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**Department of Human Resources**

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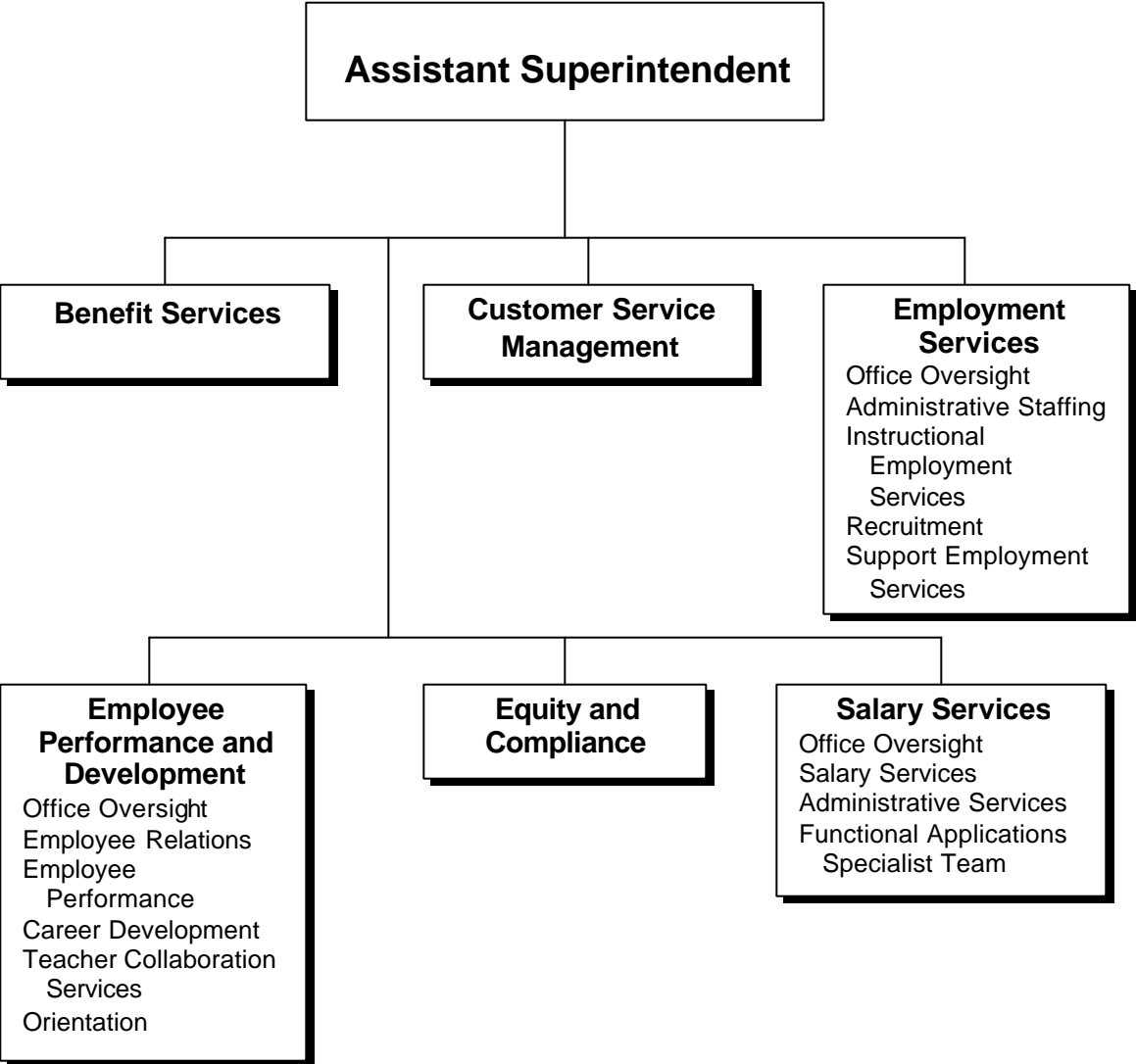
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**Department of Human Resources**

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## Department of Human Resources

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### Department Mission

The mission of the Department of Human Resources is to recruit, develop, and retain outstanding employees committed to fostering educational excellence. Fairfax County Public Schools (FCPS) will provide a world-class employee workplace through a model of responsive, efficient, and exemplary human resource service.

### Department Summary

The following table is a summary of all programs funded by this department. The instructional programs if applicable are described in Section 1. The support programs are described in the subsequent pages.

	FY 2003			
	Amount		Positions	
	School- Based	Nonschool- Based	School- Based	Nonschool- Based
<b>Instructional Programs:</b>				
Not Applicable				
<b>Total Instructional Programs</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0</b>	<b>0.0</b>
<b>Support Programs:</b>				
Office of the Assistant Superintendent	\$0	\$349,701		3.0
Benefits Services	0	1,069,723		10.5
Customer Service Management	0	360,167		6.0
Employee Performance and Development				
Office Oversight	0	160,960		2.0
Career Development	1,446,039	164,775	12.0	2.0
Employee Performance	0	270,090		2.0
Employee Relations	0	215,268		2.0
Orientation	0	117,267		1.0
Teacher Collaboration Service	0	404,240		4.0
Employment Services				
Office Oversight	0	179,585		2.0
Recruitment	0	1,313,507		10.0
Administrative Staffing	0	394,620		5.0
Instructional Employment Services	0	1,903,287		21.0
Support Employment Services	0	987,985		10.0
Equity and Compliance	0	932,297		11.0
Salary Services				
Office Oversight	0	173,638		2.0
Salary Services	0	1,281,019		15.0
Functional Applications Support Team	0	1,704,596		7.5
Administrative Services	0	1,015,419		8.0
<b>Total Support Programs</b>	<b>\$1,446,039</b>	<b>\$12,998,144</b>	<b>12.0</b>	<b>124.0</b>
<b>TOTAL DEPARTMENT</b>	<b>\$1,446,039</b>	<b>\$12,998,144</b>	<b>12.0</b>	<b>124.0</b>

