



Administrative Services Committee Committee Room- 2/12/2007- 1:00 PM Meeting

ADMINISTRATIVE SERVICES

1. Approve 2007 Cost-of-Living Allowance for retirees. ☐ [Attachments](#)
2. Approve an Ordinance providing for the demolition of certain unsafe and uninhabitable structures in the Turpin Hill Neighborhood: 1634 Emory Street, 1724 Douglas Street, 1365 Steed Street, 1609 Holley Street, 1522 Bleakley Street, 1026 Eighth Avenue, 1111 Eighth Avenue, 1915 Grand Boulevard, (District 2, Super District 9); South Augusta Neighborhood: 334 Sims Avenue, (District 2, Super District 9); Bethlehem Neighborhood: 1126 Grant Street, (District 2, Super District 9) AND WAIVE 2ND READING. ☐ [Attachments](#)
3. Discuss the assessment tool regarding the evaluation process for employees reporting directly to the Mayor and Commission. (Referred from January 29 Administrative Services) ☐ [Attachments](#)
4. Discuss the current health insurance provider. (Requested by Commissioner Bowles) ☐ [Attachments](#)
5. Discuss the budget for Lisa Williams' supplemental salary for 2007 through the Land Bank Authority and related job description. (Requested by Commissioner Williams) ☐ [Attachments](#)
6. Approve the petition for Non Employment Related Disability Retirement of Mr. Larry White under the 1949 Pension Plan. ☐ [Attachments](#)
7. Motion to approve the Reclassification of Positions Plan ☐ [Attachments](#)

for Recreation and Parks as submitted and included in the 2007 budget, and approved by Human Resources and the Administrator.

8. Discuss pay increases for the rank and file employees of the Augusta Utilities. (Requested by Commissioner Williams) ☐ [Attachments](#)
9. Discuss Vehicle Replacement Policy. (Requested by Commissioner Cheek) ☐ [Attachments](#)
10. Discuss personnel. ☐ [Attachments](#)
11. Motion to authorize the Chairman to execute the affidavit of compliance with Georgia's Open Meeting Act. ☐ [Attachments](#)

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**Administrative Services Committee Meeting
2/12/2007 1:00 PM
2007 Cost-of-Living Allowance For Retirees**

Department:	Human Resources
Caption:	Approve 2007 Cost-of-Living Allowance for retirees.
Background:	Each retirement plan provides for a Cost-of-Living Allowance for Retirees effective January 1 for City 1945 Pensioners, March 1 for County 1945 & County 1977 Pensioners and April 1 for City 1949 Pensioners each year. The City 1949, County 1945, and County 1977 plans Cost-of-Living Allowances are calculated based upon the previous year's Consumer Price Index (CPI) compiled by the Federal Department of Labor Bureau of Labor Statistics, http://stats.bls.gov/cpi/ . The City 45-plan Cost-of-Living Allowance is based upon the current salary of the position they held prior to retirement or the CPI, whichever is greater.
Analysis:	The CPI for 2006 is 2.5%. Therefore each retiree under the City 1949, County 1945, and County 1977 plans will be adjusted based on the 2.5% CPI. The City 1945 retiree will be adjusted based on the CPI this year since there were no changes to the salaries of the positions they held prior to retirement since the last retiree COLA.
Financial Impact:	\$12,781.87 annual increase for the City 1945 Plan. All other retirement funds will fund the Allowances based on CPI.
Alternatives:	Do not approve 2007 Cost-of-Living Allowance for Retirees.
Recommendation:	Approve 2007 Cost-of-Living Allowance for Retirees.
Funds are Available in the Following Accounts:	

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**



**Administrative Services Committee Meeting
2/12/2007 1:00 PM
Demolition Ordinance**

Department:	License & Inspection
Caption:	Approve an Ordinance providing for the demolition of certain unsafe and uninhabitable structures in the Turpin Hill Neighborhood: 1634 Emory Street, 1724 Douglas Street, 1365 Steed Street, 1609 Holley Street, 1522 Bleakley Street, 1026 Eighth Avenue, 1111 Eighth Avenue, 1915 Grand Boulevard, (District 2, Super District 9); South Augusta Neighborhood: 334 Sims Avenue, (District 2, Super District 9); Bethlehem Neighborhood: 1126 Grant Street, (District 2, Super District 9) AND WAIVE 2ND READING.
Background:	The approval of this ordinance will provide for the demolition of certain structures that have been determined to be dilapidated beyond repair and a public nuisance. The owners of the above referenced properties have been requested to correct the property maintenance violations. The violations were not corrected. By approving this ordinance the City will have the structures demolished, record a lien against the property in the amount of the costs incurred, and send the property owners a bill for payment that is due within 30 days of receipt.
Analysis:	Continuing the removal of dilapidated structures will signal to the public that neglected, unsafe and uninhabitable structures will not be allowed and that property owners will be held responsible for their properties.
Financial Impact:	The average total cost associated with the demolition of each property will be approximately \$5,200.00. This includes the title search, asbestos survey, and demolition.
Alternatives:	Allow the unsafe structures to remain and continue to have a negative impact on the neighborhoods and City.

Recommendation: Approval

**Funds are
Available in the
Following
Accounts:** Account # 220072912 - 5211119

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**

ORDINANCE NO. _____

ORDINANCE TO PROCEED WITH DEMOLITION AND REMOVAL OF THE STRUCTURE ON PROPERTY LOCATED 1634 EMORY STREET, 1724 DOUGLAS STREET, 1365 STEED STREET, 1609 HOLLEY STREET, 1522 BLEAKLEY STREET, 1026 EIGHTH AVENUE, 1111 EIGHTH AVENUE, 1915 GRAND BOULEVARD, 334 SIMS AVENUE, AND 1126 GRANT STREET.

TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.

BE IT ORDAINED BY THE AUGUSTA-RICHMOND COUNTY COMMISSION AND IT IS HEREBY ORDAINED BY THE AUTHORITY OF SAME AS FOLLOWS:

Section I. That the following residential properties have been identified by the Director of the Augusta – Richmond County License and Inspection Department as unfit for human habitation (or unfit for its current commercial or business use) and the cost of repair, alteration or improvement of said properties exceeds one-half the value of property and that the said Director shall cause the structures located on hereinafter described property to be demolished and removed as ordered by Augusta-Richmond County Magistrate Court; and that said Director shall cause the costs of such removal and demolition for said property be entered upon the lien docket maintained in the office of Clerk of Augusta - Richmond County Commission and said Director shall otherwise proceed to effectuate the purpose of O.C.G.A. SS 41-2-7 through 41-2-17 with respect to said property, to-wit:

- 1634 EMORY STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 58-4 as Parcel 10.
- 1724 DOUGLAS STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 58-4 as Parcel 490.
- 1365 STEED STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 58-4 as Parcel 186.
- 1609 HOLLEY STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 58-4 as Parcel 200.
- 1522 BLEAKLEY STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 58-2 as Parcel 106.
- 1026 EIGHTH AVENUE, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 72-2 as Parcel 493.
- 1111 EIGHTH AVENUE, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 72-2 as Parcel 379.
- 1915 GRAND BOULEVARD, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 73-1 as Parcel 10.
- 334 SIMS AVENUE, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 87-3 as Parcel 57.
- 1126 GRANT STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 73-1 as Parcel 67.

