

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

June 21, 2016

A G E N D A

1. Call to order.
2. Invocation and Pledge of Allegiance to the flag.
3. Adoption of the agenda.
4. Approval of the June 7, 2016 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 July 2016 as National Park and Recreation Month”. (Presented by Chairman Jeffrey E. Turner)
7. PRESENTATION: “Clayton County Acknowledges Eleven Student Recipients of the 2016 Scholarship Program of the Kids Outdoor Initiative”. (Presented by Interim Parks and Recreation Director Mr. Troy Hodges)
8. PRESENTATION: “The County’s new Citizen Engagement App”. (Presented by Interim Information Technology Director Mr. Jason Brookings)
9. PRESENTATION: “Community Choices”. (Presented by Sidney Douse- Atlanta Regional Commission)
10. Consider requests of Debra Brewer, Director 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 for a Sole Source Award: SS # 2016-28 for the purchase of a BulLEX 21 Foot Smart Fire Safety Training Trailer with Accessories (Fire Department).** (BullEx, located in Albany, New York. Funding is available through the Community Development Block Grant Fund and Urban Area Security Initiatives Funding (Citizens Core)). As requested by the Department of Fire/EMS Services. Pursuant to Section 2-136 (7) of the Clayton County Code of Ordinances, General Purchasing Methods; 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

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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.

2) **Request to Trade-In County Property (#2016-30).** (\$4,251.30 / \$1,400.00 (credit) / Loudoun Communications, Inc. Funding is available through the Information Technology General Fund). As requested by the Department of Information Technology. Pursuant to Sections 2-20, 2-29 and 2 (146-147) of the Clayton County Code of Ordinances, Disposition of County Property. Per Section 2-20 of the Clayton County Purchasing Ordinance, the head of the department in charge of the property shall certify to the purchasing agent that certain itemized property in the custody of the department is no longer useful in the service of the county. Upon such certification, the purchasing agent shall, at public sale, in his discretion, sell the unserviceable property and remit the proceeds from the sale to the county fiscal authority, crediting the department from which the property was obtained with the amount of the proceeds. Per Section 2-29 of the Clayton County Purchasing Ordinance, no property belonging to Clayton County shall be sold, transferred or conveyed without due consideration by the Board of Commissioners for value received by Clayton County from said sale, transfer or conveyance. Per Section 2-146 of the Clayton County Purchasing Ordinance, when it is deemed advisable to dispose of any personal property owned by the county and used by the various departments thereof, or to dispose of personal property under the supervision of the Board of Commissioners, the sale of the property shall be made by the purchasing agent. The purchasing agent shall confer with the head of the department desiring to sell the property, with the object of getting the best possible price in making the sale. Per Section 2-147 of the Clayton County Purchasing Ordinance, when any personal property owned by the county has become worn out, useless, or junk, or has been used to such an extent that it is advisable to dispose of it, the head of the department in charge of the property shall certify to the purchasing agent that certain itemized property in the custody of the department is no longer useful in the service of the county.

3) **Recommendation for Award: RFB #16-15 State Route (SR) 138 Right-Turn Lane Construction at Lake Ridge Parkway for Clayton County, Georgia (Transportation & Development).** (\$495,545.00 / Tople Construction and Engineering, Inc., located in Atlanta, Georgia. Funding is available through the 2009 SPLOST Funds). As requested by the

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Department of Transportation and Development. Pursuant to Section 2-136 (1) of the Clayton County Code of Ordinances, General Purchasing Methods; 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.

4) **Recommendation for Award: RFP #16-22 Automated Red Light Camera Enforcement Systems – Annual Contract.** (American Traffic Solutions, Inc., located in Mesa, Arizona. Funding is available through the General Fund). As requested by the Police Department. Pursuant to Section 2-136 (2) of the Clayton County Code of Ordinances, General Purchasing Methods; 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) **Recommendation for Award: RFB #16-24 Tara Boulevard Sidewalk Construction from Summerwind Drive to Flint River Trail in Clayton County, Georgia (Transportation & Development).** (\$149,738.80 / C&C Lovejoy, LLC, located in Lovejoy, Georgia. Funding is available through the 2009 SPLOST Funds). As requested by the Department of Transportation and Development. Pursuant to Section 2-136 (1) of the Clayton County Code of Ordinances, General Purchasing Methods; 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.

