

## CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting  
7:00 P.M.

May 20, 2014

### A G E N D A

1. Call to order.
2. Invocation and pledge of allegiance to the flag.
3. Adoption of agenda.
4. Approval of the May 6, 2014 Regular Business Meeting minutes.
5. PUBLIC COMMENT: Citizens will be given a three (3)-minute maximum time limit to speak before the Board of Commissioners about various topics, issues, and concerns. Following thirty minutes of hearing from the public, the Board of Commissioners will allow the remainder of citizens who have signed up to be heard at the next Tuesday business meeting.
6. PROCLAMATION: "Clayton County Observes May 2014 as National Water Safety Month" (presented by Chairman Jeffrey E. Turner).
7. PROCLAMATION: "Clayton County Observes May 2014 as Community Action Month" (presented by Chairman Jeffrey E. Turner).
8. PROCLAMATION: "Clayton County Recognizes Phillip J. Watson as the 2014 Jonesboro High School Star Student" (presented by Commissioner Michael Edmondson).
9. PROCLAMATION: "Clayton County Recognizes and Honors the Drew High School 2014 Lady Tigers Regional Basketball Champions" (presented by Commissioner Gail Hambrick).
10. PROCLAMATION: "Clayton County Recognizes and Honors Mt. Zion High School Track Team, the 2014 Class AAAAA State Champions (presented by Commissioner Sonna Singleton).
11. PROCLAMATION: "The Board of Commissioners Honors the Clayton County Convention and Visitors Bureau for being featured on the cover of the 2014 Georgia Travel Guide" (presented by Commissioner Sonna Singleton).
12. PRESENTATION: Scholarship Letters presented by Commissioner Sonna Singleton to District 1 Scholarship Recipients, Matthew Faulk and Lauren Jennings of Morrow High School.

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting  
7:00 P.M.

May 20, 2014

A G E N D A

13. Consider requests of Carol Rogers, Contract Compliance Manager of Central Services. (NOTE: The entire Purchasing Ordinance for Clayton County, Georgia can be viewed on the MuniCode website. Citizens can access this website via the following website address: <http://library.municode.com/index.aspx?clientId=10562>.)
- 1) **Request to Sell County Surplus Items**, utilizing GovDeals.com, as requested by the Central Services Department.
  - 2) **RFP PKG #14-08 Deferred Prosecution Programs for Clayton County, Annual Contract** (Multi-Award Contract: The Road to Recovery, Inc., located in Forest Park, Georgia; Clayton Center Community Service Board, located in Jonesboro, Georgia; and NNK Consulting, LLC, located in College Park, Georgia. This project is funded by the participants; therefore, there will be no cost to the County), as requested by the District Attorney Office. Per Section 2-136 (2) of the Clayton County Purchasing Ordinance, Clayton County utilizes the competitive sealed proposal method when the competitive sealed bid method is neither practical nor advantageous and when cost is not the primary consideration. The competitive sealed proposal method will be used when the costs of goods and services exceed \$25,000.00. All goods and services in the excess of \$25,000.00 are required to be purchased through the sealed proposal process, or negotiated by the Director of Central Services with full Board of Commissioners' approval. The Clayton County Board of Commissioners makes the final award for all non-budgeted proposals of \$35,000.00 and greater.
  - 3) **Agreement for Balotar Solution Equipment** (Election Systems and Software, located in Omaha, Nebraska), as requested by the Elections Department. Per Section 2-136 (7) of the Clayton County Purchasing Ordinance, Central Services must determine if other products or service providers can satisfy the procurement requirements before making a determination of sole source procurement. Sound procurement practice requires that sole source purchases be used when it is the only option and not as an attempt to contract with a favored service provider for a favored product. The purchasing agent requires all sole source providers to supply a letter stating that they are the sole source for a given product or service and why they are considered to be the sole source (technology, patents, etc.). All sole source purchases will be clearly defined when presented to the Clayton County Board of Commissioners.
  - 4) **RFP PKG #11-43 Sports Photography Services for Clayton County Parks and Recreation, Annual Contract, First Amendment Request for Price Increase** (Score Photo,

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting  
7:00 P.M.

May 20, 2014

A G E N D A

Inc., located in Kennesaw, Georgia), as requested by the Parks and Recreation Department. Per Section 2-136 (2) of the Clayton County Purchasing Ordinance, Clayton County utilizes the competitive sealed proposal method when the competitive sealed bid method is neither practical nor advantageous and when cost is not the primary consideration. The competitive sealed proposal method will be used when the costs of goods and services exceed \$25,000.00. All goods and services in the excess of \$25,000.00 are required to be purchased through the sealed proposal process, or negotiated by the Director of Central Services with full Board of Commissioners' approval. The Clayton County Board of Commissioners makes the final award for all non-budgeted proposals of \$35,000.00 and greater.

5) **RFB PKG #12-04 Clayton County Firefighter Turnout and Protective Gear, Annual Contract, Amendment Request for Price Increase** (Bennett Fire Products Company, located in Woodstock, Georgia), as requested by the Fire Department. Per Section 2-136 (6) of the Clayton County Purchasing Ordinance, Clayton County has developed annual contracts for frequently used items and services. These contracts are a result of a sealed bid. The contract allows the county to order goods and services directly from the awarded suppliers through the use of an annual contract document.

6) **RFB PKG #13-11 Clayton County Solid Waste Service, Annual Contract, First Amendment Request** (Waste Pro of Georgia, located in Doraville, Georgia), as requested by the Correctional Institute. Per Section 2-136 (6) of the Clayton County Purchasing Ordinance, Clayton County has developed annual contracts for frequently used items and services. These contracts are a result of a sealed bid. The contract allows the county to order goods and services directly from the awarded suppliers through the use of an annual contract document.