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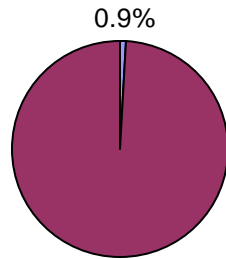
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## Department of Human Resources

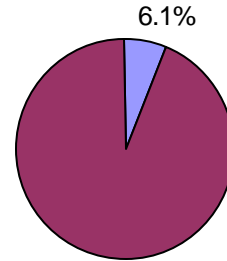
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**Total Department Percentage of  
Total Operating Budget**



**Human Resources Support Programs  
Percentage of all Support Programs**



### **Trends and Issues**

None identified

**Office of the Assistant Superintendent**

	FY 2002 Approved		FY 2003 Proposed		Program Percentage of Total Department
	School-based	Nonschool-based	School-based	Nonschool-based	
FT Salaries	\$0	\$270,787	\$0	\$279,859	<p>2.4%</p>
PT Salaries and OT	0	4,223	0	4,307	
Employee Benefits	0	59,028	0	65,535	
Operating Expenses	0	0	0	0	
<b>Total Cost</b>	<b>\$0</b>	<b>\$334,038</b>	<b>\$0</b>	<b>\$349,701</b>	
<b>Positions</b>	<b>-</b>	<b>3.0</b>	<b>-</b>	<b>3.0</b>	
<b>Office Total</b>		<b>\$334,038</b>		<b>\$349,701</b>	
<b>Offsetting Revenue</b>		<b>\$0</b>		<b>\$0</b>	
<b>Net Cost</b>		<b>\$334,038</b>		<b>\$349,701</b>	
<b>Total Positions</b>		<b>3.0</b>		<b>3.0</b>	
Assistant Superintendent	Brad Draeger				
Phone Number	703-750-8450				

**Description**

To set policy for and oversee operations of the Department of Human Resources in support of School Board policy, division goals, and the department’s mission.

**Goals**

- Ensure a discrimination-free workplace for all applicants and employees, while attracting and retaining a diverse workforce
- Monitor and ensure supervision and performance evaluation programs for all employees, and provide career pathways and staff development for all employees
- Provide all employees competitive and comprehensive benefits and compensation and recognize and reward employees for outstanding performance

**Explanation of Costs**

Funding is for salary and benefits for this assistant superintendent, administrative assistant, and an investigator.

**Office of Benefit Services**

	FY 2002 Approved		FY 2003 Proposed		Program Percentage of Total Department
	School-based	Nonschool-based	School-based	Nonschool-based	
FT Salaries	\$0	\$551,840	\$0	\$593,953	<p>A pie chart titled 'Program Percentage of Total Department' showing a small blue slice representing 7.4% of the total. The rest of the chart is a larger maroon color.</p>
PT Salaries and OT	0	32,393	0	33,041	
Employee Benefits	0	125,399	0	144,599	
Operating Expenses	0	298,130	0	298,130	
<b>Total Cost</b>	<b>\$0</b>	<b>\$1,007,762</b>	<b>\$0</b>	<b>\$1,069,723</b>	
<b>Positions</b>	<b>-</b>	<b>10.5</b>	<b>-</b>	<b>10.5</b>	
<b>Office Total</b>		<b>\$1,007,762</b>		<b>\$1,069,723</b>	
<b>Offsetting Revenue</b>		<b>\$0</b>		<b>\$0</b>	
<b>Net Cost</b>		<b>\$1,007,762</b>		<b>\$1,069,723</b>	
<b>Total Positions</b>		<b>10.5</b>		<b>10.5</b>	
Mandate	See Below				
Director	Ellen Fizer				
Phone Number	703-750-8430				

**Description**

Administers the school division’s benefit programs (health, dental, flexible spending accounts, life, long-term care, tax-deferred annuity, leaves of absence, and integrated disability program) in a fair and equitable manner that complies with all applicable local, state and federal laws and regulations. Selects and maintains quality service with vendors and providers. Processes applications and provides benefits information for all employees.

**Goals**

- Provide all employees with a comprehensive benefits program tailored to meet the needs of the employees
- Provide outstanding customer service by continuing to increase employees’ awareness and knowledge of employee benefit programs

**State and Federal Mandates**

- Family and Medical Leave Act (FMLA)
- Consolidated Omnibus Budget Reconciliation Act (COBRA)
- Workers’ Compensation
- Health Insurance Portability and Protection Act (HIPPA)
- Medicare Secondary Payer Laws
- Qualified Domestic Court Orders – Domestic Relations Orders (QDRO) and Medical Child Support Orders (QMCSO)
- Age Discrimination in Employment Act (ADEA)

## Department of Human Resources

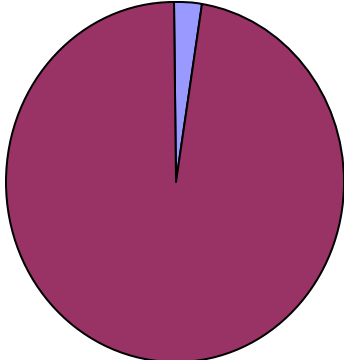
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- Americans with Disabilities Act (ADA)
- Internal Revenue Code - Section 125 Rules
- Uniformed Services Employment and Reemployment Rights Act (USERRA)

### **Explanation of Costs**

Funding for this program includes \$0.7 million for salary and benefits for 10.5 positions. The remaining funding is for supplies, printing of enrollment forms and benefits notices, and consultants hired to monitor health and dental insurance as well as workers' compensation insurance.

