



## 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: May 13, 2022  
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, May 20, 2022** at 9:00 a.m.

The agenda for the meeting is as follows:

1. **Request for Position to be Added to Salary Administration Program – Radio System Administrator:** Presentation by Tamara Perez, Public Safety Communications Director
2. **Discussion of Employee Recognition at Frederick County**



**COUNTY of FREDERICK**

**DEPARTMENT OF PUBLIC SAFETY COMMUNICATIONS**  
**1080 Coverstone Dr. Winchester, VA 22602**

To: HR Committee

From: Tamara Perez, Public Safety Communications Director

Date: May 12, 2022

Re: Radio System Administrator Justification

The Department of Public Safety Communications (PSC) is requesting the addition of a Radio System Administrator position to the Salary Administration Plan. We are recommending the position be designated at a salary range 219 (\$67,490 to \$111,236). A proposed job description for this position is attached for your review.

The Radio System Administrator position will serve as the primary contact for Frederick County's new public safety radio system. The Radio System Administrator will assist in managing the contract for the radio system to help ensure vendors and Frederick County operate within contractual obligations. In addition, this position will assist with installation, programming, and support of the radio applications utilized by Frederick County public safety to include, implementation of new products, system updates, and coordination with outside vendors and contractors. The Radio System Administrator will also maintain, monitor, and ensure the integrity of the radio equipment and key applications.

We have looked at comparable positions in other Virginia localities. Please see the below table:

Locality	Position Title	Salary Range
Frederick County	Radio System Administrator	\$67,490-\$111,236
Stafford County	Radio & Telecommunications Administrator	\$68,577-\$116,584
Henrico County	Radio Communications Maintenance Supervisor	\$62,622-\$115,196
City of Winchester	Radio Communications Manager	\$58,905-\$91,228
City of Suffolk	Radio Communications Manager	\$49,049-\$77,006
Fauquier County	Radio Systems Administrator	\$43,576-\$77,145
City of Harrisonburg	HRECC Technician	\$42,307-\$71,136

This position was included in the Department of Public Safety Communications' FY23 budget request. The Public Safety Committee reviewed this position at its December 9, 2021 meeting and recommended approval. This position was also identified by County Administration as one of the priority positions for FY23 and is funded in the budget adopted by the Board of Supervisors on April 13, 2022.

Staff is seeking a recommendation from the HR Committee to add the Radio System Administrator to the Salary Administration Plan at a salary range 219 (\$67,490 to \$111,236). Staff will be at the meeting to answer any questions the committee might have.

Attachment

# County of Frederick



**Job Title:** Radio System Administrator

**DATE:** 5/12/2022

**PREPARED BY:** Tamara Perez

**HR APPROVAL:** Click or tap here to enter text.

**HR APPROVAL DATE:** Click drop down to enter date.

**SALARY RANGE:** 219

**DEPARTMENT:** Public Safety Communication

**REPORTS TO:** Director of Public Safety Communications

**Essential**

**Non-Essential**

**Exempt**

**Non-Exempt**

## ***JOB PURPOSE***

**SUMMARY:** Under general supervision of the Public Safety Communications Director, individual administers, sets up, troubleshoots, and maintains the radio system, including radio software and radio hardware utilized by the Frederick County Sheriff, Fire and Rescue and Communications staff.

## ***ESSENTIAL FUNCTIONS***

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The requirements for this position include, but are not limited to, those outlined below. All job functions, education and experience, general knowledge and abilities, and physical requirements are subject to possible modification to reasonably accommodate individuals with disabilities to enable them to perform the essential functions of the job. This document does not create an employment contract, implied or otherwise. It is the employer's discretion to add or change the duties or requirements of this position at any time.

- Oversees all aspects of the planning and administration of multi-site digital trunked public safety radio system.
- Serves as the primary contact for the Frederick County radio system, manages ongoing contracts for the radio system, ensures vendors and Frederick County operate within contractual obligations.
- Installs and supports radio system hardware and software applications utilized by Frederick County public safety staff; implements new products and system updates; coordinates with outside vendors and contractors.
- Maintains, monitors, and ensures the integrity of radio equipment and key applications.
- Maintains radio system subscriber inventory.
- Assists users with setup, use, and optimization of radio technology including both software and hardware.
- Participates in meetings with vendors related to the needs and future projects, software and hardware upgrades, and infrastructure repairs.
- Performs Tier I repairs (e.g., antenna diagnosis and replacement, batteries diagnosis and replacement).
- Manages and maintains talk-groups and subscriber codeplugs. Coordinates planning for revisions to talk-groups with all affected agencies. Programs subscriber codeplugs as needed.
- Provides single point of contact for advanced technical support and management of the radio system and infrastructure.
- Must be available to respond to critical issues during non-business hours.
- Maintains high level of confidential and sensitive information in a discrete and professional manner.
- Punctual and regular attendance to work.
- Provides 24-hour on-call response to emergency situations.