7) **RFP PKG #13-17 Concession Operations at Clayton County International Park, Annual Contract, First Amendment Request** (NEA-BBQ, LLC, d/b/a Sonny's Bar-B-Q, located in Buford, Georgia), as requested by the Parks and Recreation Department. Per Section 2-136 (2) of the Clayton County Purchasing Ordinance, Clayton County utilizes the competitive sealed proposal method when the competitive sealed bid method is neither practical nor advantageous and when cost is not the primary consideration. The competitive sealed proposal method will be used when the costs of goods and services exceed \$25,000.00. All goods and services in the excess of \$25,000.00 are required to be purchased through the sealed proposal process, or negotiated by the Director of Central Services with full Board of Commissioners'

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting  
7:00 P.M.

May 20, 2014

A G E N D A

approval. The Clayton County Board of Commissioners makes the final award for all non-budgeted proposals of \$35,000.00 and greater.

8) **RFP PKG #13-31 SPLOST Construction Management-At-Risk Services for the Construction of Clayton County Police Precinct, N.E., Contract GMP Amendment** (Hogan Construction Group, LLC). Per Section 2-136 (2) of the Clayton County Purchasing Ordinance, Clayton County utilizes the competitive sealed proposal method when the competitive sealed bid method is neither practical nor advantageous and when cost is not the primary consideration. The competitive sealed proposal method will be used when the costs of goods and services exceed \$25,000.00. All goods and services in the excess of \$25,000.00 are required to be purchased through the sealed proposal process, or negotiated by the Director of Central Services with full Board of Commissioners' approval. The Clayton County Board of Commissioners makes the final award for all non-budgeted proposals of \$35,000.00 and greater.

9) **RFB PKG #14-31 Athletic Uniforms & Equipment for the Clayton County Parks & Recreation Department, Annual Contract** (Four Seasons Sporting Goods, Inc., located in College Park, Georgia. Funding is available through the Parks and Recreation Department's 2014 General Budget), as requested by the Parks & Recreation Department. Per Section 2-136 (1) of the Clayton County Purchasing Ordinance, Clayton County utilizes the competitive sealed bid method when the costs of goods and services are in excess of \$25,000.00. The Clayton County Board of Commissioners has the final award approval for all non-budgeted bids \$35,000.00 and greater. All approved budgetary goods and services and annual contract purchases can be authorized by the Finance Director and purchased by the Director of Central Services without Board of Commissioners' approval.

14. Consider requests of Ramona Thurman, Chief Financial Officer.

1) Request for Budget Amendment #4-84/Fund 307 – 2009 Reimposition SPLOST/FYE 6-30-14 – to amend the budget to purchase a video storage server for site security for the Public Safety Digital Network (PSDN) project, in the amount of \$19,821.00.

2) Request for Budget Amendment #4-85/Fund 307 – 2009 Reimposition SPLOST/FYE 6-30-14 – to amend the budget to purchase equipment needed to gain access to newly acquired greenspace and trail properties throughout the park system, in the amount of \$9,400.00.

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting  
7:00 P.M.

May 20, 2014

A G E N D A

3) Request for Budget Amendment #4-86/Fund 306 – 2004 Roads and Recreation SPLOST/FYE 6-30-14 – to amend the budget for environmental testing of the Independence Park site for the At-Large Recreation Center, in the amount of \$2,700.00.

4) Request For Budget Amendment #4-87/Fund 307 – 2009 Reimposition SPLOST/FYE 6-30-14 – to amend the budget for the Beach Fencing Project at the Clayton County International Park, in the amount of \$44,990.00.

5) Request for Budget Amendment #4-88/Fund 307 – 2009 Reimposition SPLOST/FYE 6-30-14 – to amend the budget for the Pavilions and Front Entrance Wall Renovation Project at Clayton County International Park, in the amount of \$161,316.00.

6) Request for Budget Amendment #4-89/Fund 307 – 2009 Reimposition SPLOST/FYE 6-30-14 – to amend the budget for additional funds needed for the Bridge Maintenance Project land cost, in the amount of \$175,000.00.

7) Request for Budget Amendment #4-90/Fund 307 – 2009 Reimposition SPLOST/FYE 6-30-14 – to amend the budget for the Panhandle Road Turn Lane at Eddie White Academy Project for right-of-way acquisition services and land cost, in the amount of \$15,000.00.

15. Consider requests of Renee Bright, Director of Human Resources.

1) Request to renew the Self-Funded Medical Plan Stop Loss Coverage for Plan Year June 1, 2014 – May 31, 2015. The Stop Loss coverage protects the Self-Funded Medical Plan in the event of large claims. Recommendations are to move the coverage from HCC to Symetra. This proposal includes a \$175,000.00 claims deductible (the county's deductible level) with no lasering and a 2.26% increase in premium.

2) Request to reclassify a vacant Police Officer position to create a Community Relations Officer position at Pay Grade 21. The Community Relations Officer position will assist the Police Department with outreach to the community to promote community policing, problem oriented policing, and intelligence driven policing. This classification will work through traditional and social media to keep the public informed of significant events, lookouts, and

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting  
7:00 P.M.

May 20, 2014

A G E N D A

requests for information.

3) Request to revise class specification for the Director of Central Services to include Risk Management responsibilities and remove those duties from the Director of Human Resources' class specification.

Requirements include a Bachelor's Degree in Public Administration, Business Administration, or closely related field; supplemented by six (6) years previous experience that includes progressively responsible purchasing, inventory control, and supervision/management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities of this job.

16. Ordinance 2014-118 (**First Reading**) – An Ordinance adopted under the Home Rule Powers specifically granted to the governing authority of Clayton County pursuant to Article IX, Section II, Paragraph I (B)(1) of the Constitution of the State of Georgia of 1983, amending the local act of the General Assembly creating and composing the Clayton County Board of Commissioners and setting forth the general provisions governing Clayton County Government; to amend the Clayton County Code of Ordinances, as amended, specifically, Part I, Article II, Section 2-22 “Audits Generally”; subparagraph (B); to provide severability; to provide an effective date of this ordinance; and for other purposes.