## Office of Customer Service Management

	FY 2002 Approved		FY 2003 Proposed		Program Percentage of Total Department
	School-based	Nonschool-based	School-based	Nonschool-based	
FT Salaries	\$0	\$266,076	\$0	\$267,645	 <p>2.5%</p>
PT Salaries and OT	0	22,145	0	22,588	
Employee Benefits	0	61,863	0	66,934	
Operating Expenses	0	3,000	0	3,000	
<b>Total Cost</b>	<b>\$0</b>	<b>\$353,084</b>	<b>\$0</b>	<b>\$360,167</b>	
<b>Positions</b>	<b>-</b>	<b>6.0</b>	<b>-</b>	<b>6.0</b>	
<b>Office Total</b>		<b>\$353,084</b>		<b>\$360,167</b>	
<b>Offsetting Revenue</b>		<b>\$0</b>		<b>\$0</b>	
<b>Net Cost</b>		<b>\$353,084</b>		<b>\$360,167</b>	
<b>Total Positions</b>		<b>6.0</b>		<b>6.0</b>	
Mandate	None				
Program Contact	Ed Barker				
Phone Number	703-914-8172				

### Description

Evaluate, analyze, and provide service to applicants, employees, and retirees of Fairfax County Public Schools. Develop measurements to effectively assess customer needs. Implement training programs for DHR staff in client-centered strategies, to implement telephone and Internet and Intranet technologies, which provide employees with access to human resources information. Conduct exit interviews of employees separating from FCPS.

### Goals

- Provide problem management and resolution service to principals and program managers
- Assist with the induction and orientation process for all newly-hired employees
- Provide all FCPS employees with improved access to employee human resource information

### Explanation of Costs

Funding for this program includes \$0.3 million for salary and benefits for 6.0 positions. The remaining funding is for hourly employees needed during summer and open enrollment high-demand times.

## Office of Employee Performance and Development

	FY 2002 Approved		FY 2003 Proposed	
	School-based	Nonschool-based	School-based	Nonschool-based
FT Salaries	\$624,676	\$882,673	\$748,503	\$948,622
PT Salaries and Overtime	205,999	63,345	210,119	64,612
Employee Benefits	178,295	203,051	214,117	240,636
Operating Expenses	273,300	78,730	273,300	78,730
<b>Total Cost</b>	<b>\$1,282,270</b>	<b>\$1,227,799</b>	<b>\$1,446,039</b>	<b>\$1,332,600</b>
<b>Positions</b>	<b>12.0</b>	<b>13.0</b>	<b>12.0</b>	<b>13.0</b>
<b>Office Total</b>		<b>\$2,510,069</b>		<b>\$2,778,639</b>
<b>Offsetting Revenue</b>		<b>\$0</b>		<b>\$0</b>
<b>Net Cost</b>		<b>\$2,510,069</b>		<b>\$2,778,639</b>
<b>Total Positions</b>		<b>25.0</b>		<b>25.0</b>

### Support Programs within the Office

- Office Oversight
- Career Development
- Employee Performance
- Employee Relations
- Orientation
- Teacher Collaboration Service

## Office Oversight

Office of Employee Performance and Development					
	FY 2002 Approved		FY 2003 Proposed		Program Percentage of Total Department
	School-based	Nonschool-based	School-based	Nonschool-based	
<b>Total Cost</b>	\$0	\$151,001	\$0	\$160,960	<p>A pie chart illustrating the program's percentage of the total department budget. The chart is almost entirely dark purple, with a very thin slice at the top labeled '1.1%'.</p>
<b>Positions</b>	-	2.0	-	2.0	
<b>Program Total</b>		\$151,001		\$160,960	
<b>Offsetting Revenue</b>		\$0		\$0	
<b>Net Cost</b>		\$151,001		\$160,960	
<b>Total Positions</b>		2.0		2.0	
Mandate	None				
Director	Andy Cole				
Phone Number	703-750-8475				

### Description

To support employee performance and development through the administration of employee induction programs, interpretation and enforcement of policies and regulations, support for the evaluation process for all employees; supporting them in achieving the highest level of job performance; and establishing career development and leadership development programs for every employee in FCPS.

### Goals

- Provide coaching and mentoring programs for all first and selected second year principals, manage systemwide efforts in career development and succession planning and manage the career ladder portfolio process for FCPS assistant principals
- To assure evaluation procedures, disciplinary actions, grievance procedures, and separation actions are implemented in compliance with local, state, and federal regulations and manage unemployment compensation claims and represent FCPS at appeal hearings
- Coordinate communications with employee advisory councils and conduct elections for the Support Services Employees' Advisory Council (SSEAC) and oversee, monitor, and review certification requirements for employee organizations and implement the organizational leave benefit
- Conduct elections for the Continuing Education Board, the Curriculum Advisory Council, the Educational Employees of Fairfax County Defined Benefit Plan (ERFC) Board, and the Fairfax County Employee Retirement System (FCERS) Board
- Monitor employee terminations and special incident cases, provide advice and training for labor management issues and maintain regulations related to employee relations, dismissals, grievances and labor relations

### Explanation of Costs

Funding is for salary and benefits for the director and administrative assistant.

## Career Development Program

Office of Employee Performance and Development				
	FY 2002 Approved		FY 2003 Proposed	
	School-based	Nonschool-based	School-based	Nonschool-based
<b>Total Cost</b>	<b>\$1,282,270</b>	<b>\$143,913</b>	<b>\$1,446,039</b>	<b>\$164,775</b>
<b>Positions</b>	<b>12.0</b>	<b>2.0</b>	<b>12.0</b>	<b>2.0</b>
<b>Program Total</b>	<b>\$1,426,183</b>		<b>\$1,610,814</b>	
<b>Offsetting Revenue</b>	<b>\$0</b>		<b>\$0</b>	
<b>Net Cost</b>	<b>\$1,426,183</b>		<b>\$1,610,814</b>	
<b>Total Positions</b>	<b>14.0</b>		<b>14.0</b>	
Mandate	See Below			
Program Contact	Beth Fennell			
Phone Number	703-750-8575			

**Program Percentage of Total Department**

11.2%

### Description

The Career Development Section is responsible for all aspects of career planning and development as well as Succession Planning for the school system. Areas of concentration include: Administrative Interns, AP Career Ladder, LEAD Fairfax (site based leadership development program), New Principals Mentoring Program, Support Services Institute, and Pathways Career Development Sessions.

