



## 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: December 4, 2020  
SUBJECT: HR Committee Agenda

---

The HR Committee will meet in the First Floor Boardroom Room at 107 North Kent Street on **Friday, December 11, 2020** at 9:00 a.m.

The agenda for the meeting is as follows:

1. **Salary Survey – Discussion of HR Department’s FY 2021/2022 Classification and Compensation Study Budget Request**
2. **Employee of the Month Recognition – Employee Nomination**

## MEMORANDUM

**TO:** Human Resources Committee

**FROM:** Missi Neal (Purchasing Manager) & Michael Marciano (Director of Human Resources)

**DATE:** December 4, 2020

**SUBJECT:** Executive Summary - Classification and Compensation Study Budget Request

---

The County's Department of Human Resources administers comprehensive programs aimed at attracting, motivating, and retaining a professional and industrious workforce. The Department provides approximately 800 full- and 300 part-time employees with services related to recruitment, selection and retention, compensation and benefits, performance management, employee relations, policy development and interpretation, organizational development, training and development and employment law compliance. In addition, Frederick County Public Schools (FCPS) has approximately 2,300 employees of which 1,500 are instructional and 800 are non-instructional.

It is the goal of the County and FCPS to conduct a compensation study to provide a recommendation for salary placements, pay grade and compression adjustments placing both the County and FCPS in a comparable position with our comparative market to hire and retain quality employees. The comparative is comprised of localities that are geographically located close to Frederick County and where departing employees typically obtain employment. The last compensation study conducted by the County was in 2014<sup>1</sup>.

Costs associated with the study have a lot to do with how comprehensive the study is plus the number of classifications and current employees to be included in the study. Dinwiddie County has 130 unique classifications and 210 employees and budgeted \$50,000 (their proposals ranged in price from \$25,000 - \$135,000). Lynchburg also recently conducted a survey (2018) for \$100,000 with 450 classifications and 1,200 employees. The City of Chesapeake is anticipating a total cost of \$120,000 with 3,602 employees and the Chesapeake Public Schools finalized a study for \$108,625. Loudoun County completed a multi-year study with part 1 totaling \$126,000 and part 2 totaling \$287,000. Based on our total positions, titles, compensation plans, etc., we fall in line with the City of Chesapeake.

The estimated total is based on 400 titles/classifications and 3,384 employees (Frederick County, non-instructional FCPS, Department of Social Services). On average, the cost per classification for comparable localities is between \$300 and \$350; based on number of classifications, current positions and employees, the figure used in determining estimates was \$312.50.

The Human Resources Department has requested in its FY 2021/2022 budget \$125,000 to cover the cost of the survey.

---

<sup>1</sup> The compensation study conducted in 2014 did not include the Department of Social Services and Frederick County Public Schools.



# 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 type="checkbox"/> Professionalism     | <input type="checkbox"/> Superior Accomplishment |
| <input checked="" type="checkbox"/> Customer Service (Exceptional) | <input 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 type="checkbox"/> Resourcefulness     |  |
| <input type="checkbox"/> Integrity                                 | <input checked="" type="checkbox"/> Positive Attitude       | <input type="checkbox"/> Safe Work Practices |  |

Employee Name : BJ Dove

Department: Social Services

Nomination Submitted By: Catalina Bos

Department: Social Services

Nominator's Signature: Catalina Bos

Digitally signed by Catalina Bos  
DN: cn=Catalina Bos, o=United States of America, ou=Frederick County Department of Social Services, email=Catalina.Bos@frederickcountygov.com, c=US

Date: 11/27/2020

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:

BJ is the definition of a 'dependable' employee - she makes herself available and is a constant and reliable resource to all employees at Social Services. The front desk counts on BJ to assist them when clients come into the lobby or call on the phone. Staff members rely on BJ to provide assistance and aid with unknown and/or difficult case situations. Supervisors trust in BJ to always be there and help carry the load however it may be needed. During times of transition in management, BJ proved to be a sturdy and unwavering leader and advocate for the entire Benefits Division.

BJ possesses a positive attitude and has regard for maintaining morale amongst workers. She is thoughtful of other staff, celebrating them and coming up with fun things to do. She normally volunteers to cover the front desk so others can attend gatherings. Additionally, BJ provides exceptional customer service to the clients of Frederick County. She continuously goes above and beyond to assist by answering questions, offering explanations, fixing cases/coverage, calling other departments and resources as necessary, and overall by always being a kind and understanding person to everyone she encounters.

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

BJ has been a loyal Frederick County employee for almost 20 years. She truly cares about the citizens of Frederick County and their wellbeing. This is demonstrated not only through her performance as a Social Services employee, but also through her actions within the community itself. BJ regularly volunteers with different organizations and in different capacities within the community, including the Winchester Area Temporary Thermal Shelter (WATTS) where she helps serve homeless citizens in a variety of ways.

BJ has been an asset to Frederick County Department of Social Services, especially within the Benefits Division. Her knowledgeable, supportive, team-oriented, and caring nature have added value to the Department and to the County as a whole. She is held in high esteem by her peers and her efforts are truly greatly appreciated.

Thank you for everything you do for us every day!