## ***JOB REQUIREMENTS***

**EDUCATION:** Graduation from high school, supplemented by a minimum of 60 credit hours towards a college degree in computers, electronics, or a related field or a combination of training, education, and experience which demonstrates the ability to perform the essential duties of the job.

**EXPERIENCE:** Extensive knowledge of P25 standards and public safety radio system hardware and software and infrastructure, HTML, SQL, Microsoft Windows AD, and Microsoft Office 365 Products.

**OTHER KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of the principles and practices of radio system technical and user operations, application installation, setup, and troubleshooting. Understands safety hazards and appropriate precautions applicable to work assignments. Comprehends principles, practices, and methods related to the design and implementation of radio system servers, networks, systems and programming, and troubleshooting techniques. Knowledge of radio system hardware, software and peripherals. Understands public safety applications and systems.

Establishes and maintains effective working relationships with users, co-workers, and contractors, Knowledge of electronics, radio communication systems, and RF theory. Ability to install, maintain, and repair radio communication systems, equipment, and components. Knowledge of applicable Federal Communication Commission (FCC) Rules. Possession of a driver's license valid in the Commonwealth of Virginia.

**CERTIFICATES, LICENSES AND/OR REGISTRATIONS:**

***PHYSICAL AND ENVIRONMENTAL CONDITIONS***

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Work performed is primarily an office classification in a call center/dispatch environment, although occasional standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, to enter, and to retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and computer screen; hearing and speech to communicate in person and over the telephone and radio. Positions in this classification occasionally (daily, weekly, or monthly) bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees may occasionally be required to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

**ENVIRONMENTAL CONDITIONS:** Employee works primarily in an office environment with moderate noise levels, controlled temperature conditions, and minimal direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Work is performed in a fast paced, call center environment. Incumbent must remain alert and responsive while coordinating stressful situations in a fluid and dynamic work environment. Employee may be required to work weekends, holidays, inclement weather, nights, or be on-call as a regular part of the job and work any shift (day or night).

***ACKNOWLEDGMENT OF JOB DESCRIPTION***

I understand that it is my responsibility to comply with all the policies and procedures of the County and that such may be changed by the County at any time. I recognize that this job description is not intended to be all-inclusive, and I may be asked to perform other reasonably-related job responsibilities as assigned and required by management. I also realize that this job description, or other oral or written statements, do not constitute an expressed or implied employment contract, and such are not intended to bind the County of Frederick contractually. All employees are employed "at will" and either the employee or the County may terminate employment at any time, for any or no reason, with or without notice.

**I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Employee Name**

Frederick County Policy Regarding  
Employee of the Month & Employee of the  
Year

(May 20, 2022 HR Committee Meeting)

#### 10.5 Employee of the Month Award

The Board of Supervisors, upon recommendation by the Human Resources Committee, may select and present this award to one employee each month. Candidates may be nominated by any other County employee. Nomination forms should be submitted to the HR Department by the 1st of the month in order to be considered for the award for the following month. Employees may be nominated more than one time during the award year, but are only eligible to receive the award one time per year. All employees are eligible regardless of their employment classification. Department Heads and Constitutional Officers are not eligible to receive this award.

The employee will be selected on the merits of outstanding performance and productivity, positive job attitude and other noteworthy contributions to their department and to the County. Civic activities may be considered. Recipients of this award will receive a certificate and a \$200 cash award and the recipient's name will be added to the Employee of the Month plaque located in the County Administration Building. Recipients over the past twelve month award period will be recognized at the Annual Awards Banquet.

#### 10.6 Employee of the Year Award

The Board of Supervisors, upon recommendation by the HR Committee, select and present this award to one employee each year. Eligible candidates will be those employees who received an Employee of the Month award over the past twelve (12) month award period. This award will be presented to the employee whose service most serves as an example to all other employees within the County. The recipient of the award will receive an engraved plaque presented at the Annual Awards Banquet and a \$300 cash award.

Frederick County Employee of the Month  
Current Nomination Form  
(May 20, 2022 HR Committee Meeting)



# 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 type="checkbox"/> Customer Service (Exceptional)        | <input type="checkbox"/> Leadership Qualities    | <input type="checkbox"/> Project             | <input type="checkbox"/> Other                   |
| <input type="checkbox"/> Dependability                         | <input type="checkbox"/> Monetary Savings Ideas  | <input type="checkbox"/> Quality             |  |
| <input type="checkbox"/> Innovation/Creativity                 | <input type="checkbox"/> Performance/Skill Level | <input type="checkbox"/> Resourcefulness     |  |
| <input type="checkbox"/> Integrity                             | <input type="checkbox"/> Positive Attitude       | <input type="checkbox"/> 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.