6) **Recommendation for Renewal of the County's Excess Workers' Compensation and Employer's Liability Coverage.** (\$190,495.00 / Edgewood Partners Insurance Center (EPIC)

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Insurance Brokers and Consultants, utilizing Midwest Employers Casualty Company. Renewal Period of July 1, 2016 through July 1, 2017. Funding is available through the County's Workers Compensation Fund).

7) **Renewal of Employment Practices Liability Coverage for July 1, 2016 through July 1, 2017.** (\$325,063.44 / Edgewood Partners Insurance Center (EPIC) Insurance Brokers and Consultants, utilizing QBE Insurance Company. Renewal Period of July 1, 2016 through July 1, 2017. Funding is available through the County's General Fund).

8) **Recommendation for Renewal of Annual Contract:**

A. The following Annual Contract is being recommended for renewal pursuant to Section 2-136 (2) and (6) of the Clayton County Code of Ordinances, General Purchasing Methods. Pursuant to Section 2-136 (2) of the Clayton County Code of Ordinances, General Purchasing Methods; 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. Pursuant to Section 2-136 (6) of the Clayton County Code of Ordinances, General Purchasing Methods; 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.

1. **RFP #14-08 Deferred Prosecution Programs for Clayton County – (Multi-Award) Annual Contract Renewal with (1) Clayton County Community Service Board**, located in Jonesboro, Georgia, with a renewal period from July 1, 2016 through June 30, 2017; and **(2) The Road to Recovery, Inc.**, located in Atlanta, Georgia, with a renewal period from August 4, 2016 to August 3, 2017. There are no remaining renewals on this contract. The Board of Commissioners approved this award on May 20, 2014.

11. Consider requests of Ramona Bivins, Chief Financial Officer.

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- 1) Budget Amendment #4-108/2009 SPLOST/FYE 6-30-16 - To appropriate funds from fund balance to provide funding for improvements to the basketball court at Bonanza Mini Park, in the amount of \$15,000.
 - 2) Budget Amendment #4-110/2009 Reimposition SPLOST/FYE 6-30-16 - To amend the budget for payment of road repair and maintenance work by Transportation and Development based on the Service Delivery Agreement with the City of Forest Park, in the amount of \$24,418.
 - 3) Budget Amendment #4-111/2009 Reimposition SPLOST/FYE 6-30-16 - To amend the budget for additional funds needed for the Radio Frequency Identification (RFID) and Automated Material Handling (AMH) system for the Clayton County Library System, in the amount of \$11,200.
12. Consider a request of Tamara Duggans, Human Resources Manager.
- 1) The District Attorney's request for reclassification of its Executive Secretary from grade 20 to grade 23 and Legal Assistant II position from grade 18 to grade 20.
- *Savings of \$6,699.00*
13. Resolution 2016-119 - A Resolution to enter into a License Agreement with Caribbean Association of Georgia, Inc. to host the "Atlanta Caribbean Cultural Festival" at Clayton County International Park.
- Synopsis: This Resolution will allow the County to enter into a License Agreement with Caribbean Association of Georgia, Inc. to utilize the Upper Field and the Bermuda Pavilion at the Clayton County International Park on August 20, 2016 from 1:00 pm until 8:00 pm.*
14. Resolution 2016-120 - A Resolution authorizing Clayton County to enter into a License Agreement with Jay Wilcoxon to host a car show at the Clayton County International Park.

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***Synopsis:** This Resolution allows the County to enter into a License Agreement with Jay Wilcoxon to host a car show “Bugs at the Beach” on Sunday, August 28, 2016 from 1:00 pm until 8:00 pm at Clayton County International Park.*

15. Resolution 2016-121 - A Resolution to enter into a License Agreement with Rush Events ATL, LLC. to host “Xtreme Wet N Wild” at Clayton County International Park.

***Synopsis:** This Resolution allows the County to enter into a License Agreement with Rush Events ATL, LLC. to host an event entitled “Xtreme Wet N Wild” on September 11, 2016 from 3:00 pm until 11:00 pm at Clayton County International Park.*

16. Resolution 2016-122 - A Resolution authorizing Clayton County to enter into a Stipulation and Agreement in the matter of Lawanna Lastrape v. Clayton County Board of Commissioners before the State Board of Workers’ Compensation for the State of Georgia.