17. Ordinance 2014-119 – An Ordinance to amend the Code of Clayton County, Georgia, as amended, specifically, Code of Clayton County, Georgia, Part II, Chapter 2 “Administration,” Article I “In General,” by deleting the existing Section 2-6 “Travel Outside County” and substituting in lieu thereof a new Section 2-6 “Employee Travel”; to repeal conflicting laws, ordinances, and resolutions; to provide severability; to provide an effective date; etc.

18. Ordinance 2014-120 – An Ordinance to amend the Code of Clayton County, Georgia, as amended, specifically, Code of Clayton County, Georgia, Part II, Chapter 62 “Offenses and Miscellaneous Provisions,” Article I “General” by adding a new Section 62-47 “Keeping a Disorderly Place”; to repeal conflicting laws, ordinances and resolutions; to provide for severability; to provide an effective date of this ordinance; and for other purposes.

19. Resolution 2014-121 – A Resolution providing for the restatement of the “Clayton County

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting  
7:00 P.M.

May 20, 2014

A G E N D A

Board of Commissioners' Premium Conversion Flexible Benefit Plan" to include the Flexible Spending Account (Health Spending Account and Dependent Care Account) for Plan Year June 1, 2014; to authorize the Chairman to execute any documents necessary to accomplish the intent of this resolution; to provide an effective date of this resolution; etc.

20. Resolution 2014-122 – A Resolution authorizing Clayton County, on behalf of Clayton County Library Services, to enter into an agreement with the University System of Georgia, on behalf of Clayton State University to provide a federal work-study program; to authorize the Chairman to execute the agreement and otherwise to perform all other acts necessary to accomplish the intent of this resolution; to provide an effective date of this resolution; etc.

21. Resolution 2014-123 – A Resolution authorizing Clayton County to enter into a Performance Agreement with Solid Soul Band Phase II providing for the terms and conditions under which live entertainment will be performed at the J. Charley Griswell Senior Center; to authorize the Chairman to execute the agreement, and otherwise perform all acts necessary to accomplish the intent of this resolution; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an appropriate revenue source and expense; to provide an effective date of this resolution; and for other purposes.

22. Resolution 2014-124 – A Resolution to terminate a Lease Agreement for property located at 7535 Southlake Parkway in Clayton County; to authorize the Chairman to execute any necessary documents and otherwise to perform all acts necessary to accomplish the intent of this resolution; to provide an effective date of this resolution; and for other purposes.

23. Resolution 2014-125 – A Resolution authorizing Clayton County to convey property located at 114 Broad Street to the City of Jonesboro, Georgia; to authorize the Chairman to execute all documents necessary to effectuate the transfer, and otherwise to perform all acts necessary to accomplish the intent of this resolution; to provide an effective date of this resolution; and for other purposes.

24. Ordinance 2014-126 – An Ordinance providing for the additional duties for the Chief Operating Officer; to provide an effective date of this ordinance; and for other purposes.

25. **DISCUSSION ITEM:**

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting  
7:00 P.M.

May 20, 2014

A G E N D A

Reconsideration of Appointee (James Fambrough) to the Clayton County Housing Authority Board. The term of Kenneth Gilmore expired on 5/11/14. New term is for five (5) years; expiring on 5/11/19.

26. ZONING PETITION: **LEE MAYWEATHER/REZONING NEIGHBORHOOD BUSINESS DISTRICT TO COMMUNITY BUSINESS DISTRICT/CASE NUMBER REZ 201404-01**

The Applicant, Lee Mayweather, is requesting a rezoning from Article 3.17 Neighborhood Business District (NB) to Article 3.19 Community Business District (CB) to allow for gasoline sales for a convenience store as the anchor tenant of a retail shopping plaza upon the property located at 1489 Mundy's Mill Road, Jonesboro, GA 30238 and otherwise known as parcel number 06-033-064-007. The subject property is approximately 4.2 acres of land, occupied by a retail strip shopping center and is currently zoned Neighborhood Business (NB).

**Commission District # 3 – Commissioner Shana M. Rooks  
ZAG Recommendation -- Denial**

27. ZONING PETITION: **DR. CARROLL BRADY/CONDITIONAL USE PERMIT/7265 MT. ZION BOULEVARD/CASE NUMBER CUP 201404-02**

The Applicant, Dr. Carroll Braddy, is requesting a conditional use permit (CUP) from Article 3.1 Agricultural District (AG) to allow for a group home for a residential substance abuse treatment facility to house no more than ten (10) residents upon the property located at 7265 Mt. Zion Boulevard, Jonesboro, GA 30236 and otherwise known as parcel number 12078A A011. The subject property contains approximately 2.10 acres of land and is currently zoned Agriculture District (AG), having licensing as a group home for a residential substance abuse treatment facility with no more than five (5) residents.

**Commission District # 4 – Commissioner Michael Edmondson  
ZAG Recommendation – Approval**

EXECUTIVE SESSION

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting  
7:00 P.M.

May 20, 2014

A G E N D A

28. Consider any action(s) necessary based on decision(s) made in the Executive Session.

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting  
7:00 P.M.

May 20, 2014

A G E N D A

FINANCE SUPPORTING DOCUMENTATION

BEGINS ON NEXT PAGE

CLAYTON COUNTY  
INTER - OFFICE MEMO

**DATE:** May 13, 2014  
**TO:** Board of Commissioners  
**FROM:** Ramona Thurman, Chief Financial Officer  
**SUBJECT:** Request for Budget Amendment - Fund 307 - 2009 Reimposition SPLOST

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-14:

**INCREASE REVENUE:**

Appropriations from SPLOST Fund Balance      307-1301-7000      \$      19,821

**INCREASE EXPENSES:**

Office Furniture & Equipment      307-1301-6030-8C016-7Y11A      \$      19,821

**Reason:** To amend the budget to purchase a video storage server for site security for the Public Safety Digital Network (PSDN) project.

