

Courier

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Employees Reap Awards

Sixty-two county employees were recognized on Nov. 17 for their exceptional efforts at the Employee Awards ceremony held in the Government Center forum. Amid the hoots and hollers and loud applause



Wanda M. Gibson, director of Information Technology.

from appreciative colleagues, the county presented awards for Managerial Excellence, Outstanding Performance and Team Excellence. The presenters were Board of Supervisors Chairman **Gerald E. Connolly**, County Executive **Anthony H. Griffin** and Director of the Department of Human Resources **Peter Schroth**.

Managerial Excellence Award

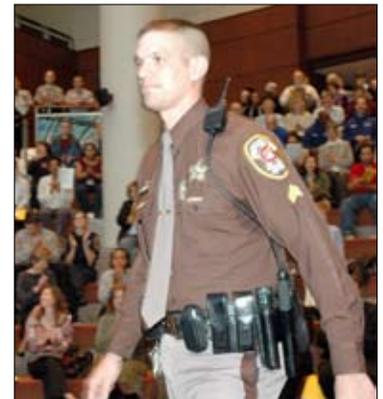
Wanda M. Gibson, director of information technology, was presented with the Managerial Excellence Award. During

the award presentation, Schroth noted, "As director of her department since 1999, Wanda has transformed the organization through building leadership capacity and competencies to support technology's rapid change and the county's growth and demand for such services."

Outstanding Performance Awards

Fifty-five employees received Outstanding Performance Awards in recognition of performing the duties and responsibilities of their positions in an outstanding manner and working well above expectations.

Awards, page 2



Sgt. William E. Friedman, Office of the Sheriff, steps up to receive his Outstanding Performance Award.

Compensation Study Final Report

The Compensation Task Force has been working diligently with the consultants, employees and senior staff to finalize the compensation study project. The consultant's final report was presented to County Executive **Anthony H. Griffin** on Nov. 15.

The task force also created a separate report, endorsing the consultant's recommendations and/or adding recommenda-

tions of their own, which was presented to the county executive on Nov. 22.

Griffin will carefully review the information and present his recommendations to the Board of Supervisors as part of the budget planning process for FY 2008 (effective July 1, 2007). The Board will review and consider the recommendations

Compensation, page 4



Ellen O'Brien, Office of Public Affairs, with County Executive Anthony H. Griffin (left) and Board of Supervisors Chairman Gerald E. Connolly (right).

Awards, from page 1

Transportation

Angela K. Rodeheaver, engineer IV

Tax Administration

Cynthia S. Jackson, administrative assistant IV

Diane M. Michalke, programmer analyst III

Amy M. Nottidge, programmer analyst III

Office of the Sheriff

William E. Friedman, sergeant

Purchasing and Supply Management

Sandra K. Jones, buyer II

Kathy H. Stanley, buyer II

Patricia L. Orlando, management analyst II

Public Works and Environmental Services

Capital Facilities

Kenneth R. Lim, engineer III

Hossein Raof-Malayeri, project coordinator

Land Development Services

Richard A. Lake, master combination inspector

Skip Raynor, supervising engineering inspector

Wastewater Planning & Monitoring Division

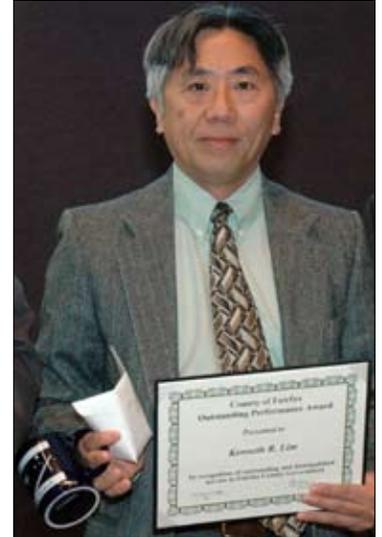
Glen E. Tsaparas, environmental health specialist II

Public Affairs

Greg Licamele, information officer II

Ellen B. O'Brien, information officer II

Award winner Kenneth Lim is an engineer with DPWES, Capital Facilities.



Police

John T. Asper, police officer first class

Christopher C. Cochrane, second lieutenant

Thomas K. Goodwin, property and evidence technician

Eva Zorrilla, administrative assistant III

Planning and Zoning

Peter H. Braham, planner III

Carolyn E. Holmes, administrative assistant II

Marsha Weatherly, administrative assistant II

Catherine E. Lewis, planner III

Daniel E. White, planning technician I

Planning Commission

Linda B. Rodeffer, administrative assistant V

Park Authority

John D. Berlin, park specialist I

Richard E. Cooksey, senior maintenance worker

Barbara C. Cosgrove, park/recreation specialist IV

Yen C. Lin, accountant I

Suzanne Malone, naturalist I

Library

Rita Mayer, librarian IV

Douglas R. Miller, management analyst II

Juvenile and

Domestic Relations

District Court

Linda V. Kirby, probation counselor I



Greg Licamele, Office of Public Affairs, was cited for his work with several agencies.

