



Courier

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Job Class Review – Questionnaires Are Coming

Questionnaires are being e-mailed this month to merit employees representing about half of the county's job classes as part of the Job Class Review Project (announced in the Feb. 1 issue of Courier). The questionnaires are a part of the project that is reviewing all of the county's merit job classes and the methods currently used to review job classes. It is important to note that all job classes (approximately 800) will be

reviewed at some level, even though not all employees will receive a questionnaire.

The Department of Human Resources (DHR) will provide the information in the questionnaires to The Segal Company, the consulting firm selected to assist DHR with the Job Class Review Project.

The identification of classes to receive the questionnaire was made by Segal with input from a number of county sources including agency directors, the

Employee Advisory Council, the Employee Classification and Compensation Study Advisory Group, and agency human resources managers, as well as from discussions occurring at work force planning meetings.

The class review will not result in changes to the classification of any individual position. Instead it is one

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Paul Carlin and Timothy Hoover Are Don Smith Awardees

The Employees Advisory Council (EAC) presented the 2007 Don Smith EAC Award to two county employees at the Jan. 28 Board of Supervisors meeting.

The award recognizes individual county employees who have contributed in an outstanding manner to the well-being of fellow employees. The recipients are presented with an engraved plaque and a small cash award from the council.

The 2007 Don Smith EAC Award winners are:

► **Paul Carlin**, Fire and Rescue Department, for being a caring and considerate fellow employee. He is well known in his department as the go-to

person when something needs to be fabricated, repaired, acquired or done. He has been described as the epitome of support and an inspiration to all, on and off the job, 24/7.

► **Lt. Timothy Hoover**, Police Department, for his performance outside of his regular job duties as both an officer and supervisor. He made himself available on and off the job to staff under his supervision after the 2006 attack on the Sully District Station and is always available for moral support for ailing family members. He is a major force in his department's support network.



Paul Carlin



Lt. Timothy Hoover

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Courier is available online at <http://infoweb/courier>

step in the process to review and improve the processes for comparison of county classes both internally and in the marketplace. (A future step of the project will be determining what, if any, changes should be made to the market survey process. Segal will be making recommendations on which classes to include in the market survey. Selection of a class to be closely reviewed by Segal in this portion of the study does not necessarily mean that it will automatically be included in the market survey review. Look for more information in upcoming Courier articles.)

Segal is expected to take several months to review the input from the questionnaires and gather additional

The Questionnaire

The questionnaires are being e-mailed to merit employees in classes selected for a closer review. If you receive a questionnaire:

- ▶ Complete the survey and send it to your direct supervisor.
- ▶ Questionnaires should be returned as soon as possible before close of business (4:30 p.m.) on Friday, March 7.
- ▶ Agencies will provide paper copies of the questionnaire to employees without e-mail access.
- ▶ Supervisors will e-mail completed questionnaires, with a copy to the employee, to HRSegalSurvey@fairfaxcounty.gov. Paper surveys will be forwarded to HR Central, Suite 270, Government Center.

input from employees and managers. After a thorough analysis, final recommendations are expected by early 2009.

▶ For details of what is included in the review, as well as project updates, go to <http://infoweb/cex/classreview>. ■

In addition, two employees received honorable mention awards:

▶ **Jeffrey Davidson**, Department of Public Safety Communications (DPSC), was recognized for his volunteer work with the DPSC Peer Support Team, assisting new employees dealing with job stresses at the 9-1-1 Call Center.

▶ **Maj. Edwin Roessler Jr.**, Police Department, was recognized for his inspirational commitment to fellow employees, their families and the community. He is donating his cash award to the Law Enforcement Relief Fund.

Six other Fairfax County employees who were nominated received certificates of recognition:

▶ **Linda Hall**, Juvenile and Domestic Relations District Court.

▶ **Glenn Huffman**, Department of Public Works and Environmental Services.

▶ **Anne Mace**, Department of Family Services.

▶ **Giovonna Perry Ruffner**, Department of Family Services.

▶ **Gursharan Sidhu**, Department of Public Works and Environmental Services.

▶ **Tracy Strunk**, Department of Planning and Zoning.

The Don Smith EAC Award was established by the EAC in 1991 to honor Donald D. Smith, a longtime employee of the Office of Comprehensive Planning who was a mainstay of the EAC for many years, retiring his EAC position in 1987. This award was established after his county retirement in 1990. ■



Maj. Edwin Roessler Jr. is an honorable mention award winner.



Honorable mention award winner Jeffrey Davidson is congratulated by Board of Supervisors Chairman Gerald E. Connolly (shaking hands), County Executive Anthony H. Griffin and EAC Chair Anita Baker.