***Synopsis:** This Resolution allows the County and Lawanna Lastrape to enter into a stipulation and agreement in the amount of \$6,600.00.*

17. Resolution 2016-123 - A Resolution authorizing Clayton County to enter into a Memorandum of Understanding with Southern Regional Medical Center providing for the terms and conditions under which high quality applied learning experiences will be made available to employees of Clayton County Fire and Emergency Services.

***Synopsis:** This Resolution allows Clayton County to enter into a Memorandum of Understanding with Southern Regional Medical Center to provide high quality applied learning experiences to employees of Clayton County Fire and Emergency Services.*

18. Resolution 2016-124 - A Resolution authorizing Clayton County to enter into an agreement with the City of College Park, Georgia, providing for the terms and conditions under which Clayton County will conduct the City of College Park’s elections.

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***Synopsis:** This Resolution allows the County to contract with the City of College Park, Georgia to conduct municipal elections for the citizens of the City pursuant to the applicable laws of the State of Georgia.*

19. Resolution 2016-125 - A Resolution authorizing Clayton County to enter into an agreement with the City of Jonesboro, Georgia, providing for the terms and conditions under which Clayton County will conduct the City of Jonesboro's elections.

***Synopsis:** This Resolution allows the County to contract with the City of Jonesboro, Georgia to conduct municipal elections for the citizens of the City pursuant to the applicable laws of the State of Georgia.*

20. Resolution 2016-126 - A Resolution of the Clayton County Board of Commissioners authorizing an additional day of advance voting wherein electors may vote in the July 26, 2016, Primary Runoff Election.

***Synopsis:** The Board of Commissioners authorizes an additional day of advance voting to be held on Saturday, July 16, 2016, from 9:00 am to 4:00 pm. The Clayton County Elections & Registration will be open to allow electors to participate in early voting during this time.*

21. Resolution 2016-127 - A Resolution authorizing Clayton County to accept a 2001 Ford Crown Victoria from a Clayton County Police Department Drug Investigation.

***Synopsis:** This Resolution authorizes the County to sell at auction a 2001 Ford Crown Victoria, VIN 2FAFP74W71X107021.*

22. Resolution 2016-128 - A Resolution authorizing Clayton County to enter into an agreement with the Collaborative Firm, LLC providing for the terms and conditions under which planning services will be rendered to the County.

***Synopsis:** This Resolution allows the County to continue the professional planning services provided by the Collaborative Firm, LLC.*

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23. Order of Remission: State of Georgia vs. Michael Dean Cuthbertson and Anytime D/B/A ABC South Bail Bonds.

Synopsis: An Order to pay Surety 95% of the bond amount under O.C.G.A § 17-6-72(e) (2), which will be \$3,325.00.

24. Appointment to the Code Enforcement Board to fill the expiring term of Betty Cleave. The term is for three years expiring on July 16, 2019. (Full-Board Appointment)
25. Appointment to the Code Enforcement Board to fill the expiring term of Clea Etheridge. The term is for three years expiring on July 16, 2019. (Full-Board Appointment)
26. Appointment to the Veterans' Advisory Board to serve in a new seat. The term is four years expiring on June 6, 2020. (*Vice Chairman Gregory's Appointment- District One*)
27. Appointment to the Veterans' Advisory Board to serve in a new seat. The term is four years expiring on June 6, 2020. (*Commissioner Hambrick's Appointment- District Two*)
28. Appointment to the Veterans' Advisory Board to serve in a new seat. The term is four years expiring on June 6, 2020. (*Commissioner Edmondson's Appointment- District Four*)
29. ZONING PETITION: **STEVEN ELLIS/ LUP-16/043**

The Applicant, *Steven T. Ellis*, on behalf of Hennessey Cadillac, Inc. is requesting an amendment to the Future Land Use Map (FLUM), Comprehensive Plan 2034. This request is to change the FLUM designation from Public Institutional to General Commercial for the expansion of a parking lot to accommodate car sales and service uses. The subject property is located at 1200 Battle Creek Road, otherwise known as parcel number 12-080A-A002. The subject property contains approximately 8.6 +/- acres.