Information Technology

Thomas T. Walker, network/
telecommunications analyst II

Human Resources

Joyce J. Ferrito, business analyst III

Housing and Community**Development**

Diane K. Jenkins, housing and
community developer I

Susanne A. Sotirchos, housing and
community developer IV

Daniel Ogbon, administrative assistant IV

Health

Cynthia Morales, human service
worker II

Edward L. Pippin, environmental
health specialist III

Jennifer L. Wheeler, administrative
assistant III

Marion L. Zabielski, public health nurse II

Finance

Amin Abdul-Aziz, safety manager

Family Services

Donya Bauer, management analyst II

Aleida Garit, social worker III

Sandra L. Haun, social worker II

Retha T. Lockhart, social worker II

Community Services Board*Infant Toddler Connection*

Laurie E. Cunningham, mental retardation
specialist III

Mental Health Services

Louella Meachem, mental health supervisor

Teresa A. Shively, mental health supervisor

Eileen E. Yates, mental health supervisor

Community and Recreation Services

Beverly A. Black, recreation specialist IV

Jesse M. Ellis, recreation specialist IV

Cable Communications and Consumer**Protection**

Verda F. Johnson, consumer specialist II

Planning and Zoning

Amy M. Smarr, property maintenance and
zoning enforcement inspector

Team Excellence Award

The Automated External Defibrillator (AED) Public Access Program team was the recipient of the Team Excellence Award. A partnership between county and school system staff, the program has become a model for the region.



The AED Public Access Program team listens as Peter Schroth, director of the Department of Human Resources, reads the team's many achievements. Chairman Connolly congratulated the group and donned the Team Excellence Award hat (far left).

With extraordinary effort, the team was able to facilitate the installation of over 700 AEDs at every school facility and all county facilities where employees are located, a total of more than 350 sites.

The Team Excellence Award winners include:

Finance

Linda S. Buczek, management analyst III

Teri M. Flynn, risk manager

Fire and Rescue

Dean W. Cox, battalion chief

Robert A. Konczal, captain II

Management and Budget

Martha N. Reed, budget analyst IV

Purchasing and Supply Management

Kevin C. Sheehan,
purchasing supervisor

Fairfax County Public**School System**

Jon L. Almquist, athletic
training specialist

Paul Jansen, director II,
activities and athletic
programs. ■

Daniel White, Planning and Zoning, proudly displays his award certificate.



Compensation, from page 1

within the constraints of what is anticipated to be a much tighter budget than the county has had in recent years.

Compensation is a topic that is very important and sensitive to county employees. It is also a system that can be difficult to effectively and accurately communicate (e.g. Market Rate Adjustment and Pay for Performance). The consultant's report will be provided on Infoweb next week. Please take some time to thoroughly read the report and recommendations, as well as other information posted on <http://infoweb/cex/comptaskforce>.

The task force and consultant identified two major areas that concern employees:

- **External Parity** – Are pay practices competitive with surrounding jurisdictions and the greater Washington labor market?
- **Internal Equity** – Are pay practices fair and internally consistent?

As a result of the review, the consultant found the county's current compensation system is generally competitive. However, the central finding of the study shows the county's current policies tend to favor new hires

over current employees, which is consistent with the employee concerns.

As a result of the exhaustive study and information gathering, the task force and consultant developed their final reports with recommendations addressing these areas of compensation:

- Promotions
- Re-grades and Job Class Benchmarking
- Reclassifications
- Pay for Performance
- Market Rate Adjustment

Many of the recommendations are not "quick hit" solutions. Although the recommendations could be implemented in FY 2008, it may take a few years for the full benefits of the programs to be seen.

Look for more information and updates in upcoming issues of Courier and other employee communications. ■

Winter Weather Advisory

Winter weather such as snow, sleet and icy roads can impact the opening of county offices. In the event of inclement weather, the county executive determines if county offices and facilities will be open, closed or delayed in opening, and if employees receive unscheduled leave or administrative leave. Each of these terms is defined:

- Open – Usual business hours.
- Delayed Arrival – There is a delay in the beginning of the work day. Employees are granted emergency administrative leave for the delayed time specified. Employees arriving after that time will be charged unscheduled leave.
- Closed – County facilities are closed and emergency administrative leave is granted.
- Unscheduled Leave – During bad weather when county facilities are open, employees may be granted unscheduled leave. Unscheduled leave is compensatory, annual or leave

without pay taken by an employee. Prior approval from supervisors isn't required but employees must call supervisors to let them know. Employees designated as emergency service personnel must report for work.