The above mentioned item was **APPROVED/ DISAPPROVED** by the Board of Commissioners during their meeting held \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shelby D. Haywood, Clerk of Commissioners

Equipment to be Purchased for PSDN Project

Jason Brookins

to:

Sharon Stone

05/01/2014 09:13 AM

Cc:

Brett Lavender, courtney.jackson

Show Details

History: This message has been replied to.

Good Morning Sharon,

Attached is the newest spreadsheet, updated with the equipment that we are looking to purchase. Here's a breakdown of the items so you can send me account numbers:

Item	Description	Unit Cost	Quantity	Total	Account Type
18	Communications Service Monitor	\$33,698.08	2	\$67,396.16	6040
19	Video Storage Server	\$19,820.64	1	\$19,820.64	6030
	Coring Services PSDN Site Buildings	\$8,340.00	1	\$8,340.00	4140
	Camera Licensing	\$11,079.60	1	\$11,079.60	4140
	Physical Access Gateways	\$539.77	6	\$3,238.62	4393
	Video Surveillance Cameras	\$1,439.00	12	\$17,268.00	4393
	Installation Parts (all less than \$500)	\$4,509.00	1	\$4,509.00	4310

Totals:

BA 4-79 { 4140 - \$ 19,419.60  
 4310 - \$4,509  
 4393 - \$ 20,506.62  
 6030 - \$19,820.64 19,821  
 BA 4-79 6040 - \$67,396.16

If you need anything else, please let me know.

Thanks,

Jason

-----  
 Jason Brookins

Department of Information Technology

Assistant Director

Clayton County Board of Commissioners

1383 Government Circle, Jonesboro, GA 30236

770.477.3727 Office

**CLAYTON COUNTY  
INTER - OFFICE MEMO**

**DATE:** May 13, 2014  
**TO:** Board of Commissioners  
**FROM:** Ramona Thurman, Chief Financial Officer  
**SUBJECT:** Request for Budget Amendment - Fund 307 - 2009 Reimposition SPLOST

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-14:

**INCREASE REVENUE:**

Appropriations from SPLOST Fund Balance	307-5120-7000	\$	9,400
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**INCREASE EXPENSES:**

Other Machinery & Equipment	307-5120-6040-PR000-7Y140	\$	9,400
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**Reason:** To amend the budget to purchase equipment needed to gain access to newly acquired Greenspace and trail properties throughout the Park system.

The above mentioned item was **APPROVED/ DISAPPROVED** by the Board of Commissioners during their meeting held \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shelby D. Haywood, Clerk of Commissioners



**Budget Amendment: John Deere\_ATV (All-Terrian Vehicle)**  
 Detrick Stanford to: Ramona Thurman, Dennis Johnson  
 Cc: Arrelle Anderson, Troy Hodges

04/24/2014 11:57 AM

**SPLOST LINE ITEM TRANSFER REQUEST**

**DATE:** 4/24/14  
**TO:** Ramona Thurman, CFO  
**FROM:** Detrick Stanford, Director of Parks and Recreation  
**SUBJECT:** SPLOST Line item transfer

Equipment needed gain access to newly acquired Greenspace and trail properties throughout the Park system.

<b>Establish SPLOST Account</b>						
Account Description	Fund	Org	Acct	Project	Source	Amount
Other Machinery & Equipment	307	5120	6040	PR000	7Y140	\$9400.00

Detrick Stanford, CPRP  
 Director  
 Clayton County Parks and Recreation  
 claytonparks.com  
 (770) 477-3769

CLAYTON COUNTY  
INTER - OFFICE MEMO

**DATE:** May 13, 2014  
**TO:** Board of Commissioners  
**FROM:** Ramona Thurman, Chief Financial Officer  
**SUBJECT:** Request for Budget Amendment - Fund 306 - 2004 Roads & Recreation SPLOST

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-14:

**INCREASE REVENUE:**

Appropriations from **SPLOST** Fund Balance      306-5333-7000      \$      2,700

**INCREASE EXPENSES:**

Land & Improvements      306-5333-6000-8C015      \$      2,700

**Reason:** To amend the budget for environmental testing of the Independence Park site for the At-Large Recreation Center.

The above mentioned item was **APPROVED/ DISAPPROVED** by the Board of Commissioners during their meeting held \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shelby D. Haywood, Clerk of Commissioners



**Re: Fw: Environmental Testing for Independence Park**  
Detrick Stanford to: Carol Rogers, Sharon Stone  
Cc: Rose DeJesus, Theodis Locke, Arrelle Anderson, Dennis Johnson

04/28/2014 12:31 PM

Carol,

Yes, we would like to proceed forward. Sharon~ please provide an SPLOST account for this project. (At Large Recreation Center expense)

**Detrick Stanford, CPRP**  
Director  
Clayton County Parks and Recreation  
claytonparks.com  
(770) 477-3769

Carol Rogers

Mr. Stanford- Please review the quote for the ab...

04/28/2014 12:10:03 PM

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From: Carol Rogers/Central Services/Clayton  
To: Detrick Stanford/Parks and Rec/Clayton@Clayton  
Cc: Theodis Locke/Central Services/Clayton@Clayton, Rose DeJesus/Central Services/Clayton@Clayton  
Date: 04/28/2014 12:10 PM  
Subject: Fw: Environmental Testing for Independence Park

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Mr. Stanford-

Please review the quote for the above referenced proposal and advise if you would like to move forward. If so, we will need the account number to create the purchase order.

Thank you,

Carol Rogers  
Clayton County Central Services  
Contract Compliance Manager  
7994 N McDonough St  
Jonesboro GA 30236  
770-472-8092 ph  
770-477-3335 fax

----- Forwarded by Carol Rogers/Central Services/Clayton on 04/28/2014 12:08 PM -----

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From: Nick Dasantos <ndasantos@usanova.com>  
To: Carol Rogers <Carol.Rogers@co.clayton.ga.us>  
Date: 04/28/2014 09:28 AM  
Subject: RE: Environmental Testing for Independence Park

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Please find NOVA's proposal for the Phase I ESA of the Independence Park site attached for your review. We appreciate the opportunity to provide a proposal for this site. Please let me know if you have any questions or if we can be of further assistance.