Commissioner District 4 – Michael Edmondson

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The Planning and Zoning Staff Recommended APPROVAL

30. ZONING PETITION: **STEVEN ELLIS/ BZA-16/04-91**

The Applicant, *Steven T. Ellis*, on behalf of Hennessey Cadillac, Inc. is requesting a Variance to reduce the stream buffer and setback requirements in accordance with Chapter 38 – Environment, Article VIII. Clayton County Stream Buffer Ordinance, for the expansion of a parking lot to accommodate car sales and service uses. The subject property is located on 1200 Battle Creek Road, otherwise known as parcel number 12-080A-A002. The subject property contains approximately 8.6+/- acres. Variance procedures shall be conducted in accordance with Sec. 38-144.2.

Commissioner District 4 – Michael Edmondson

The Planning and Zoning Staff Recommended DENIAL

EXECUTIVE SESSION –

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

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FINANCE SUPPORTING DOCUMENTATION

BEGINS ON NEXT PAGE

**CLAYTON COUNTY
INTER - OFFICE MEMO**

DATE: June 9, 2016
TO: Board of Commissioners
FROM: Ramona Thurman Bivins, Chief Financial Officer
SUBJECT: Request for Budget Amendment - Fund 307 - 2009 SPLOST

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-16:

INCREASE REVENUE:

Appropriations From SPLOST Fund Balance	307-5120-7000	\$	15,000
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INCREASE EXPENSES:

Machinery & Equipment Rental	307-5120-4220-PR044-7Y160	\$	3,000
R&M - Recreational Area	307-5120-4845-PR044-7Y160	\$	12,000
		\$	15,000

Reason: To appropriate funds from fund balance to provide funding for improvements to the basketball court at Bonanza Mini Park.

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

Date

Sandra Davis, Clerk of Commission

**CLAYTON COUNTY
INTER - OFFICE MEMO**

DATE: June 14, 2016
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 6-30-16:

INCREASE REVENUE:

City of Forest Park - SDA	307-4001-3270-10000-6FP40	24,418
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INCREASE EXPENSE:

R&M Roads - Work Orders	307-4001-4855-10000-7Y13A	12,549
R&M Roads - Work Orders	307-4001-4855-10000-7Y15A	11,869
	\$	24,418

Reason: To amend the budget for payment of road repair and maintenance work by Transportation and Development based on the Service Delivery Agreement with City of Forest Park

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

Date

Sandra Davis, Clerk of Commission

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HUMAN RESOURCES SUPPORTING DOCUMENTATION

BEGINS ON NEXT PAGE



Board of Commissioners Approval Process System

New Request

After completing Request form and attaching supporting documentation, click on the SUBMIT button at the bottom to submit your request for approval. Fields with an (*) are required.

Department: District Atty

Phone: (770) 603-4121
Example: (000) 000-0000

E-mail: dianne.kingston@claytoncountyga.gov
Example: John.doe@claytoncountyga.gov

Requests must be submitted a minimum of 12 days prior to Agenda Meeting Date.

FYE: FYE16
Select Agenda Meeting Date: 06/29/2016

Request Type:
Reclassification of Position(s)

Purpose:

To reclassify the Executive Secretary, (grade 20/step 1 \$38,475) and Legal Assistant II, (grade 18/step 13 \$40,435) positions within the Clayton County District Attorney's Office to Assistant Administrative Manager and Administrative Supervisor respectively.

Rationale:

With the retirement of the Administrative Manager, and the transition of the new Administrative Manager the Executive Secretary and the Legal Assistant II have acquired additional duties to ensure that the Office of the District Attorney runs smoothly.

It has been determined it is in the best interest of the Office of the District Attorney for the Executive Secretary and the Legal Assistant II to continue to perform the duties they have acquired, making a restructure of the support staff necessary.

Facts:

It is the desire of the District Attorney that these employees be compensated for these additional duties and responsibilities. This can be accomplished by reclassifying the Executive Secretary and the Legal Assistant II positions to Assistant Administrative Manager and Administrative Supervisor respectively.

Impact:

There will be no financial impact to the District Attorney's budget. There is a cost savings/realized gain to the County of \$6,699.