Upcoming Employee Advisory Council Elections

The terms of three representatives to the Employees Advisory Council (EAC) will expire May 31. An election is planned for April, with a nominating period in March.

The members whose terms are expiring are noted below. These elections will be for three-year terms from June 1, 2008, to May 31, 2011.

- ▶ **Judith Schambach** (Group 3).
- ▶ **Steven Baker** (Group 4).
- ▶ **Paula Woodrum** (Group 11).

In addition, **Monica Meeks** (Group 9) will be resigning from her position effective June 1, and an election will be held to fill the remainder of her term, which expires May 31, 2009.

Only merit or benefit-eligible exempt employees in those groups may nominate and vote in this election. Nominating forms are available from department

payroll contacts, the Department of Human Resources and are also on the EAC Web site at www.fceac.org.

The nomination period for EAC candidates runs until close of business Friday, March 14. Employees should give careful consideration in nominating worthy candidates. Those deciding to run for office should understand the responsibility, time commitment and expectations in being part of a team of EAC representatives. Those elected represent employees by acting as a liaison between management and employees and in some cases representing an employee in a grievance. Additionally, they are part of the team of EAC representatives that work together in advocating for a better workplace.

Nominators should follow the

instructions on the petition carefully. Only merit or benefit-eligible exempt employees can sign the petition and they must be in the same group as the nominee. It is recommended that each nominee provide more than the required amount of signatures to ensure there are no errors when names are confirmed and determined eligible for your specific group. Names should be both signed and printed so petitions can be verified. The candidate's 100-word statement that will be printed on the ballot should be attached to the petition.

▶ For more information, contact **Terry Lannon** at 703-324-3306, TTY 703-222-7314 or terry.lannon@fairfaxcounty.gov. Learn more about the EAC at www.fceac.org or contact any EAC representative with questions. ■

Millennium Forum — Finding New Leaders for Tomorrow

By *Patricia Bangs, Library Millennium Forum Planning Committee*

"We must reach out to young people and tell our story," Frank Benest, city manager of Palo Alto, Calif., told a Millennium Forum audience on Jan. 30. The mass exodus of the baby boomers from government service is one of several challenges facing government leaders in coming years, Benest believes. There are 80 million boomers in the U.S. set to retire in the next few years and only 50 million in Generation X ready to fill their slots. Also, a greater share of those boomers are in government rather than the private sector.

"We have no legacy," Benest noted. In 1963, 30 percent of the graduates of the Harvard Business School went into public service. By 2001, that figure had dropped to 1 percent. The news, however, isn't all bad. Younger workers do want to make a difference, but they want to do it outside the traditional organizational hierarchy. Local government can attract new talent if it connects with the values of the next generation. Citing author

John Izzo from the book "Values Shift," Benest said younger workers seek meaning in their work, challenges and learning opportunities. They want to feel like partners in the enterprise, and they seek balance among work, family and personal pursuits. Engaging these values is a critical challenge, he added. It might involve setting up a management talent exchange program that allows emerging leaders to work in nearby jurisdictions for a short period of time to sample other public service cultures. Creating a continuous learning environment in which younger workers can learn by doing helps emerging leaders develop. It means, Benest explained, tossing out the notion that government is a "zero sum environment." "Training," he said, "only takes place by making mistakes."

Another challenge facing leaders in government, Benest believes, is the need to collaborate across boundaries, whether it is among internal agencies or external organizations. Local governments also need to recognize that they need a new



Frank Benest

story. Due to fiscal constraints, government has entered an era when restructuring and resizing is a permanent characteristic, rather than a cyclical phenomenon. Once recognized, leaders can rally people toward the tasks such a story requires.

To borrow videotapes or DVDs of the presentation, contact the Employee Lending Library for Video Instructional Services at 703-324-8318, TTY 711 or john.kiefman@fairfaxcounty.gov. Benest's PowerPoint presentation and handouts are available at <http://infoweb/mfs>. ■

2008 Board of Supervisors Reference Guide

(A pullout-and-save guide – place in the folder in the back of your employee handbook for handy reference.)