- Emergency Administrative Leave – Paid leave authorized by the county executive.

Employee Notification

During normal business hours, the Department of Human Resources notifies agencies of the county executive's decision for early closings. The Office of Public Affairs provides the closing information outside of normal business hours.

Delay/Closing Information

Call: 703-324-SNOW (7669), 703-246-SNOW (7669) or toll-free: 1-877-SNOWFFX1 (1-877-669-3391)

Online: www.fairfaxcounty.gov

Or: Channel 16, the Emergency Alert Notification (EAN) system and local media. ■

More information is available in the Weather-Related Emergency Closings Guide at http://infoweb/opa/guide_for_agencies.htm.

COOP Marks Milestone

Hurricanes Katrina and Rita, the possibility of pandemic flu and the potential of a terrorist attack are just a few of the reasons why the county is aggressively working on a Continuity of Operations Plan (COOP) to ensure that residents will continue to receive county government services during any type or scope of emergency.

"The underlying principle of a COOP is to restore essential service [following an emergency situation] within 12 hours and to operate in this emergency mode for up to 30 days, possibly in alternate locations," wrote County Executive **Anthony H. Griffin** in a recent memo to the Board of Supervisors.

This week marks the one-year anniversary of the formation of the COOP Oversight Committee, an 11-member group of county employees charged with development of a COOP implementation strategy. The committee is working with agency COOP coordinators to make sure every agency has a uniform, well-defined written COOP plan. In addition, the committee is coordinating information in partnership with the school system's COOP initiative. The COOP Oversight Committee was created by **Rob Stalzer**, deputy county executive and **Doug Bass**, director of the Office of Emergency Management (OEM).

The agency plans will become part of an integrated countywide plan coordinated by OEM. The planning process is meant to be ongoing and flexible, taking into consideration growth and changes in information systems, personnel and the resources needed for a wide range of emergencies.

"COOP allows local government to ensure we are able to adequately assist our residents during times of emergency. Continuation of government services during an emergency is expected by the residents and elected officials of Fairfax County," notes Bass.

In addition to the county and each agency having a COOP in place, Stalzer emphasizes that county employees need to think about their personal responsibility in the event of an emergency situation. Employees should have

their own COOP and think about who would do their job if they are not able to work.

"Each individual in the county government is essential and needs to think about how the organization can move forward without you. There should be two to three people who can do your job," he said.

COOP objectives include:

- ◆ Ensure that every agency continues its essential functions during an emergency.
- ◆ Ensure the safety of employees.
- ◆ Protect essential equipment, records and other assets.
- ◆ Minimize damage and loss.
- ◆ Achieve an orderly recovery from emergency operations.
- ◆ Identify relocation sites and ensure that operational and managerial requirements are met before an emergency occurs.

Look for more information on the county's COOP project and the Oversight Committee at <http://infoweb/oem/coop.htm> and in future issues of Courier. ■

COOP Oversight Committee Members

Teri Flynn, *Chair*, Department of Finance, Risk Management

Cullen Henderson, OEM

John Fout, Office of Internal Audit

Dawn Brown, Department of Human Resources

Marilyn McHugh, Office of County Attorney

Jim Person, Office of Public Affairs

Amin Abdul-Aziz, Department of Finance, Risk Management

Mike Ryan, OEM

Bob Grabowski, Department of Information Technology

Cheryl McLean, Department of Facilities Management

Amanda McGill, Office of County Executive, Pandemic Flu Rep.

Fairfax County School System COOP contacts: Fred Ellis and Gary Ball

Focus on Human Resources



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

Succession Planning

A large percentage of the county's workforce is reaching retirement eligibility, potentially creating a shortage of critical skills in the near future. To address this situation, the county is implementing a succession planning process that emphasizes employee development. The intended result from succession planning is development of a highly qualified pool of employees who are prepared and available to compete for key positions as needed.

The Departments of Administration for Human Services, Finance, Information Technology, and Tax Administration piloted the strategy in 2005. Other county agencies including the Park Authority and Department of Public Works and Environmental Services are developing succession plans.

Following the successful completion of the pilot project, the county executive approved the implementation of a countywide succession planning process. The Department of Human Resources (DHR) is developing the process, as well as tools for agencies to use that fit their operations and strategic goals.