Employee:	Grade	Step	Salary	Pension	FICA/Med	Group Health	Workers Comp.	
Executive Sec.	23	1	44,660	6,208	3,416	10,042	85	64,411
Legal Asst.	20	13	44,660	6,208	3,416	4,849	85	59,218
Total:			89,320	12,415	6,833	14,891	170	123,629

*Documents must be submitted in PDF format.
Large PDF files may be compressed and saved to a ZIP file before attaching to Request form.*

Supporting Documentation: 2016JUN29.Lawson.ReclassRetirementShepherd.pdf

Alternate contact should be available to answer questions regarding your request.

Alternate Contact Name: Tameka Bentley
Alternate Contact Phone: (770) 477-4537
Example: (000) 000-0000

Alternate Contact Email: tameka.bentley@claytoncountyga.gov

Example: john.doe@claytoncountyga.gov

Comments:

Initiated Date:

6/15/2016

4:54:58 PM

Initiated By:

Diana Kingston



REVISE

**Clayton County Board of Commissioners
Legislative Request Form**

#077
SEND to
7/19 Bmm

Agenda Meeting Date: 6/29/2016

Purpose

To reclassify the Executive Secretary, (grade 20/step 1 \$38,475) and Legal Assistant II, (grade 18/step 13 \$40,435) positions within the Clayton County District Attorney's Office to Assistant Administrative Manager and Administrative Supervisor respectively.

Rationale

With the retirement of the Administrative Manager, and the transition of the new Administrative Manager the Executive Secretary and the Legal Assistant II have acquired additional duties to ensure that the Office of the District Attorney runs smoothly.

It has been determined it is in the best interest of the Office of the District Attorney for the Executive Secretary and the Legal Assistant II to continue to perform the duties they have acquired, making a restructure of the support staff necessary.

Facts

It is the desire of the District Attorney that these employees be compensated for these additional duties and responsibilities. This can be accomplished by reclassifying the Executive Secretary and the Legal Assistant II positions to Assistant Administrative Manager and Administrative Supervisor respectively.

Impact

There will be no financial impact to the District Attorney's budget. **There is a cost savings/realized gain to the County of \$6,699.**

Employee:	Grade	Step	Salary	Pension	FICA/Med	Group Health	Workers Comp.	
Diana Kingston	23	1	44,660	6,208	3,416	10,042	85	64,411
Helen Dolyak	20	13	44,660	6,208	3,415	4,349	85	59,218
Total:			89,320	12,416	6,831	14,391	170	123,829
							Increase Budget:	12,374

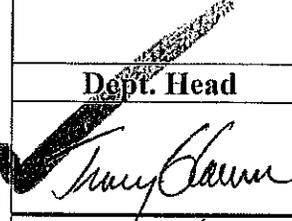
Employee:	Grade	Step	Salary	Pension	FICA/Med	Group Health	Workers Comp.	
Rhefta Shepard	26	21	66,460	9,238	5,084	10,042	126	90,951
Total:			66,460	9,238	5,084	10,042	126	90,951

Employee:	Grade	Step	Salary	Pension	FICA/Med	Group Health	Workers Comp.	
Tameka Bentley	26	1	51,840	7,206	3,966	8,468	98	71,578
Total:			51,840	7,206	3,966	8,468	98	71,578
							Decrease Budget:	19,373

Cost Savings of \$6,699

Supporting Documentation

Reclassified job descriptions and compensation breakdown.

Dept. Head	COO	Finance	Chm. of the Brd.	Legal
				
Date: 4/15/16	Date:	Date:	Date:	Date:

District Attorney

<u>From:</u>	Position:	Employee:	Grade	Step	Salary	Pension	FICA/Med	Group Health	Workers Comp.
Executive Secretary		DiAnne Kingston	20	1	38,475	5,348	2,943	10,042	73
Legal Assistant II		Helen Dolyak	18	13	40,485	5,620	3,093	4,849	77
			Total:		78,910	10,968	6,036	14,891	150

56,881
54,074
110,955

<u>To:</u>	Position:	Employee:	Grade	Step	Salary	Pension	FICA/Med	Group Health	Workers Comp.
Assistant Administrative Manager		DiAnne Kingston	23	1	44,660	6,208	3,416	10,042	85
Administrative Supervisor		Helen Dolyak	18	21	44,660	6,208	3,416	4,849	85
			Total:		89,320	12,415	6,833	14,891	170

Increase Budget: 12,674

<u>From:</u>	Position:	Employee:	Grade	Step	Salary	Pension	FICA/Med	Group Health	Workers Comp.
Administrative Manager		Rhettis Shepard	26	21	66,460	9,238	5,085	10,042	126
			Total:		66,460	9,238	5,085	10,042	126

90,951
90,951

<u>To:</u>	Position:	Employee:	Grade	Step	Salary	Pension	FICA/Med	Group Health	Workers Comp.
Administrative Manager		Tameka Bertley	26	1	51,840	7,206	3,966	8,468	98
			Total:		51,840	7,206	3,966	8,468	98

Decrease Budget: 19,373

Cost Savings of: 6,699

**CLAYTON COUNTY, GEORGIA
CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE: DISTRICT ATTORNEY ASSISTANT ADMINISTRATIVE MANAGER
23/1 \$44,660.38**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist in the management of records, which include assessing, and assisting the assigned divisions with financial and accounting functions, and engaging in budgetary activities. The divisions consist of Support Staff, Assistant District Attorneys, and Investigators. Assist in handling the day-to-day management of the District Attorney's Office and assist with the management of the budget, payroll, and all other administrative duties of the District Attorney.

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.

Assists with the management of the budgets for divisions assigned to this department.

Conducts studies and prepares reports for the solution of various administrative and fiscal problems including budget, organization, policy, and personnel.

Assists with the management of the accounts of various funds such as general operational funds, financial statements, and reports; assists in resolving difficult accounting problems.

Assists with the analyzing of budget costs and other financial records; provides information and recommendations regarding fiscal operations of County funds.

Performs/coordinates various budgetary activities and proposals; organizes and assists with the preparation and development of the department's operating budgets; assists department section managers with the preparation and submission of the annual budget appropriation request; review needs related to issues under administrative section and makes recommendations on charges to increase efficiency; reviews and recommends proposed budget changes, maintains records on departmental budget proposals/changes from budget review meetings with Finance and the Commission Chairman.

Assist with the coordination of the annual budget process to ensure the proposal is completed on schedule and ready for the approval by the Board of Commissioners.

Prepares and verifies departmental budget amendments and line item transfers during the year; reviews journal entries and corrections made by Finance.

Clayton County, Georgia ~ DISTRICT ATTORNEY ASSISTANT ADMINISTRATIVE MANAGER

Assists with reviews of department purchase order requisitions for accuracy and availability of funds to be forwarded to Finance; recommends alternative course of action to department section heads when funds are not available. Assists in the preparation of accounts payable requests.

Prepares reports/documents for approval by the District Attorney, Deputy Chief, or designated Chiefs/Managers.

Assists with the development of accounting controls; troubleshoots workflow procedures, recommends corrective action, and supervises Support Staff.

Audits State/Federal/County/City budgets for accuracy in accounting charges; verifies material compliance to contracts and budgets.

Provides financial support/assistance/monitoring regarding all County funds within the departmental budget; prepares budgetary and financial reports on County budget funds. Monitors financial status of all sections under the District Attorney.

Prepares accounting data for the year-end of the budget to Finance.

Assists with the management of departmental inventory records for cost and accountability. Review/provide assistance to Finance on any discrepancies within their system.

Assists with the coordination of financial issues between the District Attorney and the Finance staff.

Monitors/reviews revenue and expenditures in the department's budget; assists other County personnel in departmental budgeting issues. Issues requests for billing to Finance; reviews and tracks the billing for payment and proper coding into department's budget; prepares reports on accounts receivable funds.

Assists with the management of personnel staff to ensure that personnel actions, leave slips, and payroll information is in compliance with County Civil Service Rules and Regulations and department policy; assists in resolving employee relations issues; monitors injured employees' worker's compensation status; evaluates job performance for administrative division.

Assists with the management of support staff engaged in data entry; provides assistance, if needed; provides direction; interprets policies and procedures; assigns and reviews work; evaluates job performance for administrative division.

Instructs/coordinates support staff training in job duty responsibilities.

Assists with the reconciliation of accounting discrepancies; prepares/completes/distributes various budgeting reports.

Maintains file system for all accounting records.

Serves as custodian of Agency Records and Open Records Officer to the purpose of fulfilling open records requests.

Operates a computer to enter/retrieve/modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, and other software programs.

Clayton County, Georgia ~ DISTRICT ATTORNEY ASSISTANT ADMINISTRATIVE MANAGER

Communicate with District Attorney, supervisors, employees, other departments, County officials, other government entities, vendors, outside organizations, and the public; reviews incoming data, exchanges information and/or resolves problems.

Maintains a comprehensive current knowledge of all departmental policies and Civil Service Rules and Regulations.

ADDITIONAL FUNCTIONS

Assists with duties relegated to the Administrative Division as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting/Finance, Human Resources, or other related field; supplemented by six (6) years previous experience and/or training that includes financial/accounting management budget preparation, and project 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 may involve some lifting, carrying, pushing and/or pulling of objects and materials of 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 the 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: DISTRICT ATTORNEY ADMINISTRATIVE SUPERVISOR
20/1 \$38,475.30

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise the courtroom legal assistants in their performance of advanced legal administrative work for a trial team within the District Attorney's Office. To assist the Deputy Chief Assistant District Attorneys. Work involves supervising the preparation of cases for arraignment, trial, motions and grand jury calendars, as well as the management of legal records.

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 the performance of legal administrative work for a trial team consisting of Assistant District Attorney, Investigator Supervisor and Investigator.

Supervises the creation of file folders; supervises data entry of information and case numbers into computer system; and the receipt of same by the appropriate Investigator.

Supervises the distribution of new cases given to each Assistant District Attorney and Investigator.

Supervises the preparation of arraignment, trial, motions, and Grand Jury calendars and subpoenas for all courtrooms, as well as the files for all calendars, and the preparation of Grand Jury presentments.

Responsible for ensuring all notices and subpoenas are mailed out timely for all courtrooms by the respective legal assistant.

Oversees the discovery process and that it is distributed at arraignment and trial calendar calls by all courtroom legal assistants to defense attorneys or the defendants receives copy of the State's discovery and the calendars are marked with all pertinent information.

Responsible for ensuring all courtroom legal assistants see that their respective pleas are returned to the District Attorney's Office and processed, which may include typing of nolle proseques, when appropriate, closing cases out on computer and marking files accordingly.

Supervise the closure of all Administrative Dismissals as well as ensures the transfers to State Court.

Distributes mail for all courtrooms legal assistants, District Attorneys and Investigators.

Ensures that the legal assistants prepare accusations and indictments for all courtrooms and they are filed, and placed on the next available arraignment calendar.

Oversees the location and placement of detainees on subject in State custody and the preparation of productions orders for prisoners.

Ensures all bench warrants and bond forfeitures for all courtrooms; calendars for all bond forfeiture and that all courtroom legal assistants attend calendar call; they prepare appropriate forms, i.e.: judgments for cost or Rule Absolutes for judge's signature.

Attends Employee Development Programs, supervisor classes offered by Clayton County Human Resources Department.

Responsible for overseeing data management, file management, etc.

Responsible for making sure all courtrooms and reception area are covered.

Assists the Deputy Chief Assistant District Attorneys with various tasks as requested.

Communicates with the District Attorney, Assistant District Attorneys, Investigators and employees, other departments, County officials, other government entities, vendors, outside organizations, and the public; reviews incoming data, exchanges information and/or resolves problems.

Maintains a comprehensive current knowledge of all departmental policies and Civil Service Rules and Regulations.

ADDITIONAL FUNCTIONS

Assists/Supervises duties relegated to the Administrative Division as needed.

Coordinates and chairs monthly/bi-monthly trial team meetings to ensure cases are being processed and handled appropriately in all courtrooms and in the office.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by six (6) years previous experience providing administrative support in a legal environment, proficient in the use of the Criminal Justice Information System, WordPerfect or Microsoft Word; 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 may involve some lifting, carrying, pushing and/or pulling of objects and materials of 5-10 pounds. Tasks may involve extended periods of time at a keyboard or work station.

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