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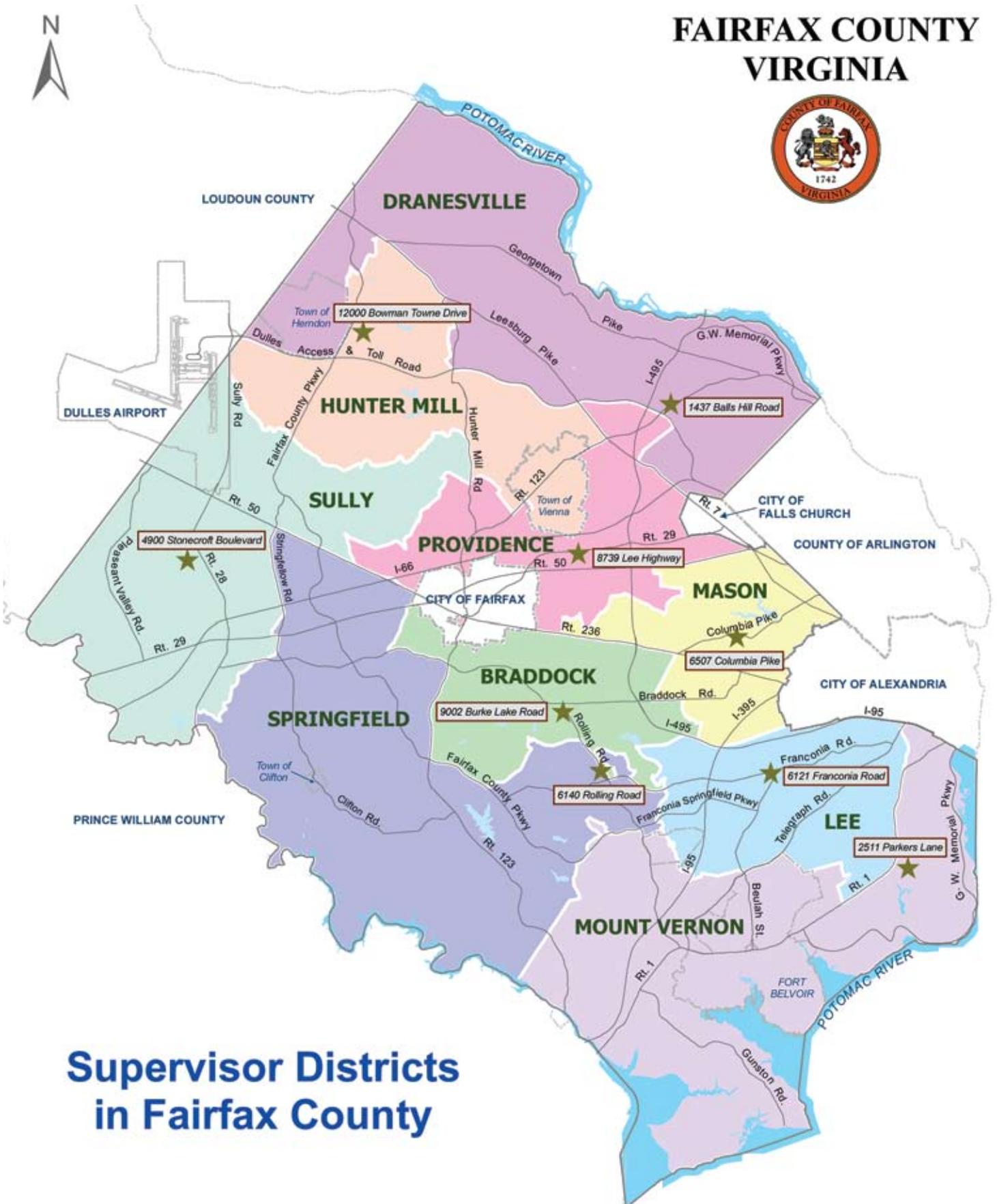


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► For more information about the Board of Supervisors, visit www.fairfaxcounty.gov/government/board. To request print copies of a one-page guide about the Board of Supervisors, contact the Office of Public Affairs at 703-324-3187, TTY 711.



FAIRFAX COUNTY VIRGINIA



Supervisor Districts in Fairfax County

- ▶ Stars indicate location of supervisor offices.
- ▶ Map is current as of July 2007.
- ▶ This map is for reference only.

Provided by the Department of Information Technology GIS and Mapping Services.

New FBMC Web Site Login System Enhances Security

With a focus on increased security for participants' personal and flexible spending account information and to provide an easier customer experience, Fringe Benefit Management Company (FBMC) has introduced a new login system for www.myfbmc.com.

Participants who go to the Web site will need to complete a short registration process to access their personal account information. Once the registration process is completed, participants will be able to log in using their preferred e-mail address and a password that they create during the registration process.

To register for the new login system, participants must complete the following steps. Participants will not be able to access their accounts until clicking on this link to complete the process.

- ▶ Click on "New User Signup" box under the login box at the center of the FBMC home page.

- ▶ Enter your name, home ZIP code, preferred e-mail address (will need to enter this twice to confirm) and Social

Security number* on the registration page.