Section II. This Ordinance shall become effective upon adoption.

Section III. That all Ordinances and parts of Ordinances in conflict herewith are hereby repealed. Duly adopted this _____ day of _____, 2006.

MAYOR _____

ATTEST: _____
CLERK OF COMMISSION



**Administrative Services Committee Meeting
2/12/2007 1:00 PM
Employee Evaluation Process**

Department: Clerk of Commission

Caption: Discuss the assessment tool regarding the evaluation process for employees reporting directly to the Mayor and Commission. (Referred from January 29 Administrative Services)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission



**Administrative Services Committee Meeting
2/12/2007 1:00 PM
Health Insurance Provider**

Department: Clerk of Commission

Caption: Discuss the current health insurance provider. (Requested by Commissioner Bowles)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission



**Administrative Services Committee Meeting
2/12/2007 1:00 PM
Land Bank Authority**

Department: Finance Department, Donna Williams Interim Director

Caption: Discuss the budget for Lisa Williams' supplemental salary for 2007 through the Land Bank Authority and related job description. (Requested by Commissioner Williams)

Background: In 2006, the Commission approved allocation of these funds. 85 % of her base salary is charged to the Law Department. 15% of her salary would be charged to the Land Bank Authority for handling of Land Bank activities.

Analysis: Transfer \$ 7,130 from Land Bank Fund Balance Appropriation to Salary and Wages.

Financial Impact: If revenues are not produced by the Land Bank in 2007, then the the Fund Balance will be reduced by \$ 7,130.

Alternatives: (1) Approve (2) Disapprove

Recommendation: Approve the establishment of the budget through Land Bank Fund Balance Appropriation for the Land Bank portion of Lisa Williams's supplement for 2007.

Funds are Available in the Following Accounts: Land Bank Authority Fund Balance Appropriation. 201-00-0000-3952110

REVIEWED AND APPROVED BY:

Clerk of Commission



AUGUSTA LICENSE & INSPECTION DEPARTMENT

ROBERT H. SHERMAN, III
DIRECTOR
1815 MARVIN GRIFFIN RD
P.O. BOX 9270
AUGUSTA, GEORGIA 30906

(706) 312-5050 FAX 312-4277
BUILDING PERMIT: 312-6050
BUSINESS LICENSE: 312-5053
ALCOHOL LICENSE: 312-5033
CODE ENFORCEMENT: 312-5049

MEMORANDUM

TO: STEPHEN E. SHEPARD, CITY ATTORNEY
AUGUSTA LAW DEPARTMENT

FROM: ROBERT SHERMAN, CHAIRMAN ^{RS}
AUGUSTA, GEORGIA LAND BANK AUTHORITY

DATE: MARCH 16, 2006

RE: THE LANDBANK AUTHORITY (LBA) - BOARD MEMBERS APPROVAL TO
COMPENSATE LISA G. WILLIAMS OF THE AUGUSTA LAW DEPARTMENT FOR
CONTINUED SUPPORT AND EXTENDED SERVICES THAT SHE PROVIDES TO
THE LAND BANK AUTHORITY (LBA)

As you know, Ms. Lisa Williams of the Augusta Law Department has been assisting the Land Bank Authority (LBA) since the departure of Mr. Harry James, former Staff Attorney. During the month of December, Ms. Williams was compensated for the months of November and December. In December 2005 Ms. Williams's responsibilities related to the LBA did not cease, but in fact, have increased and she is playing a major roll in assisting the LBA with her continued support and coordination.

The Land Bank Authority Board Members had a meeting on Wednesday, March 15, 2005, and all Board Members approved and authorized the additional increase of 15% out of the LBA funds to cover compensation of the services provided by Ms. Williams. At this time, the Land Bank Authority Board Members are authorizing you and the appropriate personnel to initiate the process for compensation to Ms. Williams. The LBA also request that this submission continue until further notified by the LBA Board Members. The LBA Board Members have agreed that the set up should be the same as was with former Attorney, Harry James, concerning information on expending the appropriate funds to cover the costs of this request. Ms. Williams will receive a 15% increase towards her salary to be effective immediately. Also, Ms. Williams was not compensated for the months of January, February and March. The LBA is also authorizing payment to be made retroactive to cover the three months that Ms. Williams was not compensated.

This letter serves as a formal notification for initiation of the LBA's request. If you have any questions, or if I can be of further assistance, please feel free to contact me at (706) 312-5050. Your assistance in this matter is most appreciated.

Thank you.

RS/

CC: Land Bank Authority Board Members
Fred Russell, Administrator
Fred Stallings, Delinquent Tax Levy Officer
Paul DeCamp, Interim AHEDD Director
Human Resources

Augusta-Richmond County

Job Description

Approved Title: Administrative Assistant II
Title: Administrative Assistant II
Department: Law Department
Reports to: Staff Attorney

Job Code:
Overtime: Non-exempt
Date Prepared: January 15, 2004
Job Grade: 43

GENERAL SUMMARY: Provides administrative support to the law department and the Richmond County Land Bank Authority within the guidelines of relevant governmental codes and ordinances, department rules, governmental policies and procedures, and state laws. Reports to the Coordinator of the Richmond County Land Bank Authority, the Staff Attorneys or other designated person and works with co-workers, department heads, employees in other departments, elected officials, media officials and the general public to provide administrative support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assists Coordinator of the Richmond County Land Bank Authority and the Law Department attorney with wide variety of tasks including preparing legal agreements, correspondence, memos, and other legal documents.
2. Prepares and attends to filing of real estate documents.
3. Organizes, types, and articulates correspondence, memos, and other documents.
4. Formulates, prepares and updates policies and procedures.
5. Maintains records, files, and assists with database.
6. Prepares mail, composes responses to mail, answers the telephone, receives and relays messages, and responds to inquiries related to the services provided.
7. Maintain appointments and legal department calendar.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education(2 or 4 year degree desirable)

Experience: 3-5 years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Familiar with and experienced in real estate practices and documents.

Knowledge/Skills/Abilities:

- Considerable knowledge of modern office procedures, record keeping, and bookkeeping practices.
- Proficiency in working within deadlines and report preparation.
- Mastery of word processing (WordPerfect, Word or equivalent)
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.
- Considerable knowledge of operations of governmental departments and procedures, governmental and departmental policies, and applicable state and local rules and regulations.
- Strong organizational and proofreading skills.
- Mastery of dealing with elected officials, constitutional officers, employees and the general public.
- Skill in the operation of computers.
- Ability to draft and prepare legal documents.

