client:	Northwestern Regional Adult Detention Ctr (Tanner, Angie)
Period:	10/11/2020 - 10/17/2020

	Sun 10/11/2020	Mon 10/12/2020	Tue 10/13/2020	Wed 10/14/2020	Thu 10/15/2020	Fri 10/16/2020	Sat 10/17/2020
HOURS	0	0	8.42	8.5	9	0	0
TOTAL	0	0	8.42	8.5	9	0	0

Hours Summary

Expense Summary

Amount

Regular	25.92
Overtime	0.00
Doubletime	0.00

\$0.00

N		

I certify that this timesheet is a true and correct statement of the actual time worked by me.	
Employee Signature:	
I certify that this timesheet is a true and correct statement of the actual time worked by this employee.	
Approval Signature:	



RECRUITMENT



Title	Department	Range
1st LIEUTENANT	SHERIFF'S OFFICE	9
ACCOUNT ANALYST	TREASURER'S OFFICE	6
ACCOUNT CLERK	FREDERICK COUNTY	3
ACCOUNTING SUPERVISOR	FINANCE	9
ACCOUNTING TECHNICIAN	NRADC	4
ADMINISTRATIVE ASSISTANT	FREDERICK COUNTY	6
ADMINISTRATIVE INVESTIGATOR	FREDERICK COUNTY	8
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 FIRE CHIEF	FIRE & RESCUE	12
ASSISTANT ANIMAL SHELTER MANAGER	PUBLIC WORKS/ANIMAL SHELTER	6
ASSISTANT COMMONWEALTH'S ATTORNEY	COMM ATTORNEY'S OFFICE	10
ASSISTANT CONVENIENCE SITE SUPER	PUBLIC WORKS/LANDFILL	4
ASSISTANT COUNTY ADMINISTRATOR	COUNTY ADMINISTRATION	NC
ASSISTANT COUNTY ATTORNEY	COUNTY ATTORNEY'S OFFICE	10
ASSISTANT COURT SERVICES DIRECTOR	NRADC/DCS	9
ASSISTANT FINANCE DIRECTOR	FINANCE	12
ASSISTANT NURSING DIRECTOR	NRADC	8
ASSISTANT PLANNING DIRECTOR	PLANNING & DEVELOPMENT	12
ASSISTANT PUBLIC WORKS DIRECTOR	PUBLIC WORKS/ADMINISTRATION	11
ASSISTANT REGISTRAR	REGISTRAR'S OFFICE	4
ASSISTANT SUPERINTENDENT	NRADC	12
ASSISTANT TRANSPORTATION DIRECTOR	PLANNING & DEVELOPMENT	12
AUDITOR	COMMISSIONER OF THE REVENUE	8
BASICREC COORDINATOR	PARKS & RECREATION	5
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
CASE OFFICER	NRADC/DCS	4
CASHIER	TREASURER'S OFFICE	3
CERTIFIED MEDICATION AIDE (CMA)	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 OFFICER I	PUBLIC SAFETY COMMUNICATIONS	4
COMMUNICATION OFFICER II	PUBLIC SAFETY COMMUNICATIONS	5
COMMUNICATION OFFICER III	PUBLIC SAFETY COMMUNICATIONS	6
COMMUNICATIONS SHIFT SUPERVISOR	PUBLIC SAFETY COMMUNICATIONS	7
COMMUNITY OUTREACH COORDINATOR	SHERIFF'S OFFICE	5
CONVENIENCE SITE ATTENDANT	PUBLIC WORKS/LANDFILL	1

Title	Department	Range
CONVENIENCE SITE SUPERVISOR	PUBLIC WORKS/LANDFILL	5
CORRECTIONAL INVESTIGATOR	NRADC	5
CORRECTIONAL NURSE I	NRADC	6
CORRECTIONAL NURSE II	NRADC	6.5
CORRECTIONAL NURSE III	NRADC	7
CORRECTIONAL OFFICER I	NRADC	5
CORRECTIONAL OFFICER II	NRADC	6
CORRECTIONAL OFFICER III	NRADC	7
CORRECTIONAL SYSTEM TECHNICIAN	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 SVC REP-NON AIRPORT)	FC-ALL DEPT'S EXCEPT AIRPORT	2
CUSTODIAN	MAINTENANCE	1
CUSTODIAL SUPERVISOR	MAINTENANCE	3
CUSTOMER SERVICE REP(AIRPORT ONLY)	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 BOARD OF SUPERVISORS	COUNTY ADMINISTRATION	10
DEPUTY CLERK/OPERATIONS	CLERK'S OFFICE	6
DEPUTY COMMONWEALTH'S ATTORNEY	COMM ATTORNEY'S OFFICE	12
DEPUTY DIRECTOR IT-SECURITY	INFORMATION TECHNOLOGY	11
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 REGISTRAR	REGISTRAR'S OFFICE	5
DEPUTY TREASURER	TREASURER'S OFFICE	12
DEPUTY TREASURER / COMPLIANCE	TREASURER'S OFFICE	10
DEPUTY TREASURER OPS	TREASURER'S OFFICE	12
DESIGN REVIEW SPECIALIST	PUBLIC WORKS/INSPECTIONS	6
DIRECTOR 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 TECHNICIAN	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 & RESCUE CHIEF	FIRE & RESCUE	NC 3
FIREFIGHTER/EMT		5
FINEFIGHTER/ EIVIT	FIRE & RESCUE	5