- ▶ Create, enter and verify a password of at least eight characters.

- ▶ Enter an alpha-numeric code provided on the registration page.

- ▶ Remember to click on the "I accept. Complete my registration." button at the bottom of the registration page.

- ▶ Upon receiving a confirmation e-mail from FBMC at the e-mail address provided, click on the link in the confirmation e-mail (or copy and paste the link information into the Internet Web browser) to complete the registration process.

*Although the system provides an option to enter an employee identification number or the participant's FBMC ID number instead of the Social Security number, the system cannot currently accept county EINs and the FBMC ID number cannot be accessed until participants log in to their FBMC account. If participants prefer not to enter their Social Security number online, they

HR Central

HR Central has benefit information.

- ▶ Call 703-324-4900

- TTY 703-222-7314

- ▶ Visit <http://infoweb/hr/benefits>

can call FBMC Customer Service at 800-342-8017, TTY 711 and ask the customer service representative to provide their FBMC ID number.

If participants forget or cannot locate their password after completing the registration process, they can request a password reset by clicking on the "Forgot Your Password?" link below the login box. An e-mail will be sent to the participant's registered e-mail address with instructions for choosing a new password.

Participants who enter the incorrect password three times will be locked out of their account and will need to call FBMC Customer Service at 800-342-8017, TTY 711 for assistance with accessing the account. ■

New CIGNA Preferred Laboratory/Pathology Provider Options

CIGNA Open Access Plus (OAP) participants can now select from two of the largest national networks of laboratory providers as part of CIGNA's preferred network:

- ▶ Laboratory Corporation of America (LabCorp).

- ▶ Quest Diagnostics (Quest).

Both LabCorp and Quest offer a wide range of laboratory and pathology services at patient service centers nationwide.

CIGNA participants who use LabCorp or Quest will have lower out-of-pocket expenses and will likely pay less than if

they receive lab or pathology services at a hospital or doctor's office – even if the hospital or physician participates in CIGNA's network.



There are two ways to locate a LabCorp or Quest facility in your area:

- ▶ Log on to CIGNA's Web site www.mycigna.com.

- ▶ Call the number on the back of your CIGNA member ID card.

- ▶ For more information, contact HR Central at 703-324-4900, TTY 703-222-7314. ■

Beth Adams Is Honored

Beth Adams, Fire and Rescue Department, was recently presented the 2008 Keith Neely Outstanding Contribution to Emergency Medical Services (EMS) Award from the National Association of EMS Physicians (NAEMSP).

The award is presented to an active or past member of NAEMSP who has provided significant leadership to the association. Adams has been co-director of the National EMS Medical Directors Course and Practicum for three years. She also has served as program committee chair and was the NAEMSP professional-at-large board member for two terms.

► For more information about NAEMSP, go to www.naemsp.org.

Intelligent Mail Barcodes

In January 2009, the U.S. Postal Service (USPS) will implement the Intelligent Mail barcode, a new 65-bar barcode used to sort and track letters and flats. This will allow mailers to use a single barcode to participate in multiple USPS programs and to expand their ability to track individual mail pieces, among other benefits.

Representatives from USPS will conduct two seminars to help mailers understand the new barcode requirements on Wednesday, Feb. 27, at 8 a.m. and 9:30 a.m., in the Government Center's Conference Room 120C.

► For more information, contact **Pat Burton**, 703-324-2977, TTY 711, tisha.burton@fairfaxcounty.gov, or **Needham Kelly Jr.**, 703-324-1843, TTY 711.

Martin Luther King Jr. National Memorial Chief Architect to Speak at Government Center

Dr. Ed Jackson, chief architect for the Rev. Dr. Martin Luther King Jr. national memorial to be built on the National Mall, will make a presentation on Wednesday, Feb. 20, from 10:30 - noon in the Government Center Board Auditorium. Jackson will provide an overall update of the monument project, which is scheduled to open in 2009.

Registration is required. Go to <http://infoweb/employeeu> and click on Employee Learning Center (class code MLK 200) or contact your agency's training coordinator. For reasonable ADA accommodations, contact the Office of Equity Programs at 703-324-2207, TTY 703-222-5494.

Thousands Celebrate Opening of New Library

By Mary Mulrenan, Library

More than 2,000 people celebrated the opening of the new City of Fairfax Regional Library on Jan. 26. Residents checked out an average of 17 items per minute (more than 6,000 books) and applied for 153 library cards in seven hours (one every three minutes). The new facility replaces the old library building that was closed in November.

"Our customers are thrilled with the new library, and staff is thrilled with the public's response. It makes the long wait for the new library worthwhile," said Branch Manager **Tina Cunningham**.