Thank you,

**Nickolaus DaSantos**

Direct: (678) 631-2911  
Cell: (678) 410-7825

**From:** Carol Rogers [mailto:Carol.Rogers@co.clayton.ga.us]  
**Sent:** Thursday, April 17, 2014 2:58 PM  
**To:** Nick Dasantos  
**Subject:** Environmental Testing for Independence Park

Nick-

See the RFQ for the above referenced project.

*(See attached file: 4.17.14 Independence parkSM.JPG)(See attached file: RFQ Enviromental Recreation.doc)*

Thank you,

Carol Rogers  
Clayton County Central Services  
Contract Compliance Manager  
7994 N McDonough St  
Jonesboro GA 30236  
770-472-8092 ph  
770-477-3335 fax

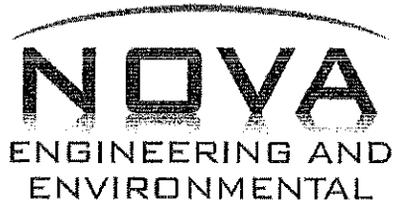
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This email has been scanned by the Symantec Email Security.cloud service.  
For more information please visit <http://www.symanteccloud.com>

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34051-E 0970 Thomas Road Site Ph I ESA.pdf



**PROFESSIONAL SERVICES AGREEMENT**

<b>DATE:</b> APRIL 28, 2014	<b>PROPOSAL NO.:</b> 34051-E
<p style="text-align: center;"><u><b>PROJECT NAME AND ADDRESS</b></u></p> <p><b>Phase I Environmental Site Assessment</b> 8970 Thomas Road Site Jonesboro, Clayton County, Georgia</p>	<p style="text-align: center;"><u><b>CLIENT NAME AND ADDRESS</b></u></p> <p><b>BOARD OF COMMISSIONERS OF CLAYTON COUNTY CENTRAL SERVICES DEPARTMENT</b> 7994 North McDonough Street Jonesboro, Georgia 30236 Attn: Ms. Carol Rogers Email: <a href="mailto:carol.rogers@co.clayton.ga.us">carol.rogers@co.clayton.ga.us</a></p> <p>Phone: 770-472-8092</p>
<p><b><u>ACCEPTED</u></b></p>	
<p><b>PHASE I ESA (LUMP SUM) .....\$ 2,200.00</b> <input type="checkbox"/></p> <p><b>FILE REVIEW (LUMP SUM) (IF REQUIRED).....\$ 500.00</b> <input type="checkbox"/></p>	

All work will be in accordance with NOVA's General Terms and Conditions attached hereto. NOVA will invoice monthly and our payment terms are net 30 days. This proposal is valid for 90 days. If this proposal is acceptable, please sign and return this professional service agreement and attached proposal or fax to (770) 425-1113.

<b>AUTHORIZED BY:</b>	<b>INVOICE TO:</b>
Signature	Firm
Name	Name
Title	Address
Date	Federal ID # or Social Security #

**CLAYTON COUNTY  
INTER - OFFICE MEMO**

**DATE:** May 13, 2014  
**TO:** Board of Commissioners  
**FROM:** Ramona Thurman, Chief Financial Officer  
**SUBJECT:** Request for Budget Amendment - Fund 307 - 2009 Reimposition SPLOST

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-14:

**INCREASE REVENUE:**

Appropriations from <b>SPLOST</b> Fund Balance	307-5125-7000	\$	44,990
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**INCREASE EXPENSES:**

Buildings & Improvements	307-5125-6010-PR000-7Y14A	\$	44,990
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**Reason:** To amend the budget for the Beach Fencing Project at Clayton County International Park

The above mentioned item was **APPROVED/ DISAPPROVED** by the Board of Commissioners during their meeting held \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shelby D. Haywood, Clerk of Commissioners



**SPLOST Account Creation / Addition**

Troy Hodges to: sharon.stone@co.clayton.ga.us

Cc: Detrick Stanford, Troy Stubbs

05/01/2014 02:45 PM

Sharon

PR000 7Y14A

We need to create an account 307-5125-6010-PR000-7Y14A for \$44,990. This will be for a Beach Fencing Project. Please let me know if you need additional information.

Thank you

Troy Hodges, CPRP  
Assistant Director  
Clayton County Parks & Recreation  
770-603-4013  
770-477-1696 Fax  
troy.hodges@co.clayton.ga.us

"We connect communities through people, parks and programs"

**CLAYTON COUNTY  
INTER - OFFICE MEMO**

**DATE:** May 13, 2014  
**TO:** Board of Commissioners  
**FROM:** Ramona Thurman, Chief Financial Officer  
**SUBJECT:** Request for Budget Amendment - Fund 307 - 2009 Reimposition SPLOST

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-14:

**INCREASE REVENUE:**

Appropriations from **SPLOST** Fund Balance      307-5125-7000      \$    161,316

**INCREASE EXPENSES:**

Buildings & Improvements      307-5125-6010-PR000-7Y140      \$    161,316

**Reason:** To amend the budget for the Pavilions and Front Entrance Wall Renovation Project at Clayton County International Park.

The above mentioned item was **APPROVED/ DISAPPROVED** by the Board of Commissioners during their meeting held \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shelby D. Haywood, Clerk of Commissioners



**SPLOST Account Creation / Addition**

Troy Hodges to: sharon.stone@co.clayton.ga.us

Cc: Detrick Stanford, Troy Stubbs

05/01/2014 02:40 PM

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History:

This message has been replied to.

Sharon

We need to add \$161,316.00 to the account 307-5125-6010-PR000-7Y140. This will be for Pavilions and Front Entrance Wall Renovation Project. Please let me know if you need additional information.

