

Courier

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The Deadline for Open Enrollment is Friday, Nov. 17.

When viewing Courier online, use the links marked in red to get directly to stories.

New Employee Training Program Is Launched

A new training program that maps out exactly what courses employees should take to be successful in their current positions, as well as courses that will help them move forward in their careers, has been launched by the Office of the County Executive and the Organizational Development & Training (OD&T) Division.

The new Employee Development & Learning Program expands the county's training program. The new Training Resource Catalog includes a variety of classroom courses, resources and learning opportunities to assist employees in planning out their

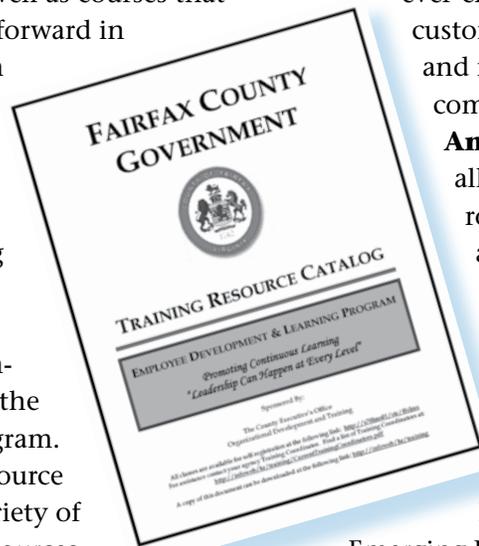
career at Fairfax County.

"By promoting continuous learning we are effectively responding to the

ever-changing demands of our customers, technology shifts and new skill requirements," commented County Executive **Anthony H. Griffin**. "We all want to support an environment where employees are encouraged to develop while providing excellent service."

The Employee Development & Learning courses are organized into five levels: New Hire, General Employee, Emerging Leader, Manager (new and experienced) and Executive.

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All in the (Fairfax County) Family

Promptly at 5 a.m. each weekday, **James Makely** begins his long commute from his home in Warren County to his job as a residential inspector for the Department of Public Works and Environmental Services (DPWES), based at the Herrity Building. There are no stops from home to Herrity for Makely. His fellow carpoolers are family members and DPWES co-workers, including his wife, **Vanessa**, daughter **Rachel** and dur-

ing the summer, son **Joshua**. His other daughter, **Rebecca**, lives in Manassas and works across the street from her family at the Department of Cable Communications and Consumer Protection in the Government Center.

After several years as a self-employed contractor, Makely, began working for Fairfax County in 1996. He already had

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Training, from page 1

The New Hire curriculum includes the mandatory orientation courses to be completed within six months of the hire date and provides for departmental and job-specific skills development.

General Employee courses are designed for non-managerial employees who successfully perform their work. The curriculum provides these employees with expertise in county business areas.

The Emerging Leader courses provide training and skills for employees interested in moving into a supervisory or managerial position.

Manager level courses are divided into two groups, managing people and managing resources. These courses may also apply to employees who do not supervise staff or have many years of experience with the county.

Leading organizations through strategic thinking, entrepreneurship and risk taking are part of the curriculum for the Executive level.

According to **Judy Lynch**, OD&T, each of the levels will have three types of training. There will be mandatory courses, as directed by the county executive; core courses that are recommended to reach the desired skill level and optional courses that build on skills and may be considered advanced training.

The new training program was created with

input and support from several agencies.

A limited supply of the new catalog is being distributed to agencies throughout the county and can be also found on Infoweb, along with more information about the program, at <http://infoweb/hr/training>.