Title	Department	Range
FLIGHT LINE TECHNICIAN	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
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 PUBLIC WORKS/LANDFILL	10
LANDFILL OPERATIONS MANAGER	PUBLIC WORKS/LANDFILL	8
LANDFILL OPERATIONS SUPERVISOR	PUBLIC WORKS/LANDFILL	7
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
OPERATONS 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 PARKS & RECREATION	2
I ANN CANETAKEN	I ANIO & RECKEATION	

Title Department PARK MANAGER PARKS & RECREATION PARK TECHNICIAN PARKS & RECREATION PARKS SUPERINTENDENT PARKS & RECREATION PAYROLL MANAGER FINANCE PC TECHNICIAN INFORMATION TECHNOLOGY PERMIT MANAGER PUBLIC WORKS/INSPECTIONS PERMIT TECHNICIAN PUBLIC WORKS/INSPECTIONS PERSONAL PROPERTY SUPV COMMISSIONER OF THE REVENUE PLANNING & DEVELOPMENT PLANNING DIRECTOR PLANNING & DEVELOPMENT	Range 8 3 9
PARK TECHNICIAN PARKS SUPERINTENDENT PAYROLL MANAGER PC TECHNICIAN PERMIT MANAGER PERMIT MANAGER PERMIT TECHNICIAN PERMIT TECHNICIAN PERSONAL PROPERTY SUPV PLANNER PARKS & RECREATION PARKS & RECREATION PARKS & RECREATION PINANCE PINANCE PUBLIC WORKS/INSPECTIONS PUBLIC WORKS/INSPECTIONS PERSONAL PROPERTY SUPV PLANNING & DEVELOPMENT	3 9
PARKS SUPERINTENDENT PAYROLL MANAGER FINANCE PC TECHNICIAN PERMIT MANAGER PERMIT TECHNICIAN PERSONAL PROPERTY SUPV PLANNER PARKS & RECREATION FINANCE PINANCE PUBLIC WORKS/INSPECTIONS PUBLIC WORKS/INSPECTIONS PERSONAL PROPERTY SUPV PLANNING & DEVELOPMENT	9
PAYROLL MANAGER PC TECHNICIAN INFORMATION TECHNOLOGY PERMIT MANAGER PUBLIC WORKS/INSPECTIONS PERMIT TECHNICIAN PUBLIC WORKS/INSPECTIONS PERSONAL PROPERTY SUPV COMMISSIONER OF THE REVENUE PLANNER PLANNING & DEVELOPMENT	
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PERMIT MANAGER PUBLIC WORKS/INSPECTIONS PERMIT TECHNICIAN PUBLIC WORKS/INSPECTIONS PERSONAL PROPERTY SUPV COMMISSIONER OF THE REVENUE PLANNER PLANNING & DEVELOPMENT	4
PERMIT TECHNICIAN PERSONAL PROPERTY SUPV COMMISSIONER OF THE REVENUE PLANNER PLANNING & DEVELOPMENT	7
PERSONAL PROPERTY SUPV COMMISSIONER OF THE REVENUE PLANNER PLANNING & DEVELOPMENT	4
PLANNING & DEVELOPMENT	8
	9
	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
	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 COMMUNICATIONS DIR PUBLIC SAFETY COMMUNICATIONS	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
RESEARCH MANAGER EDA	8
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
	8
SR INSPECTOR PUBLIC WORKS/INSPECTIONS SR LANDELL TECHNICIAN PUBLIC WORKS (LANDELL)	5
SR LANDFILL TECHNICIAN PUBLIC WORKS/LANDFILL SR LECAL SECRETARY COMMA ATTY/CNITY ATTORNEY'S OFFICE	5
SR LEGAL SECRETARY COMM ATTY/CNTY ATTORNEY'S OFFICE	5 5
SR MOTOR EQUIP OPERATOR PUBLIC WORKS/SHAWNEELAND	
SR PERMIT TECHNICIAN PUBLIC WORKS/INSPECTIONS	5
SR PLANNING & DEVELOPMENT	10
SR PROBATION CASE OFFC NRADC/DCS	4
SR PROGRAM COORDINATOR INFORMATION TECHNOLOGY	11
	10
SR PROJECT MANAGER PUBLIC WORKS/ADMINISTRATION	5
	4

Title	Department	Range
SUPERINTENDENT	NRADC	NC
TIMBROOK ACHV CENTER COORDINATOR	JUVENILE PROBATION OFFICE	4
TREASURER	TREASURER'S OFFICE	NC
VW PROGRAM ASSISTANT 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
ZONING ADMINISTRATOR	PLANNING & DEVELOPMENT	8
ZONING INSPECTOR	PLANNING & DEVELOPMENT	5

SALARY RANGES Adopted July 2020						
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	