Other:

- May supervise and/or train designated subordinate personnel.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, and occasional lifting of light objects. Work is performed in an office.

DISCLAIMER

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

Human Resources

Date

Line or Staff Management

Date



Administrative Services Committee Meeting

2/12/2007 1:00 PM

Petition for Non Employment Related Disability Retirement of Mr. Larry White

Department:	Human Resources
Caption:	Approve the petition for Non Employment Related Disability Retirement of Mr. Larry White under the 1949 Pension Plan.
Background:	Disability Retirement Benefit is the accrued benefit reduced by Workers' Compensation, payable for life beginning on the Disability Retirement Date. If the disability occurred in the line of duty, there is a minimum benefit of 50% of average monthly compensation.
Analysis:	Mr. Larry White (age 49) is currently a Heavy Equipment Operator for the Utilities Department. Mr. Larry White was hired on November 7, 1977; he joined the 1949 Pension Plan on November 7, 1977. Mr. White meets all requirements of Disability Retirement for the 49 Plan. His proposed retirement date is February 28, 2007. The disability retirement benefit payable to Mr. White will be \$1,437.92 per month (Life only).
Financial Impact:	Funds are available in the 1949 Pension Plan. Employee has contributed 5% of his salary towards his retirement since November 7, 1977.
Alternatives:	Do not approve Disability Retirement of Mr. Larry White under the 1949 Pension Plan.
Recommendation:	Approve Disability Retirement of Mr. Larry White under the 1949 Pension Plan.
Funds are Available in the Following Accounts:	

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**



Notice of Disability Benefit as of February 28, 2007

Defined Benefit Program

Larry White

*Augusta-Richmond County
1949 City Plan (5% Contribution)*

SS#: XXX-XX-0122

Date of Birth: 11/7/1957

Gender: Male

Estimated Benefit Information

Allowable Plan Entry Date: 11/28/1977

Vested % as of Statement Date: 100%

	Important Dates	Credited Service (YRS)	Employment Related Monthly Benefit ³	Non-Employment Related Monthly Benefit ⁴
Disability Date ¹	2/28/2007	29.25	\$ 1,437.92	\$ 1,437.92
Benefit Commencement Date ²	3/1/2007			
Normal Retirement Date	11/7/2017			

¹ The Disability Date is the final day you were actively employed under the Plan.

² The Benefit Commencement Date is the first day of the month following the month in which you were determined to be eligible for a disability benefit under the Plan.

³ The benefit you would be entitled to if your disability resulted from a cause rising out of and in the course of Employment with the Employer and is subject to approval by the Commission.

⁴ The benefit you would be entitled to if your disability did not result from a cause rising out of and in the course of Employment with the Employer.

Participant Historical Information

Contributions			Salaries		Employment Activity	
	W/O Interest	With Interest	Plan Year	Amount	Date	Event
Pre-Tax:	\$0.00	\$0.00	2007	\$ 1,951.58	11/28/1977	Original Hire Date
			2006	\$ 24,957.53		
			2005	\$ 24,735.27		
Post-Tax:	\$23,708.01	\$33,441.73	2004	\$ 23,955.27		
			2003	\$ 23,820.09		
Total:	\$23,708.01	\$33,441.73	2002	\$ 23,654.87		
			2001	\$ 23,319.34		
Interest Earned:		\$9,733.72	2000	\$ 22,991.86		
			1999	\$ 25,003.65		

Every effort has been made to ensure the accuracy of this statement. If you have questions about any of the information shown, or if a correction is needed, please contact your employer. Your right to any benefit and the amount of that benefit will depend on the provisions of the official Plan document in effect at the time you terminate employment.





Administrative Services Committee Meeting
2/12/2007 1:00 PM
Reclassification of positions - Recreation and Parks

- Department:** Recreation and Parks Tom F. Beck, Jr. Director
- Caption:** Motion to approve the Reclassification of Positions Plan for Recreation and Parks as submitted and included in the 2007 budget, and approved by Human Resources and the Administrator.
- Background:** The last classification of positions within the Recreation and Parks Department was done in 1997. Since that time, the Augusta Commission has authorized 15 additional facilities and parks to be placed under Recreation and Parks to operate and maintain. These facilities include Augusta Aquatics Center, Diamond Lakes Regional Park, Newman Tennis Center, Augusta Municipal Golf Course, Garrett Gymnasium, Augusta Soccer Park, Blythe Area Recreation Center, Augusta Skatepark, Brigham Swim Center, Brookfield Park, Sand Hills Community Center, Old Government House, A.L. Williams Park, Valley Park and McBean Recreation Center. In addition, other major Program activities have been placed under the department to operate - Senior Service Nutrition and Wellness Programs(five sites) and Riverwalk/Augusta Commons Special Events. The addition of these facilities and programs have placed additional job responsibilities on many positions within the department, which were initially addressed in 2003, but not funded, and have been addressed again in 2006 by Human Resources(report attached), which is the plan being recommended. The reduction of seven positions due to budget cuts also contributed to the increased workload for certain positions. Also, five Senior Service positions in the department were authorized and approved in Feb. 2006 for reclassification, but resulted in the employees who are working in the rest of the positions in the department in need of reclassification for many years being left out and not addressed. This plan insures that all positions justified for reclassification are addressed.

Analysis: This reclassification plan places positions within the department in the appropriate pay grade for the duties and responsibilities which are now required to perform. The salary of employees working in these positions will be increased to entry level of the new pay grade assigned, or 2%, whichever is greater. If employees were employed after January 1, 2004 and their salary is above entry level of the new pay grade assigned, they will not receive an increase. This will help to lessen the compression of salaries for employees working in similar jobs that occurred prior to 2004 when no raises were given for several years and give credit to employees with length of service. The attachment outlines each position in department, the employees in those positions along with the upgrades as appropriate. The Director and Assistant Director were not included in this reclassification plan due to the pending reclassification of Executive level positions citywide.

Financial Impact: \$35,401 was budgeted in 2007 for this expense. Note: This was based on 11 months with a Feb. 1, 2007 implementation date. This amount will be reduced the later the plan is implemented.

