

Facilities Management Department

LOB #24:

ADMINISTRATION

Purpose

This line of business provides the direction and overall management of the Facilities Management Department (FMD). Staff manage Human Capital Management, Budgeting and Accounting.

Description

This Line of Business is comprised of 3 distinct groups - The Office of the Director, Human Resources and Budget and Accounting. The Office of the Director provides Agency oversight and management activities, sets the agency's long and short term goals, determines agency's internal policies, provides administrative support to include clerical duties, dissemination of information, maintaining written departmental communications, conducting research, and facilitating the scheduling of meetings and appointments.

The Human Resources section serves as the liaison between the Fairfax County Department of Human Resources and FMD ensuring compliance with all applicable rules and regulations, as well as supporting supervisory and front-line staff needs. This section conducts advertising and recruiting, facilitates the hiring process, manages payroll and benefits, interprets Federal, State and County policies, and manages Workers Compensation, the pay for performance process, resolves personnel issues and provides training and development.

The Budget and Accounting section serves as the liaison between the Fairfax County Department of Management and Budget and the Department of Finance ensuring compliance with applicable rules and regulations. Staff in this section provide budget development and oversight, reconcile Accounts Payable and Receivable, reconcile financial transactions, provide logistical activities (excluding stock items) in support of the Capital Renewal, ADA, Real Estate Management, and Operations and Maintenance projects and recommend to the Office of the Director internal controls and procedures as related to financial management.

Benefits

The benefits associated with this line of business include:

- Overall management of the department
- Establishment of departmental long and short term goals
- Support for Human Capital Management activities within the department and provides a point of contact to staff
- Performs budget and accounting activities

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Mandates

This line of business complies with the following mandates:

- Fair Labor Standard Act (FLSA)
- Title IV of the Civil Rights Act of 1964
- Americans with Disabilities Act
- Family Medical Leave Act (FMLA)
- Occupational Safety and Health Act – Injury Reporting
- Time and Attendance Reporting
- County Human Resources Policies and Procedures
- Financial Policy Statement 630 - Non-PO Payments
- Financial Policy Statement 634 - Signature Authorization Policy
- Accounting Technical Bulletin 50010 - Capital Assets
- Accounting Technical Bulletin ATB 10040 - Guidelines for Financial and Accounting Records Retention
- Accounting Technical Bulletin ATB 40070 - Processing Monetary Receipts
- Accounting Technical Bulletin ATB 020 - Reconciliation of Financial Transactions
- Accounting Technical Bulletin ATB 049 - Stop Payment, Cancellation & Reissue of Checks
- Accounting Technical Bulletin ATB 60040 - Vendor File and Vendor File Update
- Procedural Memorandum 06-03 - Travel Policies and Procedures
- Procedural Memorandum 12-03 - Accountable Equipment
- Procedural Memorandum 12-201 - Emergency Procurement
- Procedural Memorandum 12-16 - On-line Purchase of Office Supplies
- Procedural Memorandum 12-08 - Procedures for Obtaining Vendor Quotes for Purchases from \$5,000 to \$10,000
- Procedural Memorandum 12-14 - Separation of Duties
- Procedural Memorandum 12-200 - Sole Source Procurement
- Procedural Memorandum 12-04 - Technical Review of Purchase Requisitions
- Procedural Memorandum 12-02 - Use of County Procurement Card