The succession planning process will benefit county employees, managers and residents. Employees will benefit from having additional information to guide their development. County leaders at all levels will have new tools to manage employee training and development for key positions. Residents will benefit from the continuity of quality services during key personnel changes.

The DHR Succession Planning Project Team is responsible for:

- Creating a competency model with clearly defined levels and supporting information outlining training and development opportunities in coordination with the recently released Employee Development and Learning Program Catalog. (See Oct. 27, 2006 Courier.)
- Developing guidelines that describe how to implement succession planning. The guidelines will address key aspects of succession planning including strategic plans, definition of key positions, identification of competencies needed for key positions, developing can-

didate pools, assessing candidate preparedness and competency gaps, establishing development plans, and integration of development plans for the future.

- Providing user-friendly software that will support key succession planning processes. The software will enable managers and employees to define key positions, assess individual competencies, define learning and growth opportunities and establish individual development plans.

In addition to the DHR Project Team, a Succession Planning Advisory Committee, composed of agency representatives has been created. Committee members will serve as the communication link back to their agencies.

It is important to note that the county's succession planning process will focus on development. The requirement to have full and open competition for promotion remains in effect. The succession planning process will provide information to all employees that will enable them to plan their career development and to be competitive for promotion.

The project has an aggressive timeline for completion. The target date for completing training needed for implementation is the end of February. Implementation is scheduled to begin in March 2007.

Succession Planning DHR Project Team:

Curt Dierdorff-Project Manager,
Mark Ciavardoni, Joyce Ferritto, Evelyn Grieve
Elizabeth Schaffer, Judy Lynch, Kris Miracle
and Michael Rumberg

Advisory Committee:

Shakeel Yusuf, Department of Finance; Ed Roessler, Police Department; Karla Bruce, Community and Recreation Services; Randy Bruce, Department of Tax Administration; Barbara Ensor, Department of Administration for Human Services; George Robertson, Department of Public Works and Environmental Services; Cathy Spage, Department of Information Technology and Jon Filbey, Department of Family Services. ■

Briefs

Increased Approval Authority

Effective Monday, Dec. 11, department head authority to approve iCASPS requisition for conversion to small purchase orders, as well as invoices for payment, will increase from \$5,000 to \$10,000. Procedural changes resulting from these policy revisions, as well as updated forms, will be sent directly to all county staff who process documents in CASPS and FAMIS. If you have any questions, contact the CASPS help desk at 703-222-3535, option 4, TTY 711.

Holiday Food Drive

The 2006 Holiday Food Drive is underway! Donations of non-perishable food items and personal hygiene items can be delivered to collection boxes located in the Government Center cafeteria and the Department of Human Resources/HR Central (Suite 270) by Thursday morning, Dec. 14 (Donations cannot be picked up from other locations.) Needed food items in short supply include: breakfast and granola bars, cereal, canned meats, canned soups/vegetables, chili, fruit, jelly/jam, juice, peanut butter, spaghetti and spaghetti sauce. Personal hygiene items that are needed include: baby wipes, diapers, laundry detergent, shaving cream/gel, razors, tampons/maxi pads, antiperspirant, shampoo/conditioner, soap, toothpaste and toothbrushes. All donations will be delivered to the FACETS food pantry.

Volunteers Needed for Adopt A Family

Help make someone's holiday a little brighter. The Office of Partnerships' Adopt A Family program is

Briefs

looking for a few elves (volunteers) to help load and unload donated gifts from Dec. 12 to 15 at John Calvin Presbyterian Church, 6531 Columbia Pike, Annandale. Shifts are available between 8:30 a.m. and 4:30 p.m. each day. Contact Vance Zavela, 703-324-5041, TTY 711, to sign up for a shift.

Enjoy the Winter Solstice

The Park Authority is holding a winter solstice night walk and campfire on Friday, Dec. 22, from 7 to 9 p.m. at the Hidden Pond Nature Center, 8511 Greeley Boulevard, Springfield. Take the kids, six-years-old and up, on a walk into the winter forest in search of owls, fox and other wildlife. Finish up with a campfire and some hot chocolate! The cost is \$4 per person and reservations are necessary. Call 703-451-9588, TTY 711, for more information and reservations.