Alternatives: 1. Not to approve, leaving employees working additional duties and responsibilities being improperly classified. 2. To approve

Recommendation:

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

REVIEWED AND APPROVED BY:

**Finance.
Human Resources.
Administrator.**

Recreation and Parks Reclassification List

12/18/2006

ATT. C

Dept.	Current Title	SG	New Title	SG	Employee Name	DOE	Current		New	
							Bi-Weekly	Amount	Bi-Weekly	Amount
Rec.	Director	61	Director		61 Tom F. Beck	6/1/1977	3,168.67	N/A	N/A	N/A
Rec.	Assistant Director	59	Assistant Director		59 Robert Howard	1/19/1979	2,837.38	N/A	N/A	N/A
Rec.	Planning & Dev Manager	50	Planning and Development Manager		54 Ron Houck	3/10/1997	1,668.36	1989.89		GM
Rec.	Operations Manager	52	Operations and Maintenance Supt.		54 Melinda Moody	7/16/1983	1,981.46	2021.09		2%
Rec.	Program Division Manager	52	Rec. Man. I - Facilities and Aquatics		54 Joanie Smith	4/26/1983	2,101.07	2143.06		2%
Rec.	Senior Services Manager	50	Rec. Man. I - Facilities and Senior Services		54 Joyce Downs	4/2/1984	2,017.18	2057.52		2%
Rec.	Support Services Manager	50	Rec. Man. I - Facilities and Marketing		54 Chrislynn Kuhlke	1/1/1987	1,795.94	1989.89		GM
Rec.	Athletic Manager	52	Rec. Man. I - Facilities and Athletics		54 Buck Salter	9/16/1976	2,203.46	2247.57		2%
Rec.	Golf Course Division Man.	50	Golf Course Manager		52 Vacant					
Rec.	Tennis Program Supervisor	51	Tennis Program Supervisor		51 Vacant					
Rec.	Riverwalk Director	49	Recreation Manager III-Special Events		50 Yolanda Marshall	11/16/1998	1,501.26	1531.29		2%
Rec.	Recreation Spec. I - Dia Lakes	48	Recreation Manager III-Diamond Lakes Pk		50 Darrell Bennett	7/16/1989	1,760.94	1796.16		2%
Rec.	Recreation Specialist I	48	Recreation Specialist I		48 Tony Miller	4/3/2000	1,568.79	N/A	N/A	N/A
	Athletic Supervisor	49	Athletic Supervisor		49 Chris Scheuer	4/11/2005	1,651.38	N/A	N/A	N/A
Rec.	Facilities Supervisor	49	Facilities Supervisor		49 Mike McNally	4/12/2004	1,777.57	N/A	N/A	N/A
Rec.	Facilities Supervisor	49	Facilities Supervisor		49 Dana Pettigrew	9/1/1989	1,815.79	N/A	N/A	N/A
Rec.	Groundskeeper	37	Maintenance Worker I		38 David Henley	3/20/2000	787.63	803.38		2%
Rec.	Groundskeeper	37	Maintenance Worker I		38 Eddie Diaz	1/1/2005	876.68	N/C	N/C	N/C
Rec.	Groundskeeper	37	Maintenance Worker I		38 Baine Flournoy	6/9/2003	857.81	874.97		2%
Rec.	Groundskeeper	37	Maintenance Worker I		38 Stan Brown	6/15/1998	837.92	854.68		2%
Rec.	Groundskeeper	37	Maintenance Worker I		38 LaSheldrick Johnson	9/4/2001	779.83	795.43		2%
Rec.	Groundskeeper	37	Maintenance Worker I		38 Willie Anderson	9/1/1989	865.68	882.99		2%
Rec.	Groundskeeper	37	Maintenance Worker I		38 Charles Nelson	5/1/1984	1,097.27	1119.22		2%
Rec.	Groundskeeper	37	Maintenance Worker I		38 Tremayne Lewis	8/2/2004	832.83	N/C	N/C	N/C
Rec.	Groundskeeper	37	Maintenance Worker I		38 Donnie Hawkins	6/23/2003	857.81	874.97		2%
Rec.	Groundskeeper	37	Maintenance Worker I		38 Eugene Harris	7/23/2001	783.73	799.4		2%
Rec.	Groundskeeper	37	Maintenance Worker I		38 Jerry Atzenhofer	12/8/2003	779.83	795.43		2%
Rec.	Groundskeeper	37	Maintenance Worker I		38 Damaris Reddix	6/4/2005	832.83	N/C	N/C	N/C
Rec.	Groundskeeper	37	Maintenance Worker I		38 Andrea Spencer	6/6/2005	832.83	N/C	N/C	N/C
Rec.	Groundskeeper	37	Maintenance Worker I		38 Donquel Yancy	4/10/2006	800.81	N/C	N/C	N/C
Rec.	Groundskeeper	37	Maintenance Worker I		38 Travis Freeman	5/22/2006	764.41	766.33		GM
Rec.	Groundskeeper	37	Maintenance Worker I		38 Vacant					
Rec.	Groundskeeper	37	Maintenance Worker I		38 Jerry Harris	4/10/2006	800.81	N/A	N/A	N/A

Rec.	Groundskeeper	37	Maintenance Worker I	38	Joseph Cummings	10/14/2002	818.82	835.2	2%
Rec.	Maintenance Worker I	38	Property & Maintenance II	40	Peng Xin	1/26/1998	932	950.53	2%
Rec.	Maintenance Worker I	38	Property & Maintenance Supervisor II	40	Roy Jones	3/22/1999	917.80	936.18	2%
Rec.	Maintenance Worker I	38	Property & Maintenance II	40	George Clements	10/1/1986	968.22	987.58	2%
Rec.	Maintenance Worker I	38	Property & Maintenance II	40	Frank Moore	5/15/2000	874.37	891.86	2%
Rec.	Maintenance Worker I	38	Property & Maintenance II	40	Leonard Eubanks	10/4/1999	866.39	883.72	GM
Rec.	Maintenance Worker I	38	Property & Maintenance II	40	Jerome Johnson	6/14/1999	916.42	934.75	2%
Rec.	Maintenance Worker I	38	Property & Maintenance II	40	Marion Gibson	7/28/1997	945.50	964.41	2%
Rec.	Maintenance Worker I	38	Property & Maintenance II	40	Mike Glover	5/1/2000	946.52	965.45	2%
Rec.	Maintenance Worker II	37	Property Maintenance II	37	Michael Kitchens	10/22/2005	779.83	N/A	N/A
Rec.	Maintenance Worker II	37	Maintenance Worker II	37	Matthew Sturgis	10/8/2005	832.83	N/A	N/A
Rec.	Maintenance Worker II	37	Maintenance Worker II	37	Robert Horton Jr.	6/6/2005	832.83	N/A	N/A
Rec.	Maintenance Worker II	37	Maintenance Worker II	37	Jacob Butler	7/16/1979	1,097.27	N/A	N/A
Rec.	Work Detail Supervisor	43	Work Detail Supervisor	43	Freddie Booker	5/19/1996	1,185.86	N/A	N/A
Rec.	Work Detail Supervisor	43	Work Detail Supervisor	43	James Herbert	8/11/1997	1,257.31	N/A	N/A
Rec.	Work Detail Supervisor	43	Work Detail Supervisor	43	David K. Merriweat.	4/14/2001	1,129.39	N/A	N/A
Rec.	Work Detail Supervisor	43	Work Detail Supervisor	43	Charles Thompson	8/16/1989	1,185.86	N/A	N/A
Rec.	Work Detail Supervisor	43	Work Detail Supervisor	43	MacDaniel Young	1/15/2005	1,185.86	N/A	N/A
Rec.	Administrative Assistant II	43	Administrative Assistant I	47	Marilyn Newton	8/16/1986	1,331.70	1358.33	2%
Rec.	Administrative Assistant II	43	Administrative Assistant II	44	Vacant				
Rec.	Administrative Assistant III	42	Administrative Assistant I	44	Tonia Mason	9/6/1990	1,285.69	1311.4	2%
Rec.	Secretary III	37	Administrative Assistant III	42	Vonee Lovett	4/1/2002	910.76	928.98	2%
Rec.	Secretary III	37	Administrative Assistant III	42	LaToya Hall	9/10/2005	832.83	N/A	N/A
Rec.	Secretary I	39	Administrative Assistant III	42	Renee Kaufman	9/4/2001	966.95	986.29	2%
Rec.	Special Events Supervisor	46	Special Event Supervisor	47	Misty Schrozinski	3/3/2003	1,448.39	1477.36	2%
Rec.	Recreation Specialist I	49	Recreation Specialist I	49	Roger Wexler	7/22/2002	1,576.33	N/A	N/A
Rec.	Recreation Specialist I	48	Recreation Specialist I	48	Tom Moraes	10/15/1974	1,872.44	N/A	N/A
Rec.	Recreation Specialist II	45	Recreation Specialist II	46	Donnell Conley	9/28/1987	1,362.11	1389.35	2%
Rec.	Recreation Specialist II	45	Recreation Specialist II	46	Lynda Hand	8/28/1989	1,292.46	1318.31	2%
Rec.	Recreation Specialist II	45	Recreation Specialist II	46	Lida Gregg	6/6/2005	1,334.06	N/C	N/C
Rec.	Recreation Specialist II	45	Recreation Specialist II	46	Bo Harrison	11/1/1981	1,437.91	1466.67	2%
Rec.	Recreation Specialist II	45	Recreation Specialist II	46	Timothy Milla	7/18/2005	1,332.83	N/C	N/C
Rec.	Recreation Specialist II	45	Recreation Specialist II	46	Brandi Robertson	12/17/2005	1,222.78	N/C	N/C
Rec.	Recreation Specialist II	45	Recreation Specialist II	46	Patrice Brown	11/27/1999	1,272.07	1297.51	2%
Rec.	Recreation Specialist II	45	Recreation Specialist II	46	Raford Kelly	1/1/1983	1,532.94	1563.62	2%
Rec.	Recreation Specialist II	45	Recreation Specialist II	46	Shriley Osborn	8/16/1986	1,379.98	1407.58	2%
Rec.	Recreation Specialist II	45	Recreation Specialist II	46	Jadorvis Stewart	9/3/2004	1,546.70	1577.63	2%
Rec.	Recreation Specialist II	45	Recreation Specialist II	46	Frank Booker	5/19/1997	1,273.89	1299.37	2%