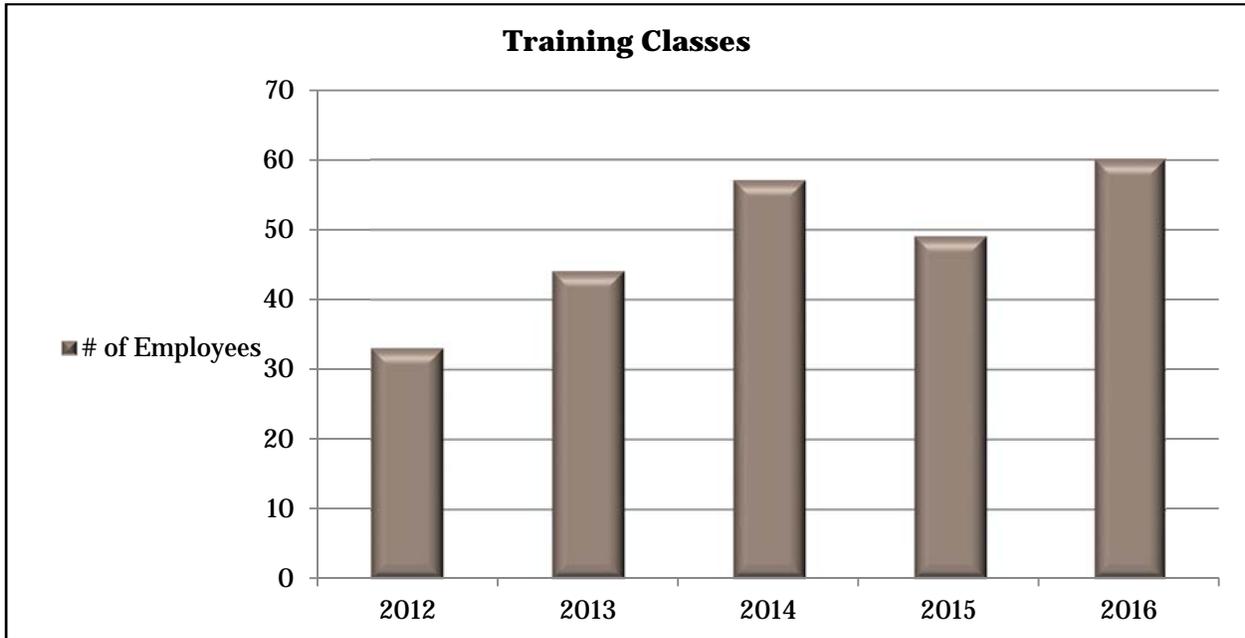
Trends and Challenges

The Human Resources Team consists of 3 staff members that support a total of 203 current employees, including 10 vacancies at a time. The Human Resources Team is experiencing challenges including hiring, retirements, training, promotions, and injuries.

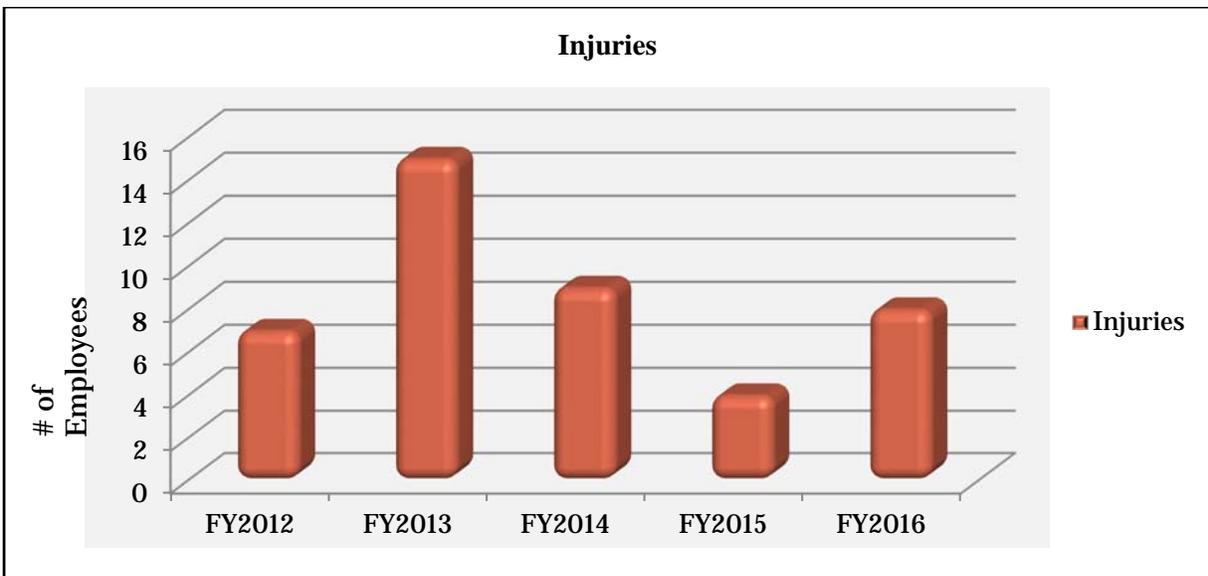
The department has a consistent hiring process, which includes criminal background and medical checks. The department continuously seeks succession planning initiatives to fill vacancies. Ongoing cross-training and strategic training and development initiatives prepare staff to remain competitive in their positions and allow the agency to fill vacating opportunities with existing staff. The agency continues to see an increase in promotions as training and development rises. Many FMD positions require technical knowledge and skills in addition to certifications and licenses.

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Certificate programs that are currently tracked include the International Facilities Management Association (IFMA), Society of Human Resources (SHRM), LEAD Training, Northern Virginia Community College Cohort, Trades apprenticeship program and Facilities Management Professional (FMP).