### Goals

- Provide FCPS employees with enhanced professional development and career choices as well as ensure the succession of effective leadership
- Develop training programs for employees to enhance the applicant pool for key administrative positions within FCPS


### State and Federal Mandates

Code of Virginia 22.1-305.1. Mentor teacher programs

### Explanation of Costs

Funding for this program includes \$1.1 million for salary and benefits for 14.0 positions. The remaining funding is for hourly employees (former principals who mentor and assist new principals and other new school-based administrators) and consultants who monitor the progress of new administrators.

## Employee Performance Program

Office of Employee Performance and Development					
	FY 2002 Approved		FY 2003 Proposed		Program Percentage of Total Department
	School-based	Nonschool-based	School-based	Nonschool-based	
<b>Total Cost</b>	\$0	\$226,629	\$0	\$270,090	 <p>1.9%</p>
<b>Positions</b>	-	2.0	-	2.0	
<b>Program Total</b>		\$226,629		\$270,090	
<b>Offsetting Revenue</b>		\$0		\$0	
<b>Net Cost</b>		\$226,629		\$270,090	
<b>Total Positions</b>		2.0		2.0	
<b>Mandate</b>	See Below				
<b>Program Contact</b>	Pam McClelland				
<b>Phone Number</b>	703-750-8423				

### Description

The Employee Performance section supports employee performance through the administration of employee evaluation training programs, interpretation and enforcement of policies and regulations, and support for the evaluation process for all employees.

### Goals

- Ensure that evaluation procedures, disciplinary actions, grievance procedures, and separation actions are implemented in compliance with regulations
- To review and modify evaluation information and distribute changes to all teachers and program managers

### State and Federal Mandates

Code of Virginia 22.1-295. Employment of teachers

Code of Virginia 22.1-303. Probationary terms of service for teachers

House Bill 1726

### Explanation of Costs

Funding for this program includes \$0.2 million for salary and benefits for 2.0 positions. The remaining funding is for hourly employees, and for printing of new evaluation handbooks.

## Employee Relations Program

Office of Employee Performance and Development				
	FY 2002 Approved		FY 2003 Proposed	
	School-based	Nonschool-based	School-based	Nonschool-based
<b>Total Cost</b>	\$0	\$221,085	\$0	\$215,268
<b>Positions</b>	-	2.0	-	2.0
<b>Program Total</b>		\$221,085		\$215,268
<b>Offsetting Revenue</b>		\$0		\$0
<b>Net Cost</b>		\$221,085		\$215,268
<b>Total Positions</b>		2.0		2.0
Mandate	See Below			
Director	William Pugh			
Phone Number	703-750-8475			

**Program Percentage of Total Department**

1.5%

### Description

To foster a positive relationship between the school system and its employees, advisory councils, and certified organizations; to insure the integrity of the grievance procedure through the accurate interpretation and enforcement of policies and regulations; provide advice and training for labor-management issues; manage the employee service award program and all FCPS employee elections.

### Goals

- Coordinate communications with employee advisory councils and unions, as well as conduct employee elections effectively and efficiently
- Provide guidance on labor-management issues
- Manage the employee service award program

### State and Federal Mandates

Civil Service Reform Act of 1978  
Code of Virginia 22.1-308. Grievance procedure

### Explanation of Costs

Funding for this program includes \$0.2 million for salary and benefits for the director and administrative assistant. The remaining funding is for hourly employees, substitutes and supplies.

## Orientation Program

Office of Employee Performance and Development					
	FY 2002 Approved		FY 2003 Proposed		Program Percentage of Total Department
	School-based	Nonschool-based	School-based	Nonschool-based	
<b>Total Cost</b>	\$0	\$110,708	\$0	\$117,267	<p>A pie chart illustrating the program's percentage of the total department budget. The chart is almost entirely dark purple, with a very thin slice at the top labeled '0.8%'.</p>
<b>Positions</b>	-	1.0	-	1.0	
<b>Program Total</b>		\$110,708		\$117,267	
<b>Offsetting Revenue</b>		\$0		\$0	
<b>Net Cost</b>		\$110,708		\$117,267	
<b>Total Positions</b>		1.0		1.0	
<b>Mandate</b>	None				
<b>Program Contact</b>	Florence Jackson				
<b>Phone Number</b>	703-658-8032				

### Description

The orientation section of the Office of Employee Performance and Development designs and administers an induction/ orientation program for employees new to Fairfax County Public Schools. The orientation program discusses the FCPS organizational structure, employee/employer expectations for performance and behavior, benefits, payroll issues, and licensure requirements.

### Goals

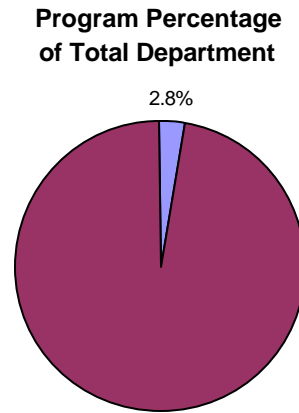
- Provide each new employee the information needed to successfully transition into Fairfax County Public Schools and assist employees making decisions regarding health care and other benefits offered
- Ensure employees are knowledgeable of the support systems and career opportunities that are available to FCPS employees

### Explanation of Costs

Funding is for salary and benefits for 1.0 position.