Rec.	Recreation Specialist II	45	Recreation Specialist II	46	James Riles	8/27/2005	1,344.96	N/A	N/A
Rec.	Sr. Services Center Director	47	Sr. Services Center Director	47	Patricia Strakosch	7/16/1990	1,594.40	N/A	N/A
Rec.	Sr. Services Center Director	47	Sr. Services Center Director	47	Christopher Wilson	8/27/2005	1,546.70	N/A	N/A
Rec.	Sr. Services Center Director	47	Sr. Services Center Director	47	LeNora Lamb	2/16/1988	1,602.15	N/A	N/A
Rec.	Sr. Services Center Director	47	Sr. Services Center Director	47	Leila Jackson	9/9/1963	1,815.91	N/A	N/A
Rec.	Sr. Services Center Director	47	Sr. Service Center Director	47	Vacant				
Rec.	Recreation Specialist II	45	Recreation Specialist II	46	Bobby Martin	9/3/2004	1,272.07	1297.51	2%
Rec.	Recreation Specialist II	45	Recreation Specialist II	46	Emily Wiggins	10/16/1988	1,368.59	1395.96	2%
Rec.	Recreation Specialist II	45	Recreation Specialist II	46	Beverly Carter	12/2/1985	1,416.58	1444.91	2%
Rec.	Recreation Specialist III	43	Recreation Specialist II	44	Vacant				
Rec.	Recreation Specialist III	43	Recreation Specialist III	44	June Bonner	7/22/2002	1,121.95	1144.39	2%
Rec.	Recreation Specialist III	43	Recreation Specialist III	44	Cassandra Foat	2/16/1988	1,259.62	1386.81	2%
Rec.	Recreation Specialist III	43	Recreation Specialist III	44	Ouida Pippin	3/26/1990	1,188.10	1211.86	2%
Rec.	Recreation Specialist III	43	Recreation Specialist III	44	Joy Meyer	4/1/1981	1,359.78	1386.98	2%
Rec.	Recreation Specialist III	43	Recreation Specialist III	44	Sandra Lamb	5/5/1997	1,375.40	1402.91	2%
Rec.	Recreation Specialist III	43	Recreation Specialist III	44	Teretha Wright	12/1/1987	1,365.70	1393.01	2%
Rec.	Recreation Specialist III	43	Recreation Specialist III	44	Tammie Haywood	3/8/1999	1,105.61	1127.72	2%
Rec.	Recreation Specialist III	43	Recreation Specialist III	44	Josie Young	7/16/1979	1,364.46	1391.75	2%
Rec.	Recreation Specialist III	43	Recreation Specialist III	44	Robbie Martin	10/16/1988	1,360.39	1387.6	2%
Rec.	Recreation Specialist III	43	Recreation Specialist III	44	Christopher Yount	9/13/2004	1,198.19	N/A	N/A
Rec.	Recreation Specialist III	43	Recreation Specialist III	44	Tiffany Rhoden	8/13/2005	1,302.76	N/A	N/A
Rec.	Recreation Specialist III	43	Recreation Specialist III	44	Vacant				
Rec.	Recreation Specialist IV	41	Recreation Specialist IV	42	James D Mayle	8/19/2002	975.60	995.11	2%
Rec.	Recreation Specialist IV	41	Recreation Specialist IV	42	Kimberly Anderson	12/17/2005	1,041.90	N/C	N/C
Rec.	Recreation Specialist IV	41	Recreation Specialist IV	42	Paula Merritt	11/24/2003	1,073.17	1094.63	2%
Rec.	Recreation Specialist IV	41	Recreation Specialist IV	42	Carla McFeely	8/27/2005	1,041.90	N/C	N/C
Rec.	Recreation Specialist IV	41	Recreation Specialist IV	42	Jerald Smith	11/24/2003	1,073.17	1094.63	2%
Rec.	Recreation Specialist IV	41	Recreation Specialist IV	42	Shari Collier	12/8/2003	1,073.17	1094.63	2%
Rec.	Recreation Specialist IV	41	Recreation Specialist IV	42	Russell Walker	10/22/2005	1,041.90	N/C	N/C
Rec.	Recreation Specialist IV	41	Recreation Specialist IV	42	George Ivey	11/24/2003	1,073.17	1094.63	2%
Rec.	Recreation Specialist IV	41	Recreation Specialist IV	42	Joshua Kornaus	8/13/2005	1,041.90	N/C	N/C
Rec.	Recreation Specialist IV	41	Recreation Specialist IV	42	Ty Hester	3/13/2006	956.29	N/C	N/C
Rec.	Recreation Specialist IV	41	Recreation Specialist IV	42	Patricia Jenner	6/21/2004	947.19	956.28	GM
Rec.	Recreation Specialist IV	41	Recreation Specialist IV	42	Lillie Rosier	10/11/2004	947.19	956.28	GM
Rec.	Recreation Specialist IV	41	Recreation Specialist IV	42	Janice Hampton	1/5/2004	1,075.62	N/C	N/C
Rec.	Recreation Specialist IV	41	Recreation Specialist IV	42	Brenda Buck	1/5/2004	975.60	N/C	N/C
Rec.	Recreation Specialist IV	41	Recreation Specialist IV	42	Willia Shaheed	2/13/2006	1,001.83	N/C	N/C
Rec.	Recreation Specialist IV	41	Recreation Specialist IV	42	Vacant				