Thank you

Troy Hodges, CPRP  
Assistant Director  
Clayton County Parks & Recreation  
770-603-4013  
770-477-1696 Fax  
troy.hodges@co.clayton.ga.us

"We connect communities through people, parks and programs"

**CLAYTON COUNTY  
INTER - OFFICE MEMO**

**DATE:** May 13, 2014  
**TO:** Board of Commissioners  
**FROM:** Ramona Thurman, Chief Financial Officer  
**SUBJECT:** Request for Budget Amendment - Fund 307 - 2009 Reimposition SPLOST

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-14:

**INCREASE REVENUE:**

Appropriations from SPLOST Fund Balance	307-4001-7000	\$	175,000
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**INCREASE EXPENSES:**

Land & Improvements	307-4001-6000-BR000-7Y140	\$	175,000
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Reason: To amend the budget for additional funds needed for the Bridge Maintenance Project land cost.

The above mentioned item was **APPROVED/ DISAPPROVED** by the Board of Commissioners during their meeting held \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shelby D. Haywood, Clerk of Commissioners



# Clayton County Transportation & Development

DIVISIONS  
Administration  
Engineering Services  
Landfill  
Public Works  
Traffic Engineering

## INTEROFFICE MEMO

Jeff Metarko, Director  
Keith Rohling, Asst. Director

DATE: May 13, 2014  
TO: Ramona Thurman, Chief Financial Officer, Finance  
FROM:  Jeff Metarko, Director, Transportation & Development  
RE: 2009 SPLOST Program – Budget Request

---

Please amend the budget \$175,000 for Bridge Maintenance Project. Funds are needed for land cost. (307-4001-6000-BR000-7Y140)

If you have any questions or require additional information, please contact me at your convenience.

JCM/b

cc: Project File  
Lisa McCoy  
Sharon Stone; Finance

**CLAYTON COUNTY  
INTER - OFFICE MEMO**

**DATE:** May 13, 2014  
**TO:** Board of Commissioners  
**FROM:** Ramona Thurman, Chief Financial Officer  
**SUBJECT:** Request for Budget Amendment - Fund 307 - 2009 Reimposition SPLOST

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-14:

**INCREASE REVENUE:**

Appropriations from SPLOST Fund Balance	307-4001-7000	\$	15,000
---	---------------	----	--------

**INCREASE EXPENSES:**

Land & Improvements	307-4001-6000-57500-7Y140	\$	15,000
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**Reason:** To amend the budget for the Panhandle Road Turn Lane @ Eddie White Academy Project. Funds are needed for right of way acquisition services and land cost.

The above mentioned item was **APPROVED/ DISAPPROVED** by the Board of Commissioners during their meeting held \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shelby D. Haywood, Clerk of Commissioners

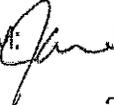


# Clayton County Transportation & Development

DIVISIONS  
Administration  
Engineering Services  
Landfill  
Public Works  
Traffic Engineering

## INTEROFFICE MEMO

Jeff Metarko, Director  
Keith Rohling, Asst. Director

DATE: May 13, 2014  
TO: Ramona Thurman, Chief Financial Officer, Finance  
FROM:  Jeff Metarko, Director, Transportation & Development  
RE: 2009 SPLOST Program – Budget Request

---

Please amend the budget \$15,000 for Panhandle Road Turn Lane @ Eddie White Academy Project. Funds are needed for right of way acquisition services and land cost. (307-4001-6000-57500-7Y140)

If you have any questions or require additional information, please contact me at your convenience.

JCM/b

cc: Project File  
Lisa McCoy  
Sharon Stone; Finance

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting  
7:00 P.M.

May 20, 2014

A G E N D A

HUMAN RESOURCES SUPPORTING DOCUMENTATION

BEGINS ON NEXT PAGE



# Clayton County Board of Commissioners Legislative Request Form

**RECEIVED**  
MAY 09 2014  
CLAYTON CO. COO

**Agenda Meeting Date: May 14, 2014**

### Purpose

Renewal of the self funded medical plan stop loss coverage for plan year June 1, 2014-May 31, 2015.

### Rationale

The Stop Loss coverage protects the Self funded medical plan in the event of large claims.

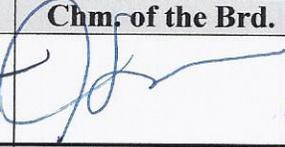
### Facts

Our medical broker, The McCart Group, went to the market for proposals for this coverage. Based on the results, the recommendation is to move the coverage from HCC to Symetra. This proposal included a \$175,000 claims deductible (our current deductible level) with no lasering and a 2.26% increase in premium.

### Impact

The 2.26% increase in premium amounts to \$8,600 annually for an annual premium of \$387,778. The premium is paid from the medical fund.

### Supporting Documentation

Dept. Head	COO	Finance	Chm. of the Brd.	Legal
Renee Bright				
Date: 5/9/14	Date:	Date: 5/12/14	Date: 5/12/14	Date: 5/12/2014



# Clayton County Board of Commissioners Legislative Request Form

5-14-14  
Agenda Meeting Date: ~~May 20, 2014~~

## Purpose

The Police Chief requests to reclassify a vacant Police Officer position to create Community Relations Officer position at grade 21.

## Rationale

This will be a civilian position that enhances the relationship between the Police Department and the community. The individual holding this position will perform marketing, public outreach, and developing departmental promotional materials related to the community.

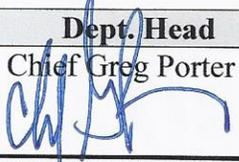
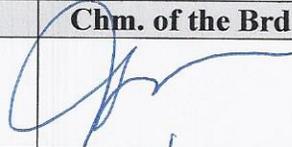
## Facts

This will allow the department to employ an individual who has the background and experience in media relations, marketing, and community outreach.

## Impact

This will be budget neutral.