## Teacher Collaboration Service (TCS) Program

Office of Employee Performance and Development				
	FY 2002 Approved		FY 2003 Proposed	
	School-based	Nonschool-based	School-based	Nonschool-based
<b>Total Cost</b>	\$0	\$374,463	\$0	\$404,240
<b>Positions</b>	-	4.0	-	4.0
<b>Program Total</b>		\$374,463		\$404,240
<b>Offsetting Revenue</b>		\$0		\$0
<b>Net Cost</b>		\$374,463		\$404,240
<b>Total Positions</b>		4.0		4.0
Mandate	See Below			
Program Contact	Pam McClelland			
Phone Number	703-750-8423			



### Description

The Teacher Collaboration Service (TCS) is a professional partnership of teachers supporting teachers with the ultimate objective of providing the best possible instruction for students. TCS provides teachers, either identified through the evaluation process or self-identified, with the opportunity to collaborate with an experienced teacher to further their knowledge in an area of teacher performance.

### Goal

- Establish professional partnerships where teachers support fellow teachers to encourage career growth and monitor the program to ensure effectiveness

### State and Federal Mandates

Code of Virginia 22.1-295. Employment of teachers

Code of Virginia 22.1-303. Probationary terms of service for teachers

House Bill 1726

### Explanation of Costs

Funding is for salary and benefits for 4.0 positions.

## Office of Employment Services

	FY 2002 Approved		FY 2003 Proposed	
	School-based	Nonschool-based	School-based	Nonschool-based
FT Salaries	\$0	\$2,570,747	\$0	\$2,755,920
PT Salaries and Overtime	0	385,682	0	393,395
Employee Benefits	0	634,563	0	726,302
Operating Expenses	0	856,367	0	903,367
<b>Total Cost</b>	<b>\$0</b>	<b>\$4,447,359</b>	<b>\$0</b>	<b>\$4,778,984</b>
<b>Positions</b>	<b>-</b>	<b>48.0</b>	<b>-</b>	<b>48.0</b>
<b>Office Total</b>		<b>\$4,447,359</b>		<b>\$4,778,984</b>
<b>Offsetting Revenue</b>		<b>\$0</b>		<b>\$0</b>
<b>Net Cost</b>		<b>\$4,447,359</b>		<b>\$4,778,984</b>
<b>Total Positions</b>		<b>48.0</b>		<b>48.0</b>

### Support Programs within the Office

- Office Oversight
- Recruitment
- Administrative Staffing
- Instructional Employment
- Support Employment

## Office Oversight

Office of Employment Services					Program Percentage of Total Department
	FY 2002 Approved		FY 2003 Proposed		
	School-based	Nonschool-based	School-based	Nonschool-based	
<b>Total Cost</b>	\$0	\$171,679	\$0	\$179,585	<p>1.2%</p>
<b>Positions</b>	-	2.0	-	2.0	
<b>Program Total</b>		\$171,679		\$179,585	
<b>Offsetting Revenue</b>		\$0		\$0	
<b>Net Cost</b>		\$171,679		\$179,585	
<b>Total Positions</b>		2.0		2.0	
<b>Mandate</b>	None				
<b>Director</b>	Kevin North				
<b>Phone Number</b>	703-914-8100				

### Description

The purpose of the Office of Employment Services is to recruit, hire, and retain an outstanding and diverse workforce committed to fostering educational excellence.

### Goals

- Recruit, select, and assign staff for all positions classifications supporting a workforce of over 20,000 full-time equivalent employees and all hourly employees
- Ensure that FCPS schools have access to appropriate substitute resources when teacher absences are required
- Ensure licensure requirements of our educational staff are monitored and adhere to state licensure requirements

### Explanation of Costs

Funding is for salary and benefits for the director and administrative assistant.

## Recruitment Program

Office of Employment Services					
	FY 2002 Approved		FY 2003 Proposed		Program Percentage of Total Department
	School-based	Nonschool-based	School-based	Nonschool-based	
<b>Total Cost</b>	\$0	\$1,269,249	\$0	\$1,313,507	<p>A pie chart illustrating the program's percentage of the total department budget. The chart is divided into two segments: a large maroon segment representing 90.9% and a smaller light blue segment representing 9.1%.</p>
<b>Positions</b>	-	10.0	-	10.0	
<b>Program Total</b>		\$1,269,249		\$1,313,507	
<b>Offsetting Revenue</b>		\$0		\$0	
<b>Net Cost</b>		\$1,269,249		\$1,313,507	
<b>Total Positions</b>		10.0		10.0	
Mandate	None				
Program Contact	Teri Czarniak				
Phone Number	703-750-8519				

### Description

The purpose of the Recruitment Section is to increase the applicant pool and ensure a quality and diversity of the workforce. The section recruits staff for positions countywide, oversees the student intern programs, and manages the Student Teacher Placement Program. This section also oversees the recruitment advertising for FCPS positions. The applicant center provides quality service and customer satisfaction to applicants. Through market job analysis and by closely monitoring the job market, this section is able to recruit candidates who reflect the vision of our schools.

### Goals

- Recruit an outstanding and diverse workforce committed to fostering educational excellence
- Promote and foster the student intern program with local colleges and universities
- Provide support and assistance to internal and external FCPS applicants seeking employment or promotion

### Explanation of Costs

Funding for this program includes \$0.7 million for salary and benefits for 10.0 positions. The remaining funding is for advertising and travel (\$430,000) related to the recruitment process, and hourly employees during summer hours (high-demand time).

## Administrative Staffing Program

Office of Employment Services					Program Percentage of Total Department
	FY 2002 Approved		FY 2003 Proposed		
	School-based	Nonschool-based	School-based	Nonschool-based	
<b>Total Cost</b>	\$0	\$342,845	\$0	\$394,620	<p>A pie chart illustrating the program's percentage of the total department budget. The chart is almost entirely dark purple, with a very small light blue slice representing 2.7%.</p>
<b>Positions</b>	-	5.0	-	5.0	
<b>Program Total</b>		\$342,845		\$394,620	
<b>Offsetting Revenue</b>		\$0		\$0	
<b>Net Cost</b>		\$342,845		\$394,620	
<b>Total Positions</b>		5.0		5.0	
Mandate	See Below				
Program Contact	Beverly Woody				
Phone Number	703-658-8055				

### Description

The purpose of the Administrative Staffing section is to recruit, hire, and retain administrators who promote educational excellence within FCPS.