Rec.	Recreation Specialist IV	41	Recreation Specialist IV	42	Vacant				
Rec.	Working Foreman Technical	46	Operations Manager I-Construction	47	Roy Searles	9/7/1998	1,345.66	1372.57	2%
Rec.	Working Foreman Technical	46	Operations Manager I-Golf Course Supt.	47	Larry Guy	8/24/1998	1,381.95	1409.59	2%
Rec.	Working Foreman Technical	46	Operations Manager I-Maintenance Foreman	47	Mike Myles	10/10/2005	1,287.14	1312.88	2%
Rec.	Prop & Maint Supervisor I	43	Working Foreman Skilled-Operations Manager	45	John Major	9/20/1988	1,145.97	1175.74	GM
Rec.	Prop & Maint Supervisor I	43	Working Foreman Skilled-Operations Manager	45	Miguel Rodriguez	6/13/2000	1,075.62	1175.74	GM
Rec.	Prop & Maint Supervisor II	40	Prop & Maint Supervisor I	43	Angelo Collier	3/8/1999	932.22	1004.12	GM
Rec.	Prop & Maint Supervisor II	40	Prop & Maint Supervisor I	43	Corey Cain	3/31/2003	909.57	927.76	2%
Rec.	Recreation Specialist II	45	Recreation Specialist II	46	Ed Howerton	8/31/1976	1,659.79	1,692.99	2%

Salary increases are based on employees reclassified pay grade at entry level or 2% (if employed for 3 years as of 1/1/04) whichever is greater.

Note: Employment of amount column is as follows:

GM = Grade minimum or Entry Level

2% = Employee's salary is over entry level of new pay grade and their Date Of Employment (DOE) is prior to 01/01/04.

N/C = Salary is above entry level of new pay grade and DOE is after 01/01/04.

N/A = Position was not reclassified.



HUMAN RESOURCES DEPARTMENT

Robby Burns
Interim Director

TO: Mr. Fred Russell, Administrator

FROM: Mr. Robby Burns, Interim Director

SUBJECT: Findings, Recreation Reclassification

DATE: Wednesday, May 10, 2006

BACKGROUND:

On Tuesday, January 31, 2006, I received information concerning reclassification requests from several Parks and Recreation Department employees. The nature of this request stems from a decision to reclassify numerous positions within the Recreation and Parks Department. The employees that petitioned the Human Resources Department feel as though their positions should also be reviewed and considered for reclassification.

After receiving and reviewing the reclassification documents from the Recreation & Parks Director, Mr. Tom Beck, he and I met to discuss a suitable position evaluation strategy. In order to effectively investigate the position inconsistencies within the Recreation and Parks Department, it was decided that I would spend two days interviewing employees. During the interview process, employees from each job class were represented. In addition, the content of the interviews focused on current position duties as well as any changes in position responsibilities over the course of time. I convened with the following employees:

Ron Houck	Beverly Carter	Lynda Hand	Vonee Lovett
Roy Jones	J.D. Riles	Guy Reid	Roy Searles
Marilyn Newton	Shirley Osborn	Renee Kaufman	Melinda Moody
Jerald Smith	John Majors	Joanie Smith	Buck Salter
Chrislynne Kuhlke	Frank Booker	Nora Lamb	Joyce Downs
Robert Howard	Angelo Collier	JaDorvis Stewart	Robby Martin
Yolanda Marshall	Darrell Bennett	Tonia Mason	Lillie Rosier
Chuck Nelson	Raford Kelly	Misty Sroczynski	Bobby Martin

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HUMAN RESOURCES DEPARTMENT

Robby Burns
Interim Director

ANALYSIS:

Mr. Angelo Collier has been employed with the Recreation & Parks Department for seven years. For the past five years, Mr. Collier has been classified as a Property and Maintenance Supervisor II, salary grade 40. The proposed reclassification would upgrade Mr. Colliers' current position to a Property and Maintenance Supervisor I, salary grade 43. The duties of this position have been expanded as the duty requirement of the maintenance division has increased. Mr. Collier also serves as the primary assistant and back up to the Operations Division Manager for administrative functions. In addition, Mr. Collier is responsible for inputting all work orders, and tracking inventory and phone calls within the GBA maintenance software database. Mr. Collier coordinates all janitorial procurement for the department to include processing purchase requisitions and performing all other duties necessary to ensure the division is functioning appropriately.

Ms. Renee Holt-Kaufman has been employed with the Recreation and Parks Department for seven years. Currently, Ms. Holt-Kaufman holds the position of Secretary I, salary grade 39. The proposed reclassification for this position is Administrative Assistant II (salary grade 42). At the time her position was created, there were only 80 employees in the department. Presently, there are approximately 120 full-time employees for which she has payroll responsibilities for. Ms. Holt-Kaufman also handles all of the Information Technology (IT) coordination; furthermore, she acts as a point of contact between the Recreation and Parks Department and the Information Technology Department. As the IT Coordinator, Ms. Holt-Kaufman is responsible for the numerous technological installations and changes needed within the department. All of these duties have been added to this position, and as a result, her workload has increased significantly.

Ms. Misty Sroczynski has been employed with the Recreation and Parks Department for three years. Ms. Sroczynski is currently classified as a Marketing Supervisor, salary grade 46. The proposed salary grade for this position is 47. Ms. Sroczynski is responsible for supervising the special events for the Recreation & Parks Department. In addition to these duties, Ms. Sroczynski is responsible for assisting with all of the government's special events. These duties were added when the Recreation & Parks Department took on the responsibilities of running the River Walk Special Events area. The addition of the Augusta Common's area has also contributed to an increase in Ms. Sroczynski's job duties.

Ms. Nora Lamb has been employed with the Recreation and Parks Department for over 18 years. Ms. Lamb is classified as an Administrative Assistant II, salary grade 43. The proposed classification for Ms. Lamb's position is an Administrative Manager II (Rental Facilities Supervisor), salary grade 45. The number of rental facilities supervised by Ms. Lamb has increased from 6 to 8 over the past 2 years. Not only has the number of facilities increased, but the volume for all of the rental facilities has increased as well.