Animal Shelter Hosts Sunday Adoption Hours

Visit with pets that are looking for a home at the Fairfax County Animal Shelter's annual "Home 4 the Holidays" adoption event this month. The shelter will open its doors the next two Sundays, Dec. 10 and 17, in addition to its regular adoption hours. Each Sunday will feature animals available for adoption from a different partner adoption agency. The Sunday adoption hours are noon to 4 p.m., in addition to the regular adoption hours Tuesday – Friday, 10 a.m. to 5 p.m.



and Saturday, 10 a.m. to 4 p.m. Cats, dogs, rabbits, guinea pigs, ferrets, birds — the shelter has all types of animals looking for a new home for the holidays. For more information, contact **Michelle Hankins**, 703-324-0208, TTY 711.

Thank You!

A huge thank you to all the employees and agencies that participated in the 2006 Fairfax County Charitable Campaign (FCCC). Every dollar you pledged will make a difference!

ODRQ

Important county agency contacts are at your fingertips. The Office Directory of Resources and Questions (ODRQ) is an automated listing of more than 1,400 county contacts, service access information and frequently requested phone numbers. ODRQ is maintained on the county mainframe, so you need to follow the instructions shown at <http://infoweb/opa/odrq.htm>. If you have questions about ODRQ, contact

the Office of Public Affairs, 703-324-3188, TTY 711. If you experience problems logging in, call the Help Desk at 703-222-3535, TTY 711.

Language Access Survey Reminder

There are only a few days left to provide your feedback on the Language Access Survey by the Dec. 15 deadline. If you have any questions, call **Angie Carrera** at 703-324-2531, TTY 711.

Avoiding Deer Collisions

Deer-vehicle collisions are becoming more frequent in the area as deer populations thrive and commuting time has expanded.

According to the Insurance Institute for Highway Safety, more than 1.5 million deer-vehicle collisions occur each year in the United States, resulting in more than \$1 billion in vehicle damage.

Locally, Fairfax County Police Department had 151 reported crashes between vehicles and deer in 2005.

Here are some safe driving tips:

- Always wear your seat belt to reduce the possibility of injury in case of a collision.
- Use caution while driving during deer breeding season which runs October through December. Be espe-

cially attentive at dusk and dawn.

- Pay attention to "deer crossing" signs. They are there for a reason.
- If a deer is present near the roadway, slow down and anticipate the animal may dart into the road. Be careful, as deer often travel in groups.
- When a deer is on a roadway, flash the headlights from bright to dim and honk the horn to encourage the deer to run away from the road.
- If a deer runs into the roadway, try to slow down or brake without swerving. Try to maintain control of the vehicle at all times.
- If you cannot avoid hitting a deer, slow down and grasp the steering wheel firmly. Take your foot

off the brake at the time of impact. This will keep the front end of the vehicle up and may enable the deer to go under the car, rather than over it. This may reduce the potential of a deer crashing through the windshield.

- If a deer is struck within Fairfax County, report the collision through the Police Department's non-emergency line at 703-691-2131, TTY 711. They can arrange to have the deer retrieved.

Please contact **Robert Johnson**, safety analyst, Risk Management Division, Department of Finance, at 703-324-3043, TTY 711, or robert.johnson@fairfaxcounty.gov, if you have questions regarding any safety issues. ■

Annual Santa's Ride

Donations of **new** toys, games, books and stuffed animals are needed for the Santa's Ride toy distribution to children at Fairfax Hospital. The 19th annual Santa's Ride is conducted by the Police Department with the cooperation of the Sheriff's Department and the Vienna Police Department, Fairfax City Police Department and Virginia State Police.



Please bring your donations no later than Wednesday, Dec. 13, at 10 a.m. to any Fairfax County Police Department station or the county's Print Shop at the Government Center, Suite 143, 12000 Government Center Parkway, Fairfax.

Come see Santa and his elves outside the front of the Government Center on Wednesday, Dec. 13, at 11:11 a.m. For reasonable ADA accommodations, contact **Anita Vines** at 703-324-2838, TTY 711. ■

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



Lisa Connors, editor
 703-324-3197, TTY 711
 E-mail:
lisa.connors@fairfaxcounty.gov, or
courier@fairfaxcounty.gov

See *Courier* online at <http://infoweb/courier>.

Office of Public Affairs
 12000 Government Center Pkwy.,
 Suite 551
 Fairfax, VA 22035-0065
 Phone 703-324-3187, TTY 711
 Fax 703-324-2010,

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Happy Holidays From Courier!

Best wishes to all Fairfax County employees for a happy, healthy and safe holiday season. Look for the next issue of *Courier* on Jan. 5. The deadline for articles and information for the Jan. 5 issue is Friday, Dec. 15. If you have any questions, call me at 703-324-3197, TTY 711, or e-mail lisa.connors@fairfaxcounty.gov. ■

Lisa Connors, Courier Editor