You also can call or e-mail the OD&T staff:

Ursula Koerner

703-324-3650,

TTY 711

ursula.koerner@fairfaxcounty.gov

Judy Lynch

703-324-3645,

TTY 711

judy.lynch@fairfaxcounty.gov

Elizabeth Schaffer

703-324-3492,

TTY 711

elizabeth.schaffer@fairfaxcounty.gov

Sharon Hackett

703-324-3394,

TTY 711

sharon.hackett@fairfaxcounty.gov

Therese Michael

703-324-3452,

TTY 711

therese.michael@fairfaxcounty.gov ■



Make Change With a Dollar

The Fairfax County Charitable Campaign (FCCC) for the United Way of the National Capital Area runs through Nov. 22. It is an annual opportunity for county employees to make a difference

and have a lasting impact in our community through pledges of payroll deductions.

Each agency should have at least one designated contact person distributing and collecting pledge forms. If you do not know who your contact is, check with your supervisor or contact **Paula Harper**, Office of Public

Affairs, at 703-324-3199, TTY 711 or e-mail paula.harper@fairfaxcounty.gov.

This year's FCCC theme is "Make Change With a Dollar." The goal of the 2006 campaign is to have every county employee pledge \$1 a week. The FCCC supports more than 845 area nonprofits and community agencies that are members of the United Way of the National Capital Area.

Information on FCCC can be found on Infoweb at <http://infoweb/opa/unitedway>. To learn more about the United Way of the National Capital Area go to www.unitedwaynca.org. ■



The Makely family at the Herrity Building, including (left to right) Joshua, Rebecca, Rachel, Vanessa and James. (Photo provided by the family.)

Family, from page 1

family in the county's Fire and Rescue Department. His brother **Bill Makely** is a retiree and nephew **Kevin** is based at the Herndon Fire Station.

Rebecca joined her father on the 54-mile commute beginning in 2000, when she began working for the county as an intern in college and then became an employee when she graduated in 2001. She left the carpool when she moved to Manassas. Rachel was the next addition to the Makely carpool, beginning as a college intern in 2002 and has continued working for the county after recently graduating from college.

In 2004, Vanessa left her job at Winchester Medical Center to become an administrative assistant in the DPWES director's office and another addition to the family carpool. This summer, Joshua began his county career as an intern before heading off to college.

Now, the Makely family rises at 4 a.m. every workday and with a "let's go, let's go!" from dad, they are on the road by 5 a.m. James is the morning driver and Vanessa drives them home.

"It has been great for us and especially for the kids," said Vanessa. "They've gotten wonderful work experience and money for college, as well as a bird's eye view and understanding of how county government works. We're all proud to be working for Fairfax County."

The Rohr family tradition of working for the county's Fire and Rescue Department began 29 years ago when **Mark Rohr** joined the county, working his way through the ranks

to his current position as a battalion chief. He is currently the National Incident Management System (NIMS) compliance officer for the Office of Emergency Management. He was followed by his brother **David** who has a 27-year career with Fire and Rescue and is the assistant chief of operations. The youngest brother, **Donald**, is an eight-year veteran, based at the Annandale Fire Station.

The Rohr family owned a pizza shop in Arlington for two decades until it closed in 1983, but it was an interest in public service that led to their county careers.

A neighbor in their hometown of Vienna was a volunteer firefighter and convinced Mark and then David to become volunteers. They were quickly hooked and after what Mark called a "test drive" of their careers as volunteers, joined Fire and Rescue as employees. Donald came onboard later after seeing how much his brothers enjoyed their jobs and lulled by the schedule flexibility and the benefits.

"It's a great way to help people," said David, "and we've been treated really well by the county."

Another Rohr sibling, David's twin sister, **Debbie**, has also been a county employee. She is a former teacher for Fairfax County Public Schools. ■



The Rohr brothers (left to right) Mark, David and Donald.

More Than 4,500 Employees Respond to Survey

News From Compensation Task Force

As reported in Courier, the Compensation Task Force was assigned this summer by County Executive **Anthony H. Griffin** and the Board of Supervisors to oversee a comprehensive review of the county's current compensation system for the approximately 8,400 merit employees in the S, L and E grades. The review was in response to the concerns voiced by the Employee Advisory Council and other employees who suggest that Fairfax County's pay levels and annual increases are not consistent with similar job position pay levels elsewhere in the region.

The board and county executive emphasized this review would rely heavily on input from employees as well as the expertise of a compensation consultant. In order to ensure that employees would have as much opportunity as possible to provide comments, focus groups were held, an employee survey was conducted and employees were provided the opportunity to send e-mails, letters or voice mail to the task force.

To ensure the greatest opportunity for participation, the task force invited 1,442 randomly selected employees to participate in one of 16 focus groups. A total of 367 employees participated in these sessions. An additional 116 employees (based on job title, tenure with the county, whether or not they were a supervisor) were invited to participate in one of 12 focus groups. Most employees were invited by e-mail and those employees without Outlook access were sent hard copy invitations.

The raw results/comments from the 16 focus groups are available on the Compensation Task Force Infoweb page at <http://infoweb/cex/comptaskforce>. Focus group participants were reminded that there were parameters to the study established by the county executive. The county would continue to use the pay for performance system, but recommendations and feedback to improve the system were desired. However, across-the-board cost of living increases, not linked to performance, would not be considered.

A consultant hired by the task force also conducted an employee survey. Approximately 14,500 electronic surveys were sent to all county employees. In order to ensure that no one was overlooked, the e-mail surveys were sent to all employees, who were then asked to indicate their grade scale (S, L, E or other). Hard copy surveys were also provided to those employees that do not have access to Outlook.

The initial response indicated that more than 4,500 employees responded. However, this number included employees in all grade scales. Once the survey respondents in the S, L and E grades were extracted, the responses totaled 4,351, or 51.7 percent of merit employees in those grades. The task force also has received 198 e-mails (as of mid-October). The e-mail address, compensationtaskforce@fairfaxcounty.gov, is still taking e-mail comments through Nov. 1. However, the e-mails received after Oct. 15 cannot be included in the final report to the county executive due to time constraints.

Look for additional updates from the task force, well as information on the final report in upcoming issues of Courier. ■

Summary of Employee Feedback to Compensation Review

*4,500+ Total Responses to Survey
4,351 Responses from S, L or E
Grade Employees*

483 Focus Group Attendees

198 E-mails

Generations Discussed at Forum

According to **Neil Howe**, the “personalities” of generations are predictable, and it is possible to forecast how they will transform society in years to come. Howe is an economist, historian, demographer and co-author of “The Fourth Turning,” which he discussed at the Sept. 27 Millennium Forum.

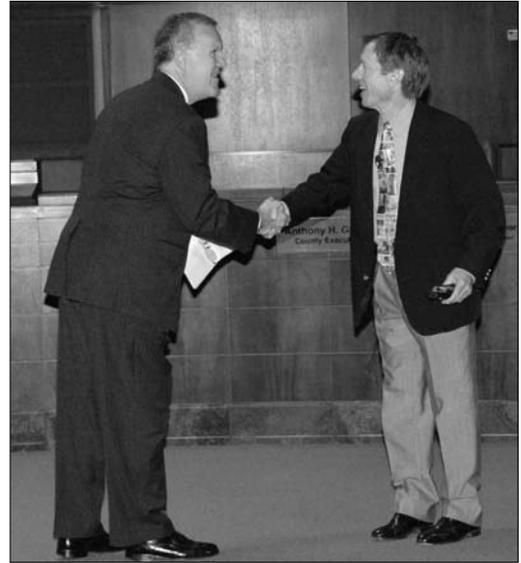
William Strauss was originally scheduled to make the presentation, but could not attend. Howe is Strauss’ colleague, and they’ve written four books together. In their book “The Fourth Turning,” they argue that the past 500 years of western history show recurring patterns caused by the personality styles of the generations of those eras. They predict that by 2010, the United States could enter a 20-year era of urgency and crisis. It will be a period in which huge problems may be solved, but “it will need a different kind of social mood and a new set of rules for carrying out our personal business and how we manage our organizations,” said Howe.

Howe outlined the characteristics of the five predominant generations currently impacting history: the G.I., Silent, Boomer, Generation X and Millennial – and how best to use them in the workplace. The G.I. generation won WWII, and they bring a “can-do” attitude to the workplace. The Silent generation came of age in the 1950s and believe in working within the system. Baby Boomers

are the visionaries in an organization, while Gen-Xers are risk-takers and cost-cutters. The Millennials, the oldest of whom are in their early 20s, are the new idealists – they value public service. They will come of age during the authors’ predicted era of crisis in the next decade.

A videotape of Howe’s Millennium Forum presentation can be borrowed from the Employee Lending Library for Video Instructional Services. Call ELLVIS at 703-324-8318, TTY 703-324-8365, or e-mail John.Kiefman@fairfaxcounty.gov. The next Millennium Forum is scheduled for Nov. 22 and features **Joel Garreau**, author of “Edge City: Life on the New Frontier.” Garreau will talk about the changing face of exurbs and suburbs like Tysons Corner. For more information about Garreau and other upcoming speakers, go to <http://InfoWeb/mfs>. ■

– Pat Bangs, Fairfax County Public Library



Library Director Sam Clay (left) welcomes Neil Howe to the Millennium Forum.

2007 Holiday Schedule

During its Sept. 11 meeting, the Board of Supervisors approved the following holidays to be observed by the county during 2007:

New Year’s Day	Jan. 1
Martin Luther King Jr. Day	Jan. 15
President’s Day	Feb. 19
Memorial Day	May 28
Independence Day	July 4
Labor Day	Sept. 3
Columbus Day	Oct. 8
Veterans Day	Nov. 12

Thanksgiving	Nov. 22
Day after Thanksgiving	Nov. 23
Christmas Eve (half day)	Dec. 24
Christmas Day	Dec. 25

For the list of remaining 2006 holidays, visit <http://infoweb/hr/currentholiday.htm>. ■

Focus on Benefits



**HR Central
has benefit
information.
703-324-4900,
TTY 703-222-7314**

Open Enrollment Tips

There are three weeks remaining in the benefit open enrollment period and employees are encouraged to review their current benefit elections and determine if they need to make changes for 2007. Here are some important open enrollment tips:

- ◆ The deadline is midnight on Nov. 17.
- ◆ All employees must make their open enrollment elections using the Benelogic online enrollment system at www.fairfaxcountybenefits.benelogic.com. The system can be accessed at work, at home, anywhere you can obtain an Internet connection.
- ◆ If you do not have Internet access or need additional help logging onto the Benelogic system, come to HR Central, Suite 270 in the Government Center, for assistance.
- ◆ Enroll early! In past years, the last few days of the open enrollment period have been the busiest for the Benelogic system. To make sure you are able to access the Benelogic system and can receive help with any problems or questions, you should log on to Benelogic and enroll early.

◆ Don't forget to print out a confirmation statement of your benefit elections!

How to Use the Benelogic Online Enrollment System:

- ◆ Go to www.fairfaxcountybenefits.benelogic.com.
- ◆ Log on using the user ID you use to access the county network and e-mail system and the last four digits of your Social Security number as your password. You will be prompted to change your password after you log on.
- ◆ Click on "Continue to Open Enrollment 2007 Benefits Enrollment."
- ◆ Make your elections on each screen and use the "Next" button at the bottom of each screen to move forward.
- ◆ Review your elections to make sure there are no errors.
- ◆ Click on "Finish" at the bottom of the "Review Elections" screen.
- ◆ Print out a confirmation statement of your elections for your records. ■

Open Enrollment Benefits Meetings

Tuesday, Oct. 31

Government Center, Conference Rooms 9/10

Presentations: 10 – 10:30 a.m.

Health Fair (Conference Room 8): 10:30 a.m. – noon

Monday, Nov. 6

Reston Regional Library, Rooms 1&2

Presentations: 10 – 10:30 a.m.

Health Fair: 10:30 a.m. – noon

Wednesday, Nov. 8

Massey Building, A-Level Conference Room

Presentations: 1 – 1:30 p.m.

Health Fair: 1:30 – 3 p.m.

NOTE: Change in Date! Thursday, Nov. 9

Judicial Center, Jury Assembly Room

Presentations: 1 – 1:30 p.m.

Health Fair: 1:30 – 3 p.m.

Monday, Nov. 13

Government Center

Presentations (Board Auditorium): 8:30 – 9 a.m.

Health Fair (Conference Rooms 9/10): 9 – 10:30 a.m.

Free vision, blood pressure, cholesterol, glucose and body fat screenings, plus a nutritionist will be available without an appointment at each health fair!

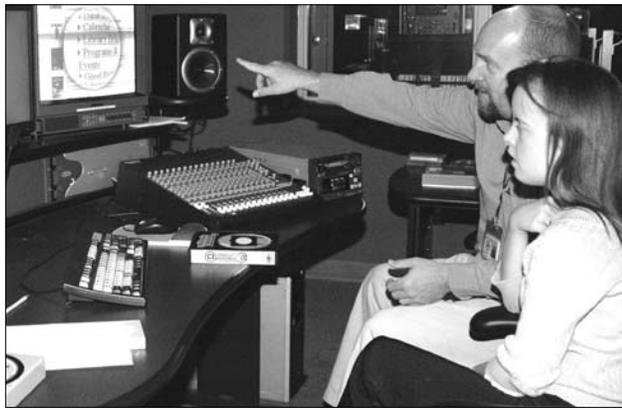
Briefs

Briefs

Briefs

National Disability Mentoring Day

Several county employees and the Board of Supervisors participated in the 2006 National Disability Mentoring Day on Oct. 18. Sponsored by the Office of Equity Programs, it was an opportunity to promote the county as an inclusive workplace. Disabled students from George Mason University and local high schools spent two to three hours "job shadowing" the employees and supervisors to learn more about county careers.



Roger Munter, Department of Cable Communications and Consumer Protection, explains the editing process for Channel 16 to a George Mason University student participating in the job shadowing activities at the Government Center.

P2P5 Conference

Registration is underway for the fifth annual Procurement to Payment (P2P5) Conference on Thursday, Nov. 16. All staff involved in procurement or payment processes are encouraged to attend. Join the Department of Finance and Department of Purchasing and Supply Management for door prizes, refreshments and opportunities to enhance your procurement to payment knowledge. Keynote speaker **Teresa Chambers**, former chief of the U.S. Park Police, will provide an interesting and interactive presentation on ethics and integrity. Self-registration is available through the Pathlore Learning Management System through Nov. 3. Instructions for self-registration can be found at the following link: <http://s701ms01/stc/ffx1ms>.

Questions regarding registration should be directed to your department training coordinator. For questions about the conference, please contact **Moira Johnson** at 703-324-3143 or **George Hohmann** at 703-324-3085 in the Department of Finance, TTY 711.

Volunteer Tutors Needed

Volunteers are needed for day and evening hours to work one-to-one with adult learners in public libraries or in classrooms. The Volunteer Learning Program (VLP) is a joint community project sponsored by Fairfax County Public Schools (Adult and Community Education). For more information about volunteer opportunities and an upcoming training on the evening of Nov. 28, please call 703-246-2139, TTY 711, or e-mail VLP@fcps.edu.

Table Tennis, Anyone?

Table Tennis (ping-pong) is now available in the Government Center Fitness and Wellness Center, due to the efforts of **Harish Patel**, Department of Finance. The table is open for competitive play before and after scheduled classes in the aerobics room. Check the class schedule in the Fitness Center or on Infoweb at <http://infoweb/parks/efwc/>. You must be a member of the Fitness Center to use the table and players are encouraged to bring their own paddles. For more information, call the Fitness Center at 703-324-5590, TTY 711.

Innovative Ideas for Aging Population

"The Maturing of America – Getting Communities on Track for an Aging Population," a new study funded by the MetLife Foundation and recently released by the National Association of Area Agencies on Aging recognizes Fairfax County as a national leader in efforts to plan for the needs of the

exploding population of aging Baby Boomers.

Fairfax County is singled out in the study as one of 10 communities in the nation with "great ideas" for serving its increasingly aging population. For more information on the National Association of Area Agencies on Aging, visit www.n4a.org. To learn more about the award and the county's efforts, go to <http://www.fairfaxcounty.gov/news/2006/269.htm>

County Wins First Place in the Change a Light Campaign

Fairfax County won first place in the nationwide Change a Light competition, sponsored by the National Association of Counties (NACo). The campaign challenged employees from the nation's 3,066 counties to use energy-efficient florescent bulbs in their homes.

Fairfax County won in the "large county" category for jurisdictions with more than 500,000 residents. NACo is a partner in the U.S. Environmental Protection Agency's National Change a Light Campaign.

Changing E-Mail Font Size

The county's Communication Strategy notes that employees' e-mail should only use blue or black ink and the Arial or Times Roman typeface. The font size should be no smaller than 10 points. It may be helpful in some cases to have the type size larger. To change font options in Outlook for all message types, follow these simple steps:

1. On the Toolbar, click Tools and select Options.
2. On the Options window, select the Mail Format tab.

3. In the Stationery and Fonts section, locate and click the Fonts button.

4. Click the Choose Font button for "When composing a new message," "When replying and forwarding" or "When composing and reading plain text."

5. Now on the Font window, select the font size you like to use.

6. Click OK.

7. Repeat steps four through six for any other message type you would like to change in Outlook. ■

Tech Tip # 107

Department of Information Technology
Technology Infrastructure Division
Technical Support Center
Fairfax County Government Center
12000 Government Center Parkway
Fairfax, VA 22035
Tel: 703-222-3535, option 1
Fax: 703-222-3396
TTY: 711

Important Flu Season Information!

Employees are encouraged to get a flu shot to protect your health during flu season. It can take up to two weeks for the flu vaccine to provide protection, so it's best to get a shot early in the season.

Seasonal flu typically runs from now until April, when people spend more time indoors. The illness peaks in January and February. There are many ways to prevent the spread of this contagious viral respiratory illness, including frequent hand washing, covering coughs and sneezes with a tissue, coughing or sneezing into your upper sleeve (not your hands) and staying home if you develop flu symptoms.

There is no anticipated shortage of flu vaccine this year. To obtain a flu vaccine, check with your private medical provider or community flu programs such as:

Inova Fight the Flu: 703-204-3339, TTY 711, or www.inova.com

Safeway Stores: <http://shop.safeway.com/superstore/default.asp?page=save>

Giant Stores: www.giantfood.com/home

CVS: www.cvs.com/CVSAApp/cvs/gateway/cvsmain

Eckerd/Brooks: <http://www2.eckerd.com/index.asp>

Rite Aid: www.riteaid.com

The Health Department will be offering the flu vaccine for county employees who are unable to secure the vaccine through their private medical provider or community clinics. Flu shots cost \$25, cash or check only. If you are unable to get the flu vaccine through your physician or other suggested providers above, you may call one of the five Health Department district offices for details, or go online to <http://www.fairfaxcounty.gov/hd/pcs>, or go to <http://www.fairfaxcounty.gov/hd/hd-clinicsite.htm>.

Fairfax Office: 703-246-7100

Herndon-Reston Office: 703-481-4242

Falls Church Office: 703-534-8343

Springfield Office: 703-569-1031

Mount Vernon Office: 703-704-6100

(TTY for all offices is 703-591-6435)

The Health Department encourages all agencies to display the popular "It's Flu Season!" posters throughout offices, lobbies and areas with high public visibility. Agencies should display hand washing instruction signs in all bathrooms.

Contact Kimberly.Cordero@fairfaxcounty.gov to obtain flu season educational materials. ■

Courier is published most payday Fridays. The deadline for articles and information is two weeks before publication.



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