Mr. James D. Riles (6 months with the department) and Mr. Rafor Kelly (23 years with the department), are both classified as a Recreation Specialist II/Center Director, salary grade 45. These positions are responsible for overseeing aquatic recreational areas. Their general duties include keeping a close watch

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of swimming pools and supervising pool staff and patrons. In addition to these duties, Mr. Riles and Mr. Kelly are both responsible for conducting many of the programs offered at their respective facility. Over the course of time, the volume of activity handled by the Center Directors has increased significantly.

Ms. Lynda Hand has worked with the Recreation & Parks Department for 16 years. She currently holds the position of Recreation & Parks Specialist II (Marketing Coordinator), salary grade 45. This position should be reclassified to a grade 48 as a Recreation Specialist I. All day-to-day "Departmental Marketing" functions have been assigned and assumed by Ms. Hand. In addition, the primary function of Ms. Hand's position has been changed to fundraising and sponsorship duties. Ms. Hand also serves as the Volunteer Coordinator for the Recreation & Parks Department.

Mr. Frank Booker (9 years with the department), Mr. JaDorvis Stewart (2.5 years with the department), Ms. Shirley Osborn (6 years with the department) and Ms. Beverly Carter (20 years with the department) are all classified as a Recreation Specialist II/Center Director, salary grade 45. Due to the high activity of these centers, Mr. Beck, Recreation and Parks Director, believes that these positions are improperly classified (and were so from their inception). These centers are extremely active and involve a great deal of duties and programs that the Center Directors are accountable for. Their duties include the management of Operations and the supervision of a number of employees.

Mr. Robert Martin has been employed with the Recreation and Parks Department for seven years. Currently, Mr. Martin is classified as Recreation Specialist II/Athletic Coordinator, salary grade 45. At the present time, there are eight Athletic Coordinators within the Recreation Department. Generally, these positions are responsible for various youth sports programs. The numbers of activities and individuals who participate in these activities have increased over the past few years. There has been (approximately) a 20% increase in registered participants since these positions were originally classified. All of the Recreation Specialist II positions are currently at a salary grade of 45 and the proposed salary grade for these positions is 46.

Mr. Buck Salter has been employed with the Recreation and Parks Department for 30 years. Currently, Mr. Salter is classified as a Facilities and Athletics Manager, salary grade 52. In addition to Mr. Salter's existing job duties, responsibilities relating to the Boxing Club as well as responsibilities pertaining to the Diamond Lakes Regional Park have been assumed by this employee. The aforementioned duties are two major functions which have been added to Mr. Salter's supervision in recent years. Additionally, Mr. Salter is responsible for supervising eight staff members. Finally, the budget responsibilities have increased by approximately \$400,000 in the past 6 years. The recommended salary grade for this position is grade 54.

Ms. Chrislynne Kuhlke has been working with the Recreation & Parks Department for 20 years. She currently holds the position of Facilities and Marketing Manager, salary grade 50. Recently, marketing responsibilities have been added to Ms. Kuhlke's position, a duty not originally part of her job description. The title of the position was changed from Sports Services Manager to Facilities and Marketing Manager in 2004. However, no reclassification was made at that time. In the past three years,

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two rental facilities have also been added to Ms. Kuhlke's area of responsibilities. Based on the addition of the aforementioned responsibilities, this position should be reclassified to a grade 54.

Mr. Chuck Nelson has been employed with the Recreation and Parks Department for 22 years. Presently, Mr. Nelson holds the position of Groundskeeper I, salary grade 37. Throughout Mr. Nelson's tenure with the Recreation Department, numerous facilities maintenance duties have been added to his list of job duties. While additional recreational facilities have been added to the department, additional staff members have not been added to take on the increase in maintenance responsibilities. Since 1998, ten parks and over 450 acres of property have been added to the Recreation Department, all of which must be maintained by the Groundskeepers. The recommended change for this position is to reclassify to a Maintenance Worker I, salary grade 38.

Mr. Darrell Bennett has been employed with the Recreation & Parks Department for 17 years. Mr. Bennett's position, Recreation and Parks Specialist I, is currently assigned a salary grade of 48. The proposed reclassification is to a salary grade 50, Recreation Manager III. Mr. Bennett is not only responsible for managing Diamond Lakes Regional Park, but the recent addition of the community center and library add to his job responsibilities. This new facility is growing at a rapid rate and includes a \$300,000 budget with six additional full-time employees. Mr. Bennett has been instrumental in increasing the tournament bookings at the facilities to include 33 tournaments annually. The economic impact of these increased events has raised revenue from \$1 million three years ago to \$4 million in 2005.

Mr. Guy Reid has been with the Recreation & Parks Department for seven years. Currently, Mr. Reid holds the position of Golf Course Manager, salary grade 50. During his employment as Golf Course Manager, \$1.7 million in improvements were made. These upgrades resulted in a new driving range, a practice area, and a state-of-the art irrigation system, creating additional job responsibilities for Mr. Reid. The proposed reclassification would upgrade Mr. Reid's position to a grade 52.

Mr. Jerald Smith, employed with the Recreation Department for three years, presently holds the position of Recreation Specialist IV, salary grade 41. Mr. Smith, as well as a fellow Recreation Specialist, is responsible for handling revenues from time to time. The addition of this responsibility has not only increased Mr. Smith's job responsibilities, but has also added numerous complexities to the position. Overall, the total number of programs and job duties has increased within the department. The proposed reclassification would upgrade this position to a grade 42.

Ms. Joanie Smith has been employed with the Recreation and Parks Department for 23 years. Ms. Smith currently holds the position of Program Division Manager, salary grade 52. Presently, Ms. Smith manages the Aquatics Center, the Brigham Swim Center, and the Garret Community Center. Over time, her operational budget has increased by approximately \$600,000. In addition to her administrative duties, Ms. Smith is also responsible for an additional nine full-time staff members. The Program Manager position Ms. Smith holds should be reclassified to a salary grade of 54.

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Mr. John Major has been employed with the Recreation and Parks Department for 18 years. Mr. Major is currently classified as a Property and Maintenance Supervisor I, salary grade 43. In the past year, Mr. Major has assumed the property and maintenance duties of an additional library and community center. In addition, an increase in tournament functions at Diamond Lakes has prompted daily maintenance responsibilities for the center. The addition of these new maintenance requirements has resulted in an increase of man hours and has put a strain on current resources. This position should be reclassified to an Operations Manager II, salary Grade 45

Ms. Joyce Downs has been employed with the Recreation and Parks Department for 22 years. Ms. Downs presently holds the Facilities and Senior Services Manager, salary grade 50. Recently, the wellness program has been added to the duties of the Facilities and Senior Services Manager position, a function that services all of Augusta, GA. A grant is provided to the Recreation Department for the wellness program by the RDC. However, the Senior Programs, along with the grant management through the RDC, are extremely complex. Each program requires a great deal of additional work and training due to an increase of participation in the program. This position should be reclassified to a salary grade 54.