## Supporting Documentation

Dept. Head	COO	Finance	Chm. of the Brd.	Legal
Chief Greg Porter 				
Date: May 9, 2014	Date:	Date:	Date: 5/12/14	Date: 5/12/2014

# CLAYTON COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:**        **Police Community Relations Officer**

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## **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to assist the Police Department with outreach to the community to promote community policing, problem oriented policing and intelligence driven policing. This classification will work through traditional and social media to keep the public informed of significant events, lookouts, and requests for information.

## **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

In consultation with the Chief of Police, develops and implements the Police Department's public information and community relations policies and programs, including arranging information for, and distributing press releases concerning departmental events, projects, programs, and services through all available media.

Researches, develops, and implements program plans, including crime prevention, public safety, neighborhood watch, citizen police academy, and other outreach programs; develops program design and budgets; develops program policies, operating, and administrative procedures; organizes and implements work activities to meet established overall program goals and objectives; analyzes alternative methods or processes to meet program and service delivery goals; ensures program compliance with all applicable City and outside agency requirements; evaluates the effectiveness of program activities and makes or recommends program modifications.

Receives inquiries and provides information to the public regarding a wide variety of topics, including developing and sending out news releases, which requires the use of discretion and tact in communicating with a variety of news media.

Develops information, outreach, and educational materials, including brochures, information packets, flyers, guides, handbooks, manuals, and other documents including press releases; conducts workshops and training.

Works with and conducts live and/or recorded interviews for electronic and print media.

Coordinates and integrates program services and activities with other departments and City offices; develops program partnerships, where applicable, with external agencies and organizations; facilitates development of agreements for multi-agency efforts; identifies public and private resources to support program objectives.

Develops and administers instruments for program assessment; compiles assessment information and assists in creating work plans; prepares written agreement and reports; monitors and evaluates performance results, expenditures, and effectiveness of programs and service delivery systems; develops proposals based upon evaluation; makes presentations and writes reports regarding programs.

Attends and/or participates in meetings and conferences; makes presentations to citizens groups; serves as a liaison between City and funding sources, other city agencies and the public.

Serves as a technical resource for departmental information; may supervise or lead volunteers assigned to the program; provides training and technical assistance to City and other agency staff.

Reviews, updates, designs, and creates materials for the department's website and social media outlets.

Creates, screens, and distributes messages and information on the police tip-line.

Maintains the storage, inventory, and display of safety items for sale to the public.

Researches funding sources, develops grant applications, and writes proposals; negotiates and monitors grants.

Conducts tours of the police department facilities to members of the community.

May recruit and coordinate the work of volunteers providing support to program activities.

### **ADDITIONAL FUNCTIONS**

Must have direct experience with social media like Twitter, Facebook or any other social media software.

Ability to effectively work under tight deadlines and manage projects independently.

Performs various administrative tasks, which may include filing, operating a variety of office equipment, and motor vehicles.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Business, Public Relations, Communications, Journalism, or closely related field: supplemented by one (1) year experience performing research, communications, or public relations work with direct contact with the public; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally. Some tasks require the ability to hear spoken voice communications.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, traffic hazards, toxic agents, violence, disease, or pathogenic substances.



# Clayton County Board of Commissioners Legislative Request Form

*Agenda Meeting Date: May 14, 2014*

## Purpose

Revise class specification for Director of Central Services to include Risk Management responsibilities and remove those duties from Director of Human Resources class specification.

## Rationale

Clarify duties and responsibilities.

## Facts

The Board approved moving Risk Management functions to Central Services in January 2012.

## Impact

No financial impact.

## Supporting Documentation

Revised class specifications.

Dept. Head	COO	Finance	Chm. of the Brd.	Legal
Renee Bright				
Date: 5/13/14	Date:	Date:	Date:	Date:

# CLAYTON COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:       DIRECTOR/CENTRAL SERVICES**

---

## **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to direct operations of the Central Services Department, including Purchasing, Printing Services, ~~and~~ Supply Distribution, and Risk Management divisions, and to assure provision of essential services to all Ceounty organizations in the most efficient and effective manner.

## **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Directs operations of the Central Services Department, including Purchasing, Printing Services, and Supply Distribution; divisions. and Risk Management divisions to include selecting, hiring and training staff.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates daily work activities; organizes, prioritizes, and assigns work; conducts staff meetings; approves leave requests; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; initiates any actions necessary to correct deviations or violations.

Consults with Chairman of Board of Commissioners, board members, and other officials to review department activities, receive advice/direction, provide recommendations, and resolve problems.

Develops departmental budget requests; implements approved budget; monitors expenditures.

Develops and implements long and short term plans, goals, and objectives for the department; develops, updates, and implements departmental policies and procedures to assure achievement of objectives.

Recommends changes to county ordinance as needed.

Develops specifications for bidding; initiates invitations to bid; develops bidders list and assures all bidders receive opportunity to quote on commodities of interest to them; schedules and conducts bid

## **Clayton County, Georgia ~ Director/Central Services**

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openings; initiates newspaper legal advertisements for bids and assures proper public advertisement; evaluates bid results with requesting department; initiates bid awards and contracts; evaluates existing contract status and authorizes payment for work in process or accomplished; initiates contract renewals; requests approvals from Board as necessary.

Coordinates with finance department to assure funding for requests submitted to Central Services from county departments.

Manages the Small Local Business Enterprise (SLBE) and the Minority and Women-owned Business Enterprise (MWBE) programs and ensures compliance with regards to the rules, regulations, and procedures to assist promoting equal contracting opportunities in Clayton County.

Determines insurance requirements and County liability for County projects, contracts, etc.

Oversees and manages the day-to-day operations of the Risk Management Division.

Oversees printing activities and evaluates printing accomplishments; determines appropriate fee schedule for printing to assure printing expenses are covered by reimbursements; assures prompt turnaround of printing requests to meet customers' needs; surveys printing practices throughout the metropolitan area to assure county practices are consistent and meet accepted printing practices.