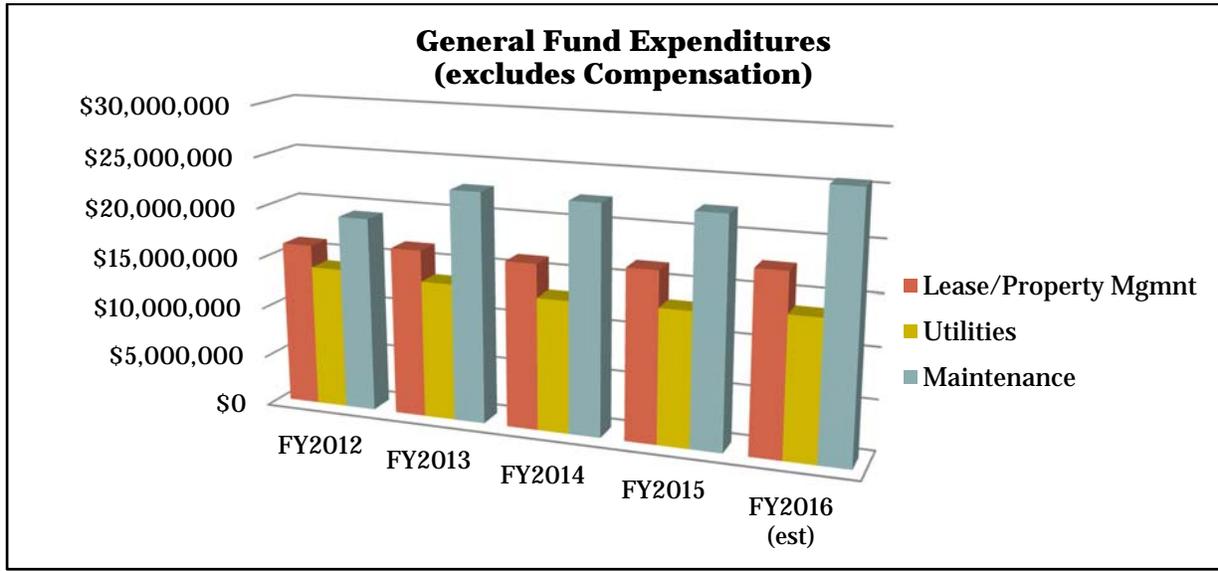
The daily duties required of FMD staff carry risk of injuries daily. Safety awareness training continues to be a priority in keeping staff members informed and safe.



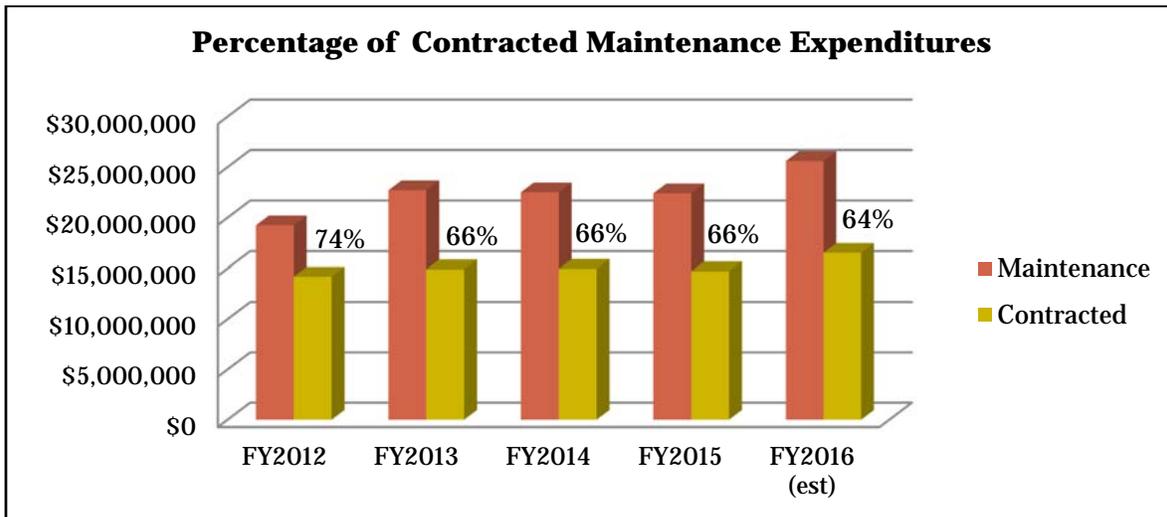
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The Budget and Accounting Team consists of 6 staff members who are responsible for the financial and logistical activities of the Department encompassing the General Fund, Infrastructure and Replacement Fund, General Construction and Contributions Fund, and other funds in support of County agencies. FY 2015 ended with combined activities exceeding \$79.7 million. Trends and challenges include: maintain and strengthening communication where possible, in face of increased demand, continue to provide effective and courteous customer service and provide time management continuing to meet internal and external deadlines.

The chart below illustrates the distribution of General Fund expenditures into 3 primary categories:



The graph below illustrates the level of contracted services used in support of maintenance activities:



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Resources

Category	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted
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FUNDING			
<u>Expenditures:</u>			
Compensation	\$814,865	\$826,608	\$791,581
Operating Expenses	169,393	196,268	152,168
Total Expenditures	\$984,258	\$1,022,876	\$943,749
General Fund Revenue	\$25,467	\$1,367	\$0
Net Cost/(Savings) to General Fund	\$958,791	\$1,021,509	\$943,749
POSITIONS			
Authorized Positions/Full-Time Equivalents (FTEs)			
<u>Positions:</u>			
Regular	12 / 12	12 / 12	12 / 12
Total Positions	12 / 12	12 / 12	12 / 12

Metrics

Metric Indicator	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate	FY 2017 Estimate
Total Funding Accountable	\$69,337,995	\$51,307,198	\$59,678,238	\$60,213,071	\$73,570,565
Retirements	11	7	12	13	13
Promotions	13	11	17	20	20
Total Number of New Hires	10	12	16	20	20
Injuries	15	9	4	8	8
Training Classes	44	57	49	60	60

The metrics provided highlight Human Capital Management output and financial accountability.