### Goals

- Anticipate school system needs and recruit and assign staff for all administrator positions
- Provide counseling and advice regarding the hiring practices of administrators and ensure appropriate hiring practices

### State and Federal Mandates

- U.S. Equal Employment Opportunity Commission
- Title VII of the Civil Rights Act of 1964 (Title VII)
- Age Discrimination in Employment Act of 1967 (ADEA)
- Civil Service Reform Act of 1978 (CSRA)
- Americans with Disabilities Act (ADA)

### Explanation of Costs

Funding for this program includes \$0.4 million for salary and benefits for 5.0 positions. The remaining funding is for hourly employees and supplies.

## Instructional Employment Services Program

Office of Employment Services					
	FY 2002 Approved		FY 2003 Proposed		Program Percentage of Total Department
	School-based	Nonschool-based	School-based	Nonschool-based	
<b>Total Cost</b>	\$0	\$1,721,578	\$0	\$1,903,287	<p>A pie chart illustrating the program's percentage of the total department budget. The chart is divided into two segments: a large maroon segment representing 86.8% and a smaller light blue segment representing 13.2%.</p>
<b>Positions</b>	-	21.0	-	21.0	
<b>Program Total</b>		\$1,721,578		\$1,903,287	
<b>Offsetting Revenue</b>		\$0		\$0	
<b>Net Cost</b>		\$1,721,578		\$1,903,287	
<b>Total Positions</b>		21.0		21.0	
<b>Mandate</b>	See Below				
<b>Program Contact</b>	Lucinda Romberg				
<b>Phone Number</b>	703-750-8405				

### Description

The purpose of the Instructional Employment Section is to hire, select, and assign staff committed to fostering educational excellence. It assigns staff for all instructional positions and provides advice and counseling to principals and program managers. The licensure staff counsels and assists educational employees in obtaining initial certification. They manage licensure renewal and recertification for all educational employees. The substitute office manages the substitute employment system and provides a pool of substitutes to cover during teacher absences.

### Goals

- Recruit, hire, and retain an outstanding and diverse instructional workforce committed to fostering educational excellence, and to provide advice and training to principals and assistant principals regarding hiring practices
- Provide advice and counseling with regard to licensure and license renewal requirements, as well as to monitor the Three-Year Local Eligibility License application requirements for FCPS
- To ensure qualified substitute staff are available

### State and Federal Mandates

- U.S. Equal Employment Opportunity Commission
- Title VII of the Civil Rights Act of 1964 (Title VII),
- Age Discrimination in Employment Act of 1967 (ADEA),
- Civil Service Reform Act of 1978 (CSRA)
- Americans with Disabilities Act (ADA)
- Code of Virginia 22.1-298. Regulations governing licensure
- Code of Virginia 22.1-299.3. Three-year local eligibility license

**Explanation of Costs**

Funding for this program includes \$1.5 million for salary and benefits for 21.0 positions. The remaining funding is for summer hourly employees, a high-demand time period (\$178,000), and Gallup interviewers, who interview all applicants recommended for hire (\$177,000).

## Support Employment Services Program

Office of Employment Services					
	FY 2002 Approved		FY 2003 Proposed		Program Percentage of Total Department
	School-based	Nonschool-based	School-based	Nonschool-based	
<b>Total Cost</b>	\$0	\$942,008	\$0	\$987,985	<p>A pie chart illustrating the program's percentage of the total department budget. The chart is divided into two segments: a large maroon segment representing 93.2% and a smaller light blue segment representing 6.8%.</p>
<b>Positions</b>	-	10.0	-	10.0	
<b>Program Total</b>		\$942,008		\$987,985	
<b>Offsetting Revenue</b>		\$0		\$0	
<b>Net Cost</b>		\$942,008		\$987,985	
<b>Total Positions</b>		10.0		10.0	
<b>Mandate</b>	See Below				
<b>Program Contact</b>	Debra Reeder				
<b>Phone Number</b>	703-750-8580				

### Description

The purpose of the Support Employment Section is the recruitment, selection, and hiring of all FCPS support staff. The section advises and counsels principals and program managers and provides career counseling to employees. This section manages the school system's physical examination and substance abuse testing requirements. It provides workshops and seminars to management and employees on a variety of hiring functions. Support employment develops and conducts workshops for support personnel to foster efficient and fair interviewing practices.

### Goal

- Recruit, hire, and retain an outstanding and diverse support workforce committed to fostering educational excellence, and to provide advice and training to principals, assistant principals, and support administrators regarding hiring practices

### State and Federal Mandates

- U.S. Equal Employment Opportunity Commission
- Title VII of the Civil Rights Act of 1964 (Title VII),
- Age Discrimination in Employment Act of 1967 (ADEA),
- Civil Service Reform Act of 1978 (CSRA)
- Americans with Disabilities Act (ADA)
- Omnibus Transportation Employee Testing Act of 1991

### Explanation of Costs

Funding for this program includes \$0.7 million for salary and benefits for 10.0 positions. The remaining funding is for hourly employees, during high-demand periods (\$67,000), and physical exams for applicants (\$185,000).

## Office of Equity and Compliance

	FY 2002 Approved		FY 2003 Proposed		Program Percentage of Total Department
	School-based	Nonschool-based	School-based	Nonschool-based	
FT Salaries	\$0	\$682,400	\$0	\$688,365	<p>A pie chart titled "Program Percentage of Total Department" showing a small blue slice representing 6.5% of the total. The rest of the chart is a larger purple slice.</p>
PT Salaries and OT	0	7,725	0	7,880	
Employee Benefits	0	148,127	0	160,570	
Operating Expenses	0	75,482	0	75,482	
<b>Total Cost</b>	<b>\$0</b>	<b>\$913,734</b>	<b>\$0</b>	<b>\$932,297</b>	
<b>Positions</b>	<b>-</b>	<b>11.0</b>	<b>-</b>	<b>11.0</b>	
<b>Office Total</b>		<b>\$913,734</b>		<b>\$932,297</b>	
<b>Offsetting Revenue</b>		<b>\$0</b>		<b>\$0</b>	
<b>Net Cost</b>		<b>\$913,734</b>		<b>\$932,297</b>	
<b>Total Positions</b>		<b>11.0</b>		<b>11.0</b>	
Mandate	See Below				
Director	Daniel W. Jackson, Jr.				
Phone Number	703-750-8480				

### Description

The purpose of the Office of Equity and Compliance is to monitor the organizational behavior to ensure compliance with all laws affecting equal opportunity in education and employment. The Office of Equity and Compliance provides assistance to program managers in the resolution of equity and compliance issues by providing training to program managers with an emphasis on fairness and equity in employment practices and educational opportunities to ensure a nondiscriminatory environment, receiving and investigating complaints of discrimination from employees, applicants, students, and parents, monitoring the School Board's Workforce Diversity Plan, managing the Employee Assistance Program and the Wellness Program, recommending policies for promoting equality of opportunity in schools and other work locations, and providing administrative assistance to the School Board's Employee Advisory Committee. The Office of Equity and Compliance (OEC) manages the provisions of the Americans With Disabilities (ADA). OEC provide reasonable accommodation to employees and applicants who are qualified individuals with disabilities as defined by the ADA.

### Goals

- Investigate complaints of discrimination and make ADA eligibility accommodation determinations in a timely manner
- Provide specialized, technical training, and assistance to program managers on sexual harassment, fair employment practices, wellness, identifying troubled employees, and ADA compliance
- Analyze employment data regarding hiring, assignment, promotions, and make recommendations of findings in concert with the School Board's Workforce Diversity Plan

**State and Federal Mandates**

1964 Civil Rights Act Title VII  
1972 Education Amendments Title IX  
Age Discrimination in Employment Act (ADEA) of 1967  
Civil Rights Act of 1991  
1963 Equal Pay Act  
Vietnam Era Veterans Readjustment Assistance Act of 1974  
Drug-Free Work Place Act of 1988.  
Americans With Disabilities Act of 1990  
Rehabilitation Act of 1973 (Section 504)

**Explanation of Costs**

Funding for this program includes \$0.8 million for salary and benefits for 11.0 positions. The remaining funding is to meet the requirements of the Americans with Disabilities Act (\$65,000).

## Office of Salary Services

	FY 2002 Approved		FY 2003 Proposed	
	School-based	Nonschool-based	School-based	Nonschool-based
FT Salaries	\$0	\$1,590,169	\$0	\$1,695,928
PT Salaries and Overtime	0	375,661	0	378,278
Employee Benefits	0	421,943	0	481,358
Operating Expenses	0	1,609,643	0	1,612,108
<b>Total Cost</b>	<b>\$0</b>	<b>\$3,997,416</b>	<b>\$0</b>	<b>\$4,167,672</b>
<b>Positions</b>	<b>-</b>	<b>31.5</b>	<b>-</b>	<b>32.5</b>
<b>Office Total</b>		<b>\$3,997,416</b>		<b>\$4,167,672</b>
<b>Offsetting Revenue</b>		<b>\$0</b>		<b>\$0</b>
<b>Net Cost</b>		<b>\$3,997,416</b>		<b>\$4,167,672</b>
<b>Total Positions</b>		<b>31.5</b>		<b>32.5</b>

### Support Programs within the Office

- Office Oversight
- Salary Services
- Functional Application Support Team
- Administrative Services

## Office Oversight

Office of Salary Services					
	FY 2002 Approved		FY 2003 Proposed		Program Percentage of Total Department
	School-based	Nonschool-based	School-based	Nonschool-based	
<b>Total Cost</b>	<b>\$0</b>	<b>\$166,597</b>	<b>\$0</b>	<b>\$173,638</b>	<p>1.2%</p>
<b>Positions</b>	<b>-</b>	<b>2.0</b>	<b>-</b>	<b>2.0</b>	
<b>Program Total</b>		<b>\$166,597</b>		<b>\$173,638</b>	
<b>Offsetting Revenue</b>		<b>\$0</b>		<b>\$0</b>	
<b>Net Cost</b>		<b>\$166,597</b>		<b>\$173,638</b>	
<b>Total Positions</b>		<b>2.0</b>		<b>2.0</b>	
Mandate	None				
Director	Tom Bowen				
Phone Number	703-750-8492				

### Description

The Office of Salary Services ensures competitive and equitable salary and classification plans, guarantees compliance with federal, state, and local regulations related to the processing of new employees and maintaining records of all employees, ensures that the technology for managing human resources serves the needs of the department, and provides divisionwide training and support for time and attendance processing.

### Goals

- Ensure that employment transactions for all employees are accurate and fair and in compliance with federal, state, and local regulations related to employment
- Oversee the employment eligibility all employees new to FCPS
- Manage the hardware, software, and training related to technology for the Department of Human Resources and the Office of Payroll Management, as well as manage the functional side of the Human Resources Information System (HRIS) including reporting and processing

### Explanation of Costs

Funding is for salary and benefits for the director and administrative assistant.

## Salary Services Program

Office of Salary Services					
	FY 2002 Approved		FY 2003 Proposed		Program Percentage of Total Department
	School-based	Nonschool-based	School-based	Nonschool-based	
<b>Total Cost</b>	\$0	\$1,235,489	\$0	\$1,281,019	<p>A pie chart illustrating the program's percentage of the total department budget. The chart is divided into two segments: a large maroon segment representing 91.1% and a smaller light blue segment representing 8.9%.</p>
<b>Positions</b>	-	15.0	-	15.0	
<b>Program Total</b>		\$1,235,489		\$1,281,019	
<b>Offsetting Revenue</b>		\$0		\$0	
<b>Net Cost</b>		\$1,235,489		\$1,281,019	
<b>Total Positions</b>		15.0		15.0	
Mandate	See Below				
Program Contact	Paula Jett				
Phone Number	703-658-8069				

### Description

The Salary Services section reviews and ensures competitive and equitable salary and classification plans, ensures compliance with federal, state, and local regulations related to the processing of new employees, processes all transactions regarding employee movement within the organization, provides financial oversight for department operations, and provides divisionwide training and support for time and attendance processing.

### Goals

- Ensure that all employment transactions for all employees are accurate and equitable
- Administer the employment process to ensure compliance with federal, state, and local regulations
- Ensure competitiveness and equity of compensation and classification plans and monitor on a regular basis

### State and Federal Mandates

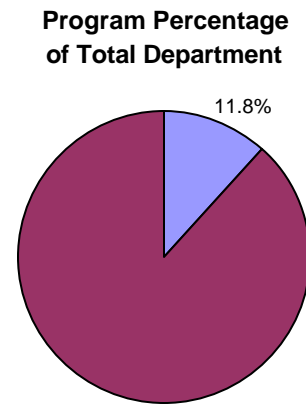
Fair Labor Standards Act (FLSA)  
 Equal Pay Act of 1963  
 Fair Credit Reporting Act of 1997  
 Internal Revenue Service Code  
 Social Security Act  
 Employee Retirement Income Security Act  
 Federal Court decisions

### Explanation of Costs

Funding for this program includes \$1.0 million for salary and benefits for 15.0 positions. The remaining funding is for hourly employees needed during high-demand periods, and \$244,000 for Outstanding Performance Awards.

## Functional Applications Support Team Program

Office of Salary Services				
	FY 2002 Approved		FY 2003 Proposed	
	School-based	Nonschool-based	School-based	Nonschool-based
<b>Total Cost</b>	\$0	\$1,660,290	\$0	\$1,704,596
<b>Positions</b>	-	7.5	-	7.5
<b>Program Total</b>		\$1,660,290		\$1,704,596
<b>Offsetting Revenue</b>		\$0		\$0
<b>Net Cost</b>		\$1,660,290		\$1,704,596
<b>Total Positions</b>		7.5		7.5
Mandate	See Below			
Program Contact	Joe Houston			
Phone Number	703-750-8437			



### Description

The HR FASTeam provides technical and functional application support to the Department of Human Resources and the Office of Payroll Management. Technical duties include support, maintenance and upgrade of the local area network (LAN) and associated servers, business applications (such as Resumix and Edify), e-mail, workstations and printers. Functional application support includes troubleshooting, development and testing with regard to the Lawson HRIS. The section also provides Lawson reporting and data management, and the development of processes and business applications, as required by DHR and OPM staff using Lawson, Resumix, Edify, MS Access and other applications and technologies. The FASTeam also provides web development and maintenance of the DHR Internet and Intranet web sites. It provides on-going maintenance and enhancements to the mission critical Human Resources/Payroll system.

### Goals

- Ensure that the hardware and software requirements of the Department of Human Resources and Office of Payroll Management are met and continue to upgrade and modify the applications for more efficient and effective use of data
- To ensure that the Human Resources Intranet and Internet sites are current and accurate as well as to provide a web-based application for employees to access profile information

### State and Federal Mandates

Electronics Communications Privacy Act of 1986

### Explanation of Costs

Funding for this program includes \$0.6 million for salary and benefits for 7.5 positions. The remaining funding is included for the Human Resources Information System (HRIS- \$657,000), software and equipment (\$254,000), and consultant services (\$144, 000).

## Administrative Services Program

Office of Salary Services					Program Percentage of Total Department
	FY 2002 Approved		FY 2003 Proposed		
	School-based	Nonschool-based	School-based	Nonschool-based	
<b>Total Cost</b>	\$0	\$935,040	\$0	\$1,015,419	<p>A pie chart illustrating the program's percentage of the total department budget. The chart is divided into two segments: a large maroon segment representing 93.0% and a smaller light blue segment representing 7.0%.</p>
<b>Positions</b>	-	7.0	-	8.0	
<b>Program Total</b>		\$935,040		\$1,015,419	
<b>Offsetting Revenue</b>		\$0		\$0	
<b>Net Cost</b>		\$935,040		\$1,015,419	
<b>Total Positions</b>		7.0		8.0	
<b>Mandate</b>	See below				
<b>Program Contact</b>	Sheila Quarto				
<b>Phone Number</b>	703-750-8436				

### Description

The Administrative Services section is responsible for the processing of newly hired FCPS employees through fingerprinting, ID badges, I-9 verification of eligibility to work in the United States, ensuring negative TB test results, and oversees the Child Abuse registry checks. The section maintains the personnel files for all employees. The section also oversees all facilities operations of the Human Resources Center at Edsall Park.

### Goals

- Ensure that all criminal background checks and Child Abuse Registry checks are completed and results reviewed in a timely manner
- Ensure that confidentiality of personnel information
- Provide a safe and clean workplace for employees

### State and Federal Mandates

Freedom of Information Act

Immigration and Naturalization Act

Code of Virginia 22.1-296.2. Fingerprinting required; reciprocity permitted.

Code of Virginia 22.1-296.1. Data on convictions for certain crimes and child abuse and neglect required; penalty.

### Explanation of Costs

Funding for this program includes \$0.4 million for salary and benefits for 8.0 positions. The remaining funding is for consultants (\$300,000), department-wide supplies, printing and postal service (\$226,000). A 1.0 FTE was added at the FY 2002 midyear budget review to address the need for security enhancements.