Oversees inventory activities and evaluates inventory accomplishments; determines need for new inventory items with widespread use among county departments; assures compliance with good warehousing practices; oversees annual inventory of stocked materials; approves removal of obsolete items from inventory; assures prompt delivery of all requested inventory items; assures prompt delivery of all receipts of non-stock items to requesting department.

Coordinates periodic disposal of surplus property.

Compiles and/or monitors various administrative and/or statistical data; performs research as needed; analyzes data and identifies trends; prepares reports and maintains records.

Prepares or completes various forms, reports, correspondence, bid invitations, notices of award, requests for board approval, leave requests, performance appraisals, purchase orders, budget requests, or other documents.

Receives various forms, reports, correspondence, budget reports, purchase requisitions, purchase orders, status reports, activity reports, bid specifications, state contracts, insurance policies, construction documents, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, spreadsheet, database, Internet, bid system, purchasing, or other software programs.

Coordinates work activities with those of other departments, legal personnel, outside contractors, outside agencies, or others as needed.

## Clayton County, Georgia ~ Director/Central Services

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Communicates with board members, the Chief Operating Officer, Department Directors, employees, other departments, attorneys, vendors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends meetings; serves on committees as needed; makes speeches or presentations.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

### ADDITIONAL FUNCTIONS

Performs miscellaneous tasks as needed, such as pulling/re-filing bid files, answering telephone calls, or opening mail.

Performs other related duties as required.

### MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration, Business Administration, or closely related field; supplemented by six (6) years previous experience and/or training that includes progressively responsible purchasing, inventory control, and supervision/management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

# CLAYTON COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:           DIRECTOR, HUMAN RESOURCES**

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## **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to direct daily operations of the Human Resources Department, to oversee administration of the Civil Service System; oversee County employee benefits insurance plans, and worker's compensation program; and to ensure compliance with applicable laws and rules of administration. ~~With the assistance of the Risk Manager, implement loss control policies and provide oversight for assessing and financing various risks throughout the County~~

## **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; interviews and hires new employees; coordinates training activities.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

~~Consults with Chairman of Board of Commissioners~~ the Chief Operating Officer, board members, attorneys, and other officials to review department activities, receive advice/direction, provide recommendations, and resolve problems.

Coordinates work activities with those of other departments, consultants, outside agencies, or others as needed.

Ensures departmental and County compliance with all applicable codes, laws, rules, regulations, standards, policies, and procedures; ensures departmental adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Prepares and submits annual departmental budget; monitors expenditures against approved budget; approves/disapproves requests for departmental expenditures.

Develops, implements, and manages short and long term plans, goals, and objectives for the department.

## **Clayton County, Georgia ~Director, Human Resources**

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Researches and prepares personnel policies, programs, and procedures for approval of Civil Service Board and Board of Commissioners.

Oversees administration of the Civil Service System, to include recruitment, applicant testing, records management, classification, compensation, and training.

Directs the employment process to ensure compliance with federal/state laws and civil service rules and regulations; ensures vacancies are posted and applications accepted and certified appropriately; analyzes testing procedures for both pre-employment and promotional processes for validity.

Attends Civil Service Board meetings; maintains records of board activities and actions.

Counsels department directors and supervisors on appropriate disciplinary actions/procedures; counsels employees on employee relation issues; maintains an open-door policy.

Conducts sexual harassment, general harassment, and discrimination investigations; makes recommendations to department directors based on findings of investigations.

Conduct preliminary investigations of employee grievances as directed by Civil Service Rules in an attempt to resolve matters before going to the Civil Service Board.

Coordinates promotional processes for Fire and Police departments; updates procedures as necessary; responds to complaints and/or grievances relating to fire/police promotions.

Monitors the compensation and classification program; makes final recommendations to the Board of Commissioners on reclassification requests; responds to questions from department directors and employees regarding classification and compensation issues.

Approves and monitors employee training programs.

Compiles and/or monitors various administrative and/or statistical data; performs research as needed; makes applicable calculations; analyzes data and identifies trends; prepares reports and maintains records.

Prepares and/or completes various forms, reports, performance evaluations, budget documents, responses to Equal Employment Opportunity Commission (EEOC) charges, responses to records requests, responses to document production reports, or other documents.

Receives various forms, reports, correspondence, budget reports, Family Medical Leave (FMLA) reports, personnel reports, invoices, EEOC charge forms, open records requests, appeal/grievance requests, attendance sheets, handbooks, guidelines, laws, rules, regulations, policies, procedures, classification plans, manuals, publications, reference materials, or other documentation; reviews, completes, processes, forwards, or retains as appropriate.

Ensure proper maintenance and retention of personnel files/records.

## **Clayton County, Georgia ~Director, Human Resources**

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Serves on Pension Board as required by law; makes decisions regarding policy/plan changes, approval of benefits, approval of funding, and other related issues.

Manages the employee benefits and worker's compensation division and ensure compliance with all applicable federal, state, local laws, and regulations to include Section 111 Medicare, Medicaid & SCHIP (State Children's Health Insurance Program) Extension Act (MMSEA), etc.

Maintains a comprehensive, current knowledge of ~~Risk Management programs~~, the insurance marketplace and applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate. ~~Continue to acquire annual (Continuing Education Units) CEUs applicable to the field of Risk Management.~~

Attends meetings and serves on committees as needed; makes presentations as required.

Operates a computer to enter, retrieve, review, or modify data; utilizes word processing, database, spreadsheet, desktop publishing, presentation, or other programs.

### **ADDITIONAL FUNCTIONS**

Manages and monitors use of Employee Assistance Program (EAP); manages and monitors use of compensation and military leave; monitors CDL drug testing.

May coordinate charitable drives/events such as Walk-America, Muscular Dystrophy Association, blood drives, and other events.

Ensures County representation at job fairs.

Operate a motor vehicle to perform work activities.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Public Administration, Business Administration, Human Resource Management, Personnel Administration, or closely related field; supplemented by six (6) years previous experience and/or training that includes progressively responsible human resource management, personnel administration, employment law, personnel generalist work, and supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

**ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

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