Ms. Lillie Rosier has been employed with the Recreation and Parks Department for two years. Ms. Rosier is currently a Recreation Specialist IV/Senior Services Coordinator, grade 41. This position was reclassified when the senior services program was taken over in 2004. However, the complexities of the job were grossly underestimated. For this reason, it is recommended that this position be reclassified to a salary grade 42.

Ms. Marilyn Newton has been employed with the Recreation and Parks Department for the past 20 years. Ms. Newton currently holds the position of Administrative Assistant I, salary grade 44. Because this position is under-classified, it is recommended that Ms. Newton's position be reclassified to an Administrative Manager, grade 47. A number of smaller departments (Probate Court and the Solicitor's Office) employ an Administrative Manager, grade 47, with far less administrative and staff responsibilities. This position also serves as the budget and personnel coordinator for the entire department. Additionally, the number of personnel has increased from 80 to 120 full-time employees. Since Ms. Newton's position was reclassified, the budget has increased by 2 million dollars.

Mr. Roy Jones has been working for the Recreation and Parks Department for seven years. Mr. Jones is currently classified as a Maintenance Worker I, salary grade 38. This position has changed due to the new building construction requirements of the Recreation Department. Mr. Jones not only supervises and works with a crew of inmates to build new structures for the Recreation & Parks Department, but he is also required to make modifications to existing structures. After taking into consideration the nature and duties of this position, the recommended salary grade is 40, with a new title of Property and Maintenance Supervisor II.

Ms. Robbie Martin has been employed with the Recreation & Parks Department for 18 years. Ms. Martin is currently classified as a Recreation Specialist III/Program Coordinator, salary grade 43. The

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position that Ms. Martin holds has changed over time due to an increase in participation and programming at the recreational center. The proposed salary grade for this position is grade 44.

Mr. Ron Houck has been employed with the recreation department for the past nine years. Mr. Houck currently holds the position of Planning and Development Manager, salary grade 50. The duties of this position are in line with the Project Manager in the Engineering Department which is also classified as a salary grade 54. Mr. Houck supervises and manages all construction projects (including \$40 million in Sales Tax projects) for the Recreation Department, as well as training and safety management duties, all of which are new additions to the position. The proposed salary grade for this position is 54.

Mr. Roy Searles has been employed with the Recreation and Parks Department for the past eight years. Mr. Searles currently holds the position of Working Foreman Technical, salary grade 46. Mr. Searles supervises the construction crews and has participated in construction projects for several recreation facilities. Mr. Searles expertise in construction has saved the department several thousands of dollars because the need for an outside contractor is eliminated. Mr. Searles began these additional construction duties when the department was working on a project that was unable to be completed by an outside contractor due to insufficient funds. Because of the lack of funds, Mr. Searles requested, through his supervisor, permission to handle the contractual responsibilities of the incomplete project. In the end, Mr. Searles completed the assigned project. After this demonstration of initiative and competence, Mr. Searles was assigned similar construction projects, with similar results. The proposed salary grade for this position is 47, Operations Manager I.

Ms. Tonia Mason has been employed with the Recreation Department for the past 16 years. Ms. Mason is currently an Administrative Assistant III, salary grade 42. Ms. Mason coordinates purchasing and revenue collections for the entire Recreation Department. The department has grown, with the budget expanding from \$5 million to \$7.5 million in the last five years, placing a greater workload on this position. More purchase orders are generated from Recreation and Parks than any other department in City Government. The proposed salary grade and position title for this position is 44, Administrative Assistant I.

Ms. Vonee Lovette has been employed with the Recreation and Parks Department for the past four years. Ms. Lovette is currently classified as a Secretary III, salary grade 37. Ms. Lovette was originally assigned as the Secretary for the River Walk Special Events area. She is currently working for the Diamond Lakes Regional Park. The Park is larger and has more responsibilities for the secretary to perform on a daily basis, including revenue collections and management of over 1200 individual memberships. The proposed grade for this position is 42 with the position title of Administrative Assistant III.

Ms. Yolanda Marshal has been working for the Recreation and Parks Department for the last 13 years. Yolanda Marshal is currently the Special Events Manager, salary grade 49. Ms. Marshal is responsible for handling the special events planning and promotional campaigns for the Recreation & Parks Department. In addition to these duties, Ms. Marshal is responsible for all of the government's special events. These duties were added when the Recreation & Parks Department took on the responsibilities of

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running the River Walk Special Events area. The Augusta Common's has also been added to Ms. Marshal's list of duties. The proposed salary grade for this position is 50, with a position title of Recreation Manager III.

Ms. Melinda Moody has been employed with the Recreation and Parks Department for 23 years. At the present time, Ms. Moody is classified as an Operations Division Manager, salary grade 52. Currently, Ms. Moody is responsible for maintaining the GBA program, including the entry of work orders and tracking the cost of equipment usage. Ms. Moody handles all of the maintenance required for the general upkeep of all Recreation facilities. Additionally, Ms. Moody implements and supervises all fertilization services required for all recreation fields. In general, Ms. Moody's daily responsibilities have increased as the park system has increased from 46 to 63 parks. As a result of the increase in duties, it is recommended that Ms. Moody's salary grade be reclassified to a grade 54.

RESOLUTION/RECOMMENDATION:

After meeting with Mr. Tom Beck, and the employees of the Recreation & Parks Department, I have concluded that many of the positions proposed for reclassification should be taken under serious consideration. Most of the reclassifications included in this analysis were previously approved; however, these proposed changes were not implemented due to funding. In my opinion, approval of the proposed reclassifications is warranted. I do, however, feel that these, and all reclassifications, should be submitted as part of the department's annual budget for 2007.

Additionally, the position of Recreation and Parks Assistant Director is not added to this proposed list of reclassifications. If the position of Assistant Director is considered for reclassification, it should be reviewed along with other executive positions in the organization.

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**Administrative Services Committee Meeting
2/12/2007 1:00 PM
Utilities Dept. Pay Increases**

Department: Clerk of Commission

Caption: Discuss pay increases for the rank and file employees of the Augusta Utilities. (Requested by Commissioner Williams)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission



**Administrative Services Committee Meeting
2/12/2007 1:00 PM
Vehicle Replacement Policy**

Department: Clerk of Commission

Caption: Discuss Vehicle Replacement Policy. (Requested by
Commissioner Cheek)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission



**Administrative Services Committee Meeting
2/12/2007 1:00 PM
Personnel**

Department: Clerk of Commission

Caption: Discuss personnel.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission



**Administrative Services Committee Meeting
2/12/2007 1:00 PM
Affidavit**

Department: Clerk of Commission

Caption: Motion to authorize the Chairman to execute the affidavit of compliance with Georgia's Open Meeting Act.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission
