



Administrative Services Committee Meeting Commission Chamber - 4/11/2017

ATTENDANCE:

Present: Hons. M. Williams, Chairman; Jefferson, Vice Chairman; D. Williams, member.

Absent: Hons. Hardie Davis, Jr., Mayor; Davis, member.

ADMINISTRATIVE SERVICES

1. Discuss (and receive as information) the return of Housing Opportunities for Persons with Aids (HOPWA) funding (\$765,176.32) from HopeHealth, Inc. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve subject to holding a 30-day comment period after which the item will be presented to the May 16th Commission meeting for final approval. Motion Passes 3-0.	Commissioner Andrew Jefferson	Commissioner Dennis Williams	Passes

2. Motion to approve the minutes of the Administrative Services Committee held on March 14, 2017. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Andrew Jefferson	Commissioner Dennis Williams	Passes

3. Appoint Daniel R. Dunlap, 911 Director, to fill the remainder of the unexpired term of Dominick Nutter on the Region VI EMS Council. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Dennis Williams	Commissioner Andrew Jefferson	Passes

4. Discuss creating an ordinance to address "Sagging Pants". **(Requested by Commissioner Marion Williams)** **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve tasking the Clerk with investigating what some other Georgia cities have done on this issue and what impact their actions have had on their court systems. Motion Passes 3-0.	Commissioner Dennis Williams	Commissioner Andrew Jefferson	Passes

5. Approve the request for space from the Secretary of State, Brian Kemp, to establish a local regional office within the Municipal Building on the second floor near the Mayor's suite. **Item Action:**
Disapproved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Deny	Motion to deny the request. Mr. M. Williams votes No. Motion Fails 2-1.	Commissioner Dennis Williams	Commissioner Andrew Jefferson	Fails

6. Approval request for New Position in the Coroner's Office. **Item Action:**
Disapproved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Mr. M. Williams votes No. Motion Fails 2-1.	Commissioner Dennis Williams	Commissioner Andrew Jefferson	Fails

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**Administrative Services Committee Meeting
4/11/2017 1:20 PM
Attendance 4/11/17**

Department:

Presenter:

Caption:

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:

HCD - REPURPOSE OF HOPWA FUNDS

Current Funded Agency	Balance of Allocation	New Use	Allocation Total
2014 HOPEHealth, Inc.	\$ 294,739.52	St. Stephen's Ministry, Inc. \$ 50,000.00 East Augusta CDC \$ 50,000.00 Family Initiative of the CSRA \$ 50,000.00 Promise Land CDC \$ 25,000.00 Antioch Ministries, Inc. \$ 25,000.00 South Carolina HOPWA Program \$ 94,739.52	\$ 294,739.52
2015 HOPEHealth, Inc.	\$ 250,000.00	South Carolina HOPWA Program \$ 105,260.48 HOPWA Community Residence \$ 144,739.52	\$ 250,000.00
2016 HOPEHealth, Inc	\$ 220,436.80	HOPWA Community Residence \$ 220,436.80	\$ 220,436.80
TOTAL: Reprogrammed Funds	\$ 765,176.32	TOTAL New Use of Reprogrammed Funds	\$ 765,176.32



Administrative Services Committee Meeting
4/11/2017 1:20 PM
HOPWA__Fund Repurposing

Department: Housing and Community Development Department (HCD)

Presenter: Hawthorne E. Welcher, Jr.

Caption: Discuss (and receive as information) the return of Housing Opportunities for Persons with Aids (HOPWA) funding (\$765,176.32) from HopeHealth, Inc.

Background: Because HopeHealth decided not to move forward with the City of Augusta HOPWA program, it has become necessary to repurpose these funds ('14, '15, & '16) to facilitate their expenditure. HCD recommends that funds be repurposed as follows:

1.	St. Stephen's Ministry, Inc,	\$ 50,000.00	2.	East Augusta Community Development Corp.	\$ 50,000.00
3.	Family Initiative, of the CSRA	\$ 50,000.00	4.	Promise Land Community Development Corp.	\$ 25,000.00
5.	Antioch Ministries, Inc.	\$ 25,000.00	6.	South Carolina HOPWA Program	\$200,000.00
7.	HOPWA Community Residences	\$365,176.32	Total amount being reprogrammed \$765,176.32		

HOPWA Repurposing Explanations:

1. Housing Opportunities for Persons with Aids Sponsors - \$ 200,000.00 -- Funds are being transferred to support currents Sponsors of the HOPWA Program. Funding will be utilized to provide support to AIDs/HIV clients to include Short-Term, Mortgage & Utility (STRMU), rental assistance and special services.

2. South Carolina HOPWA Program - \$ 200,000.00 – Funds will be used to solicit a Sponsoring Agency to provide services to Aiken and Edgefield Counties, South Carolina. Sponsor will be required to provide assistance to eligible households

3. HOPWA Community Residence - \$ 365,176.32 - Funds will be used to provide housing to eligible individuals. When using HOPWA funds, a community residence is a multi-unit residence that contains more than one living unit. AHCD will make funds available for a sponsor agency to construct or

purchase suitable dwelling(s). According to the City's Citizen Participation Policy, this increase in allocation constitutes a substantial change to the Action Plans. Therefore, the revisions must be presented to the public for a 30-day comment period. If comments are received, they will be presented to the Commission for consideration. We are requesting authorization to proceed with the publication of a public notice in the newspapers to solicit comments on the changes. The Public Notice will be published in the Augusta Chronicle April 12, 2017, El Augustino Newspaper May 1, 2017 and the Metro Courier/Urban Pro Weekly April 13, 2017. The deadline for comments will be May 12, 2017 by 5:00pm. Any comments received will be presented to Commission on Tuesday, May 16, 2017.

Analysis: The repurpose of funds will allow HCD to provide additional funding to current service providers and seek services for Aiken & Edgefield Counties, South Carolina.

Financial Impact: In order for HCD to meet its annual HUD regulatory spend down requirements, HCD finds it necessary to repurpose funding to viable projects/partners that will expend funding in a timely manner.

Alternatives: Not Any.

Recommendation: Accept the Housing and Community Department (HCD) recommendations for use of the additional funds and grant HCD authorization to proceed with the publication of a Public Notice soliciting citizen comments on the proposed changes to the 2014, 2015, and 2016 Action Plan. On May 16, 2017, any comments received will be presented to Commission for consideration

Funds are Available in the Following Accounts: HOPWA Funds via the U.S. Department of Housing and Urban Development HUD)

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission



Administrative Services Committee Meeting Commission Chamber - 3/14/2017

ATTENDANCE:

Present: Hons. M. Williams, Chairman; Jefferson, Vice Chairman; Davis and D. Williams, members.

Absent: Hon. Hardie Davis, Jr., Mayor.

ADMINISTRATIVE SERVICES

1. Introduction and Overview of the Augusta Partnership for Children, Inc. by Candice Hillman, Executive Director. **(Requested by Commissioner Andrew Jefferson)** **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to receive this item as information. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

2. Presentation by Dr. William T. Bass regarding a Gift for Augusta. **Item Action:** None

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Unanimous consent is given to delete this item from the agenda and reschedule it at the request of Dr. Bass.			

3. Presentation by Ms. Lynda Brown regarding the placement of documents in city facilities. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to refer to the attorney and the Central Services Director for a recommendation in 30 days the information regarding the documents to be displayed in a city facility. Motion Passes 4-0.	Commissioner Andrew Jefferson	Commissioner Mary Davis	Passes

4. Motion to approve the minutes of the Administrative Services Committee held on February 14 and 28, 2017.
- Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Dennis Williams	Commissioner Andrew Jefferson	Passes

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**Administrative Services Committee Meeting
4/11/2017 1:20 PM
Minutes**

Department: Clerk of Commission

Presenter:

Caption: Motion to approve the minutes of the Administrative Services Committee held on March 14, 2017.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:

Daniel R. Dunlap, ENP

4454 Dave MacDonald Drive Hephzibah, GA 30815

Phone: 850-368-6771 Email: daniel.dunlap@me.com

Summary

Skilled public safety communications leader with more than 20 years of experience in a communications center, achieving and defining organizational goals and objectives with knowledge in the following areas:

- Budget Analysis, Development and Management
- Organizational Change and Development
- Public Education and Customer Service
- Operational Standards, Policies and Guidelines
- Administration and Operations Management
- Systems Design and Implementation
- Strategic Planning

Experience

2016 – Present

Augusta Richmond County Government

Augusta, GA

911 Director

- Directs the overall planning, operation, and administration of the 911 Communications Center
- Manages and directs the activities of the Department by planning, organizing, staffing, directing, and controlling the staff and other business resources
- Develops policies and procedures to enhance the delivery of service to the public, the affected departments and presents recommendations to the Administrator, Commission, Fire Chief and 911 Advisory Committee as appropriate
- Budgets and accounts for all revenue and expenditures for the 911 Communications Center

2011 – 2016 Okaloosa County Dept. of Public Safety Niceville, FL

911 Communications Division Chief

- Manages and directs the operation of public safety communications, 911 system and ancillary functions
- Monitors shift operations to ensure compliance with proper call receipt and dispatch procedures
- Oversees the County 911 system and County Warning Point operations and budgets
- Designated to act in the absence of the Public Safety Director

2008 – 2011 Okaloosa County Dept. of Public Safety Shalimar/Niceville, FL

911 Coordinator

- Responsible for the efficient operations of the 911 system for 11 Public Safety Answering Points in Okaloosa County
- Handles and maintains the Automatic Location Information (ALI) database for county
- Custodian of all 911 recordings and statistics
- Oversees County Warning Point in the absence of the 911 Communications Chief

2005 – 2008 Okaloosa County Dept. of Public Safety Shalimar, FL

911 Communications QA Trainer

- Provided continuous 911 training to new and current call handlers for Okaloosa County
- Responsible for Quality Improvement program and Quality Assurance review for EMS & Fire call handling and dispatching
- Tracks employee training, updates Standard Operating Procedures and CAD data changes

2000-2005 Okaloosa County Dept. of Public Safety Shalimar, FL

Communications Technician

- Received and processed emergency 911 calls and dispatched resources via radio for Fire and EMS agencies
- Responsible for training individual team members
- Manned county Emergency Operations Center when activated

1997-2000

Ocean City-Wright Fire Control District

Fort Walton Beach, FL

Communications Technician/Shift Supervisor

- Received and processed emergency 911 calls and dispatched resources via radio for Fire and EMS agencies
- Supervised one personnel on shift
- Responsible for training individual team members

Education

2007-2009

Northwest Florida State College

Niceville, FL

- Associates of Applied Science in Emergency Management & Administration

2010-2011

Northwest Florida State College

Niceville, FL

- Bachelor of Science in Project Management Public Service Management
 - Cum Laude

Work Related Education/Certification

- | | |
|---|------|
| ▪ Certified National Academy Emergency Medical Dispatch | 1998 |
| ▪ Certified National Academy Emergency Fire Dispatch | 2002 |
| ▪ Certified National Academy Emergency Medical Dispatch Quality | 2006 |
| ▪ APCO Communications Training Officer | 2006 |
| ▪ APCO Public Safety Telecommunicator I | 2006 |
| ▪ APCO Public Safety Telecommunicator I Instructor | 2007 |
| ▪ APCO Public Safety Fire Service Communications | 2008 |
| ▪ APCO Public Safety Communications Center Supervisor | 2009 |
| ▪ Emergency Number Professional (ENP) | 2010 |
| ▪ NENA Center Manager Certification Program | 2013 |
| ▪ Healthcare Provider CPR | 2016 |
| ▪ Multiple Emergency Management Incident Command System (ICS) Courses | |

Licensure

- State of Florida 911 Public Safety Telecommunicator (911D000020) Expires:2/2019

Memberships

- Association of Public Safety Communications Officials (APCO) International
- National Emergency Number Association (NENA)

Awards and Recognitions

- | | |
|--|------|
| ▪ Okaloosa County Public Safety Communications Employee of the Quarter | 2003 |
| ▪ Okaloosa County Telecommunicator of the Year | 2004 |
| ▪ State of Florida Emergency Medical Services Dispatcher of the Year | 2005 |

Committees

- | | |
|--|-----------|
| ▪ Florida Telecommunicator Emergency Response Team (TERT)
Regional Coordinator – Florida Region 1 | 2006-2016 |
| ▪ Okaloosa Emergency Management Committee | 2008-2016 |
| ▪ Okaloosa County Fire Chiefs Association | 2008-2016 |
| ▪ Okaloosa Public Safety Strategic Plan Committee | 2008-2016 |
| ▪ Okaloosa County Corrections Department Chief Interview panel | 2013 |
| ▪ Cassidian Communications Strategic Advisory Committee | 2010-2012 |
| ▪ Regional Domestic Security Task Force (RDSTF) Region 1
Interoperable Communications Co-Chair | 2014-2016 |
| ▪ 911 Maintenance and Support Contract Request for Proposal committee | 2016 |
| ▪ Public Safety Radio System Analysis Request for Quotes committee | 2016 |