The day began with a book procession from the old library led by the Fairfax High School marching band and Girl Scout Troop 1194. The procession also included staff members and children pushing book carts loaded with books. After the procession's arrival at the new, state-of-the-art building, a ribbon-cutting

ceremony was held. Library Director **Sam Clay**, Chairman of the Board of Supervisors **Gerald E. Connolly** and City of Fairfax Mayor Robert F. Lederer spoke about the importance of the library to the community and the unique partnership that allowed the building to be built and become a cornerstone of the city's redevelopment plans, while still being part of the Fairfax County Public Library system. Other special guests at the event included several members of the Board of Supervisors; Mary Petersen, Library Board of Trustees; and Marilyn Feldman, president of the Friends of the City of Fairfax Library.

A highlight of the new facility is the expanded Virginia Room collection, the county's foremost collection of books, photographs, and manuscripts related to Fairfax County history, government and



The lines to check out books were several people deep on the opening day of the new library. Photo by Lorrie Bennett, Library.

genealogy. There is also underground parking with 199 spaces.

► The City of Fairfax Regional Library is located at 10360 North Street, Fairfax, VA 22030-2514. Telephone: 703-293-6227, TTY 703-324-8365

► For more information about the new City of Fairfax Regional Library, visit www.fairfaxcounty.gov/library/branches/fx. ■

Security & Safety Matters

The Police Department recently released the following personal safety tips and reminders for residents and employees.

- ▶ Be alert. Someone not paying attention to their surroundings makes an easier target.
- ▶ Be confident. Walk with a purpose and look alert.
- ▶ Trust your instincts. If it doesn't feel or look right, it probably is not right.
- ▶ Carry a cell phone.
- ▶ Discuss travel routes and arrival times with friends and/or family.
- ▶ Avoid carrying large sums of money.

- ▶ Report suspicious people or activity immediately.
- ▶ Walk in well-lit, populated areas and avoid cut-throughs.
- ▶ Avoid walking close to hedges and bushes.
- ▶ Before leaving a bus or public place, look around to see who is in the area.

Automobile/Parking Lot Safety:

- ▶ Lock car doors.
- ▶ Park in well-lit areas.
- ▶ Keep your hands free if possible.
- ▶ Look around and see who is nearby.
- ▶ Service your vehicle regularly.
- ▶ Consider purchasing roadside

Police Department Information

- ▶ Emergency, call 9-1-1
- ▶ Non-emergency, call 703-691-2131, TTY 711.
- ▶ Online, visit www.fairfaxcounty.gov/police

assistance coverage.

- ▶ Before leaving a public place, stop and look around with your keys in hand. Make sure no one is approaching.
- ▶ Get into your car and lock the doors. ■

Requesting a Duplicate W-2 Form

County employees should have received the federal W-2 statement, which was mailed to the address you had in the payroll system ("PRISM") on Jan. 17. W-2 statements returned by the U.S. Postal Service as "undeliverable" are held by the Department of Human Resources (DHR) Payroll Division, as required by the Internal Revenue Service.

If you haven't received your W-2 form or if it has been misplaced, there are two ways to request a duplicate: call DHR's duplicate W-2 request line at 703-324-3347, TTY 711 or complete a "Request for Duplicate W-2" form and forward it to the Payroll Division. The "Request for Duplicate W-2" form is available at <http://infoweb/hr/payroll>. Click on the "Forms and Processing Info" box, click on "Payroll Forms," then scroll down to the "Tax Withholding" section and click on "Duplicate Request - W-2."

The duplicate W-2 will be mailed to your address in PRISM. If your PRISM address isn't current, you can:

- ▶ Contact your department payroll contact.
- ▶ Change it yourself using Transaction 005 in Online TIME.

▶ Provide the Payroll Division with a signed written request to have your address changed. It must include your name, Employee Identification Number (EIN) or Social Security number, and correct address.

▶ E-mail a request to charlene.krohn@fairfaxcounty.gov in Payroll to have your address changed (for security reasons, the e-mail must come from your County Outlook account).

▶ Fax a signed "Request for Duplicate W-2" form to 703-324-3444. (Since fax lines are not secure, DHR strongly recommends that faxed requests include your EIN, not your Social Security number).

Requests for duplicate W-2s are processed daily, and the duplicate is mailed to the employee's home. If you would rather pick up your duplicate W-2 in DHR, please include that fact in your request. A duplicate W-2 is only released to the employee who requested it, and the employee will be required to present a valid ID at pickup. Because W-2s contain confidential information, DHR will not e-mail or fax copies. ■

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