Other Achievements

- Performed and assisted in multiple 911 upgrades
- Assisted in writing and successfully receiving multiple radio and 911 grants
- Implemented use of County fiber optic transport to deliver 911 voice and data to secondary PSAP locations, resulting in reduction of trunk lines and cost of trunks to secondary PSAP locations.
- Directed and received approval for Okaloosa County Public Safety to be a State of Florida Public Safety Telecommunicator Approved Training Center - 2012
- Directed and was awarded International Academies of Emergency Dispatch (IAED) Accredited Center of Excellence (ACE) for Emergency Medical Dispatch (EMD) - 2015
- Directed and implemented Text to 911 (via TTY) - 2016

Volunteer and Recreational Activities

- Junior Volunteer Firefighter – North Bay Fire District, Niceville, FL 1993-1997
- Board of Trustees, St. Paul's Lutheran Church, Niceville, FL 2015-2016
- United Way Day of Caring participant



**Administrative Services Committee Meeting
4/11/2017 1:20 PM
Region VI EMS Council Appointment**

Department:	Administrator
Presenter:	Chester Brazzell, Deputy Administrator
Caption:	Appoint Daniel R. Dunlap, 911 Director, to fill the remainder of the unexpired term of Dominick Nutter on the Region VI EMS Council.
Background:	The former 911 Director, Dominick Nutter, was appointed to the Region VI EMS Council May 13, 2014 for a term that extends through June 30, 2018. The seat was vacant from April 2015 to August 2016 when Interim 911 Director Sterling Jones was appointed. The purpose of this action is to name the newly appointed 911 Director as the Augusta Representative on the Region VI Council.
Analysis:	The 911 Department has a key role in the provision of emergency management services. Therefore, the Department should maintain a seat on the Council.
Financial Impact:	The meetings are local. No expenses are anticipated.
Alternatives:	Appoint Daniel R. Dunlap to fill the remainder of the unexpired term. Allow the position on the Council to remain vacant.
Recommendation:	Appoint Daniel R. Dunlap to fill the remainder of the unexpired term on the Region VI EMS Council. A copy of his resume is attached.
Funds are Available in the Following Accounts:	N/A

REVIEWED AND APPROVED BY:

Finance.
Law.
Administrator.
Clerk of Commission



**Administrative Services Committee Meeting
4/11/2017 1:20 PM
Sagging Pants**

Department:

Presenter: Commissioner Marion Williams

Caption: Discuss creating an ordinance to address "Sagging Pants".
(Requested by Commissioner Marion Williams)

Background:

Analysis:

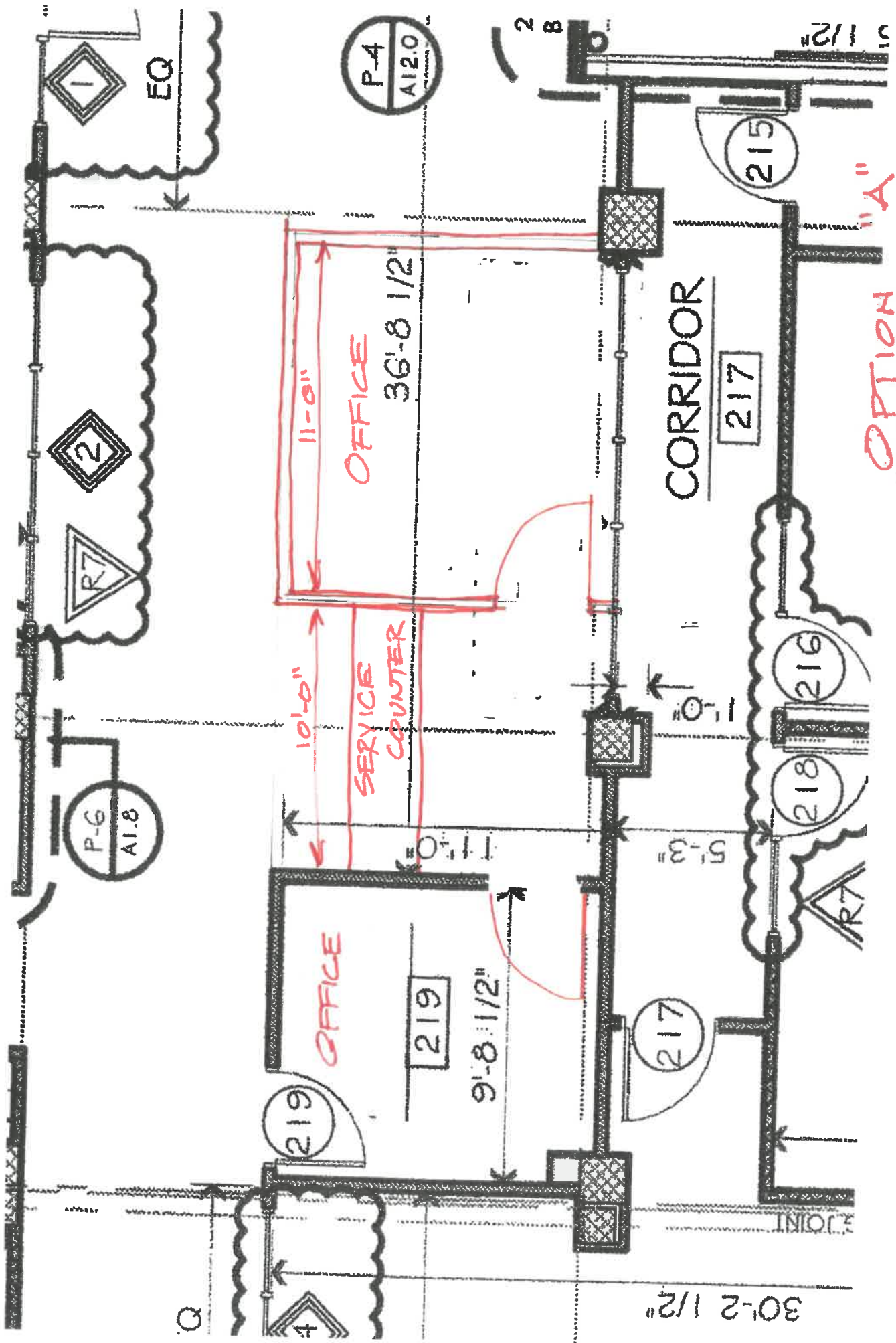
Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:



OPTION "A"
SCALE: 1/4" = 1'-0" ±



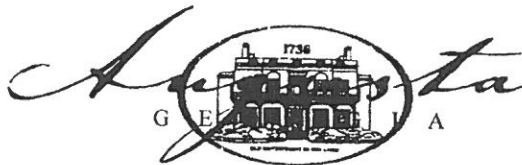
Administrative Services Committee Meeting
4/11/2017 1:20 PM
Secretary of State Space Request

Department:	Central Services - Real Estate Division
Presenter:	Takiyah A. Douse
Caption:	Approve the request for space from the Secretary of State, Brian Kemp, to establish a local regional office within the Municipal Building on the second floor near the Mayor's suite.
Background:	Andrew Turnage, Georgia Secretary of State (SOS) Director, contacted the Real Estate Division of Central Services requesting the city lease space to the state for use as a regional office for Georgians. The SOS is currently in the process of accessing the need for additional regional offices throughout the state, with Augusta being the third location (Tifton and Cartersville contract pending). The proposed Augusta location will have 2 employees and will service citizens during normal business hours.
Analysis:	This regional site will not affect local elections operations nor will it duplicate service offerings currently provided with the city. The addition of this regional office would offer an added benefit to our citizens who may experience difficulty with contacting the SOS office by phone. Space has been identified on the second floor of the Municipal Building near the Mayor's Suite for two employees and a customer counter.
Financial Impact:	The State will pay for office build out via invoice, thus there is no cost to Augusta
Alternatives:	1. Approve the request for space from the Secretary of State, Brian Kemp, to establish a local regional office within the Municipal Building on the second floor near the Mayor's suite. 2. Deny the request for space on the second floor of the Municipal Building, Approve the request for space at an alternate location

Recommendation: Approve the request for space from the Secretary of State, Brian Kemp, to establish a local regional office within the Municipal Building on the second floor near the Mayor's suite.

**Funds are Available
in the Following
Accounts:** NA

REVIEWED AND APPROVED BY:



OFFICE OF THE CORONER

Mark Bowen
Coroner

February 24, 2017

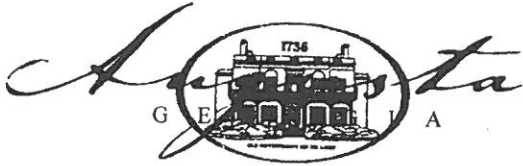
This letter is a request to reduce funding for the two part time deputy coroner positions, reduce the overtime and add a full time deputy coroner position to the staff of the Richmond County Coroner's Office. The reasoning behind this request is as follows.

The Richmond County Coroner's Office is the busiest coroner's office in the State of Georgia. As such we handle more death calls than any other in the state. In 2014 we handled 655 calls, in 2015 our office handled 793 calls and 720 in 2016.

At the coroner's office we take death investigation to a different level than one will see anywhere else in the state, we don't just pronounce death we ensure that the cause and manner of death is well documented and accurate. I have attached a copy of one of our death reports that shows the need for such an extensive investigation so that any wrongful or malicious death will not "slip through the cracks!"

The Richmond County Coroner's Office has some of the most experienced and well trained death investigators in the state and possibly the nation. The requirements that we set for our investigators eclipse every other office in the state. We require at least three years of criminal investigation experience with at least one year in homicide. Of the 500 death investigators in the State of Georgia there are only 25 certified by the American Board of Medicolegal Death Investigators (ABMDI) and two of those are in our office. We expect that all of our investigators will be certified by ABMDI at the end of 2017.

Currently we are running a two man seven (7) day on call rotation. Meaning one deputy will start call Thursday Morning at 0800 and remain on call until the following Thursday. The other deputy works 0800 - 1630 during his off call week in order to catch up on reports and assist with calls during the day. Typically, we have to allow the on call deputy to skip one or two days of call in order to avoid comp time or overtime. This puts a stress on our already overworked office. The Chief Deputy and myself take call and fill in where needed



OFFICE OF THE CORONER

Mark Bowen
Coroner

in addition to our other duties. We respond to all violent or accidental death scenes to assist with the investigation, handle press releases, issue subpoenas, etc., as such; we are on call 24/7/365. Every report done is reviewed and approved by myself or the Chief Deputy. We also hold in-service training, partnering with Augusta University, for other coroner's and deputy coroners in the state which brings revenue to the county during these three day classes. We also teach the death investigation block to police cadets at the police academy. We speak at schools and churches to enlighten and inform the community on what we can do to assist them. We are also starting a scared straight program for at risk youth in an attempt to keep them from going down the wrong path. Up until now we have been able to hold down the comp time but the rise in case load is making this impossible to control with the current staff.

I am proposing that we reduce the funding for the part time staff, reduce the overtime budget and hire another full time entry-level deputy allowing us to go to a three-man rotation, thereby reducing overtime. This would allow us to continue to serve the citizens of Richmond County to the best of our ability for the foreseeable future.

Warm regards,

Mark Bowen

Mark Bowen
Coroner

Augusta-Richmond County

Job Description

Approved Title: Deputy Coroner
Working Job Title: Deputy Coroner
Department: Coroner
Reports to: Coroner

Job Code: COR0114
Pay Grade: 52

FLSA Classification: Exempt
Date Revised: March 13, 2014
Original Date Prepared: 06-01-01

Does the Position Have Direct Reports? Yes ☐ No ☒

If Yes, What is the Title of the Position that Reports to this Position:

Is this Position Safety Sensitive? Yes ☒ No ☐

GENERAL SUMMARY: Investigates and determines the cause and manner of deaths occurring in Augusta-Richmond County within the guidelines of the Georgia Criminal Code, the Georgia Death Investigation Act, and departmental policies and procedures. Reports to the Coroner and works with physicians, law enforcement personnel, crime lab officials, funeral directors, public safety personnel, court officials, and the public to help bring resolution to crimes, accident's and circumstances causing death.

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

Percentages	Describe the duties and responsibilities of the position in the spaces provided below and assign percentage of time spent on each area on the left column space.
65 %	On-scene investigation of death and preserves forensic evidence, to include but not limited to the body of the victim. Determines whether an autopsy is needed/required by law and to arrange for said autopsy.
15 %	Follows up investigation of death and responsible for the documentation, inventorying and safekeeping of personal effects.
8 %	Makes written reports of investigation to include local, state and federal reports.
7 %	Attends autopsies and takes forensic photographs of autopsies.
5 %	Investigates, corrects, and issues corrected death certificate.

100% Total: 100

(This section's percentage must total 100%).

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

- Investigates and determines the cause and manner of deaths occurring in Augusta-Richmond County within the guidelines of the Georgia Criminal Code, the Georgia Death Investigation Act, and departmental policies and procedures. Paid on an agreed upon per call basis.

REQUIRED MINIMUM QUALIFICATIONS:

Education: High school diploma, trade school, or G.E.D.

Experience: Three (3) years as a Certified Law Enforcement Officer with at least one (1) year of investigator (Detective) experience in violent crimes (homicide) investigations.

Knowledge/Skills/Abilities:

- Considerable knowledge of human anatomy, physical signs of natural and unnatural causes of death, and medical terminology.
- Familiarity with police procedures, federal and state laws, ordinances, department regulations, and geography of Augusta-Richmond County.
- Proficiency in conducting investigations, interviewing, and interpersonal relations.
- Excellent communication skills, both oral and written and the ability to deal with grief.
- Must have the ability to notify family members of a relative's death with compassion
- Must be able to present testimony in court
- Demonstrated ability to work independently.
- Excellent communication skills both written and oral
- Strong supervisory skills
- Ability to write detailed investigative reports
- Strong people skills

Certification: Georgia Coroner/Deputy Coroner; P.O.S.T. Certification.

Licensing: A valid Class C driver's license.

PHYSICAL REQUIREMENTS:

Depending upon area of assignment:

Positions in this class typically require: walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Work is performed in an office setting.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

FINANCIAL RESPONSIBILITY:

Is this position involved in a budgetary or financial approval responsibility? Yes ☐ No ☒

If yes, please indicate size of budget or financial approval responsibility in annual dollar amount: \$0

TRAINING & SUPERVISORY RESPONSIBILITY:

How many people are being supervised or trained? None ☒

One staff Yes ☐ No ☒ Two to five staff Yes ☐ No ☒ Six to ten staff Yes ☐ No ☒ More than ten staff Yes ☐ No ☒

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

REVIEW/APPROVALS

Employee (Print Name)

Employee Signature

Date

Line or Staff Management

Date

Department Director

Date

Compensation Administration Staff

Date

Compensation Manager

Date

2017 Budget - Salary Reconciliation

Department Name: _____
 Department Org Key #: _____
 Payroll #: _____

Coroner

101-03-6110

Positions	Salary	Fica	Medicare	Hosp	Life	77 Pen	98 Pen	GMEBS	LT Disability	Auto	Total
Open Position	50,994.25	3,161.64	739.42	8,421.00	180.00	0.00	0.00	2,600.71	119.84	0.00	66,216.85
Totals (51.11110)	50,994.25	3,161.64	739.42	8,421.00	180.00	0.00	0.00	2,600.71	119.84	0.00	66,216.85
Total:	50,994.25	3,161.64	739.42	8,421.00	180.00	0.00	0.00	2,600.71	119.84	0.00	66,216.85

Open Positions	Number of Positions	Pay Grade	Grade Minimum	Total
Deputy Coroner	1	52	50,994.25	50,994.25
				0.00
				0.00
				0.00
				0.00
				0.00
				50,994.25

Augusta Georgia
2017 Budget - Coroner
101-03-6110

Object	Description	Budget	Budget Adjustments	Revised Budget
5111110	Perm Full-Time S&W-Regular	269,370.00	51,000	320,370.00
5111111	Perm Full-Time S&W-Comp Time	0	-	-
5111112	Perm Full-Time S&W-Sick Pay	0	-	-
5111113	Perm Full-Time S&W-Vacation	0	-	-
5111210	Perm Part-Time S&W-Regular	20,000.00	(15,000)	5,000.00
5113110	Perm Full-Time S&W-Overtime	10,000.00	-	10,000.00
5116111	Certification Pay	0	-	-
5121110	Health Insurance	29,890.00	8,430	38,320.00
5121120	Life Insurance	880	180	1,060.00
5121130	Long-Term Disability Insurance	630	120	750.00
5122110	FICA	18,560.00	3,170	21,730.00
5122120	Medicare	4,340.00	740	5,080.00
5123113	GMEBS Pension Plan	14,250.00	2,600	16,850.00
5129112	Clothing Allowance	7,200.00	-	7,200.00
5212110	Physicans	30,000.00	(13,000)	17,000.00
5212119	Misc Professional	21,930.00	(15,000)	6,930.00
5212999	Other Professional Services	87,250.00	-	87,250.00
5213114	Court/Meeting Reporting	300	-	300.00
5213117	Pest Control	660	-	660.00
5213119	Other Technical Services	0	-	-
5222110	Garbage	540	-	540.00
5222150	Stormwater fee	0	-	-
5222310	Custodial	18,200.00	(11,000)	7,200.00
5222410	Lawn and Grounds upkeep	1,700.00	-	1,700.00
5222510	Security Services	1,080.00	-	1,080.00
5223110	Repairs and Maintenece	0.00	-	-
5223111	R&M-Contract-Buildings	35,000.00	-	35,000.00
5223112	R&M-Contract-Equipment	1,960.00	-	1,960.00
5232110	Telephone	0	-	-
5232112	Cellular Phone	4,200.00	-	4,200.00
5232114	Radios-Air Time	2,400.00	-	2,400.00
5232117	Postage	480	-	480.00
5232118	Postage - Special Delivery	0	-	-
5232119	Other Communications Equip	270	-	270.00
5232120	Postage-Print shop Only	0	-	-
5234110	Printing and binding	1,000.00	-	1,000.00
5236110	Membership Dues	450	-	450.00
5236121	Juror Fees	400	-	400.00
5236122	Witness Fees	300	-	300.00
5237110	Education & Training	11,080.00	-	11,080.00
5239112	Temporary Workers	5,000.00	(3,000)	2,000.00
5239119	Other Contract Labor	2,500.00	(2,000)	500.00
5311110	General supplies and materials	12,130.00	-	12,130.00
5311111	General Office Supplies	6,000.00	-	6,000.00
5311210	Copy Services - Contract	1,030.00	-	1,030.00
5311211	Copy Services - Paper	280	-	280.00
5311212	Copy Services-Other Supplies	630	-	630.00
5311410	Uniforms	0	-	-
5311420	Safety Supplies	1,810.00	-	1,810.00
5311510	Photographic Supplies	80	-	80.00
5311916	Computer Software	0	-	-
5312110	Water and Sewerage	380	-	380.00
5312210	Natural Gas	4,000.00	-	4,000.00
5312310	Electricity	13,500.00	-	13,500.00
5312510	Oil	100	-	100.00
5312710	Gasoline	5,320.00	-	5,320.00
5314110	Books and periodicals	500	-	500.00
5316120	Telephones	0.00	-	-
5316160	Computer Equipment <\$5,000	2,750.00	-	2,750.00
5316170	Office Equipment <\$5,000	5,000.00	(2,500)	2,500.00
5316210	Noncapitalized Equipment	6,900.00	(4,740)	2,160.00
5316250	peripherals	0.00	-	-
5319135	R & M - Radios - Contract Only	420	-	420.00
5512110	Vehicle Cost Alloc-Contract	9,640.00	-	9,640.00
5512111	Vehicle Cost All-NonContract	2,140.00	-	2,140.00
5531111	Print Shop Charges	600	-	600.00
		<u>675,030.00</u>	<u>-</u>	<u>675,030.00</u>



Administrative Services Committee Meeting
4/11/2017 1:20 PM
Approval Request for New Position

Department:	Coroner
Presenter:	D. Mark Bowen, Coroner
Caption:	Approval request for New Position in the Coroner's Office.
Background:	Currently, the department has two full-time Deputy Coroner positions at salary grade 52. Due to the increase in business, an additional full-time Deputy Coroner position is needed to meet the needs of the department.
Analysis:	The new position will be a full-time position paying \$50, 994.25 year at a salary grade 52. HR has verified the job duties and responsibilities will mirror the two existing full-time Deputy Coroner positions at the salary grade 52. The Position Control Number for this position will be COR0114002.
Financial Impact:	Funds will be reallocated from within the current budget. No additional funds are being requested.
Alternatives:	Continue to utilize full-time employees in a more frequent capacity because part-time employees are not available due to commitments to their full-time employment outside of Augusta/Richmond County.
Recommendation:	Approve new position (Deputy Coroner) at a salary grade (52) at an annual salary of \$50, 994.25 Funds: Positon Control Number: COR0114002. Adding this full-time position will eliminate the amount of over-time being worked based on the current need of the department.
Funds are Available in the Following Accounts:	Funds are available in the following account - 101-03-6110

REVIEWED AND APPROVED BY:
