



Administrative Services Committee Committee Room- 11/12/2007- 12:35 PM Meeting

ADMINISTRATIVE SERVICES

1. Approve the addition of twelve positions to the AUD organizational structure for the purpose of operating and maintaining the Fort Gordon water and sewer system. ☐ [Attachments](#)
2. Approve Disability Retirement of Mr. William Dixon under the 1977 Pension Plan. ☐ [Attachments](#)
3. Approve early retirement of Ms. Victoria Jenkins under the 1949 Pension Plan. ☐ [Attachments](#)
4. Approve reclassification of position in the Board of Elections Office. ☐ [Attachments](#)

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**Administrative Services Committee Meeting
11/12/2007 12:35 PM
Fort Gordon Staffing Request**

Department: Utilities

Caption: Approve the addition of twelve positions to the AUD organizational structure for the purpose of operating and maintaining the Fort Gordon water and sewer system.

Background:

On November 1st, 2007, the Defense Energy Support Center (DESC) issued a notice to proceed to the City of Augusta for the operation and maintenance takeover of the Fort Gordon water and sewer system. According to the contract signed between Augusta and DESC, the city has 120 days from the notice to proceed date in which to assume full operation of the water and sewer system. In the contract proposal AUD set forth the need for twelve full time positions as follows: Operations Manager – 1, Civil Engineer III - 1, CMMS Manager – 1, Lab Technician – 1, Utility Supervisor – 1, Utility Foreman – 1, Heavy Equipment Operator – 1, Utility Worker – 4, and Senior Technician – 1. The original staffing positions placed in the proposal were based on the personnel needed to perform the required work, the personnel cost was one of the components in establishing the Operations & Maintenance (O&M) budget in which AUD is to receive a monthly payment from DESC for compensation of expenses. More reflection on the specific positions needed has resulted in the same number of positions but with some changes in position titles. Considering the major responsibility associated with the general overseer of the Fort Gordon operations, we have changed the title of the Operations Manager position to Superintendent of Operations – Pay Grade 57. Also, it is the desire of AUD to streamline the renewal and replacement project costs by having a project engineer on staff to oversee all of the replacement projects. Therefore, the Civil Engineer III position has been replaced with Design Engineer I – Fort Gordon Technical Lead – Pay Grade 56. All of the remaining positions remain the same as originally proposed,

Cover Memo

Item # 1

however, it is the intent of AUD to hire the Superintendent of Operations first and allow this individual to be a integral part of assembling the FortGordon employees group. This may entail adjustment of some current proposed job titles, in which case AUD will return with another agenda item at a later date with the proposed changes. All of the job descriptions of the current proposed positions are attached to this agenda item.

Analysis: The contract between the City of Augusta and DESC allows for the city to be compensated for the cost associated with the staffing for the Fort Gordon operations. The approval of this item will allow for AUD to add the twelve new positions to the existing organizational structure and allow for the time needed to begin hiring and putting in place the employee group that will maintain the Fort Gordon water and sewer system.

Financial Impact: The anticipated annual budget, including benefits, for the proposed twelve positions is \$488,264. AUD will be compensated for this expense per the contract between the city and DESC.

Alternatives: None Recommended

Recommendation: It is recommended to approve the addition of twelve positions to the AUD organizational structure for the purpose of operating and maintaining the Fort Gordon water and sewer system.

Funds are Available in the Following Accounts: Funds are available in: 506101110-6011150

REVIEWED AND APPROVED BY:

**Finance.
Procurement.
Administrator.
Clerk of Commission**

Augusta-Richmond County

Job Description

Approved Title: Design Engineer I
Title: Design Engineer I
Department: Utilities
Reports to: Engineering Services Manager

Job Code:
Overtime: Exempt
Date Prepared: October 17, 2007
Job Grade: 56

GENERAL SUMMARY: Review plans, designs, and administering water and sanitary sewer construction and/or improvements within the guidelines of state laws, local ordinances, Augusta-Richmond County policies and procedures, and accepted survey and engineering practices. Reports to the Engineering Services Manager or other designated person and works with co-workers, engineers, utility personnel, contractors, and the public to provide technical support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Prepares easement deeds and facilitates acquisition of same.
2. Evaluates water and sanitary sewer projects needed.
3. Maintains current status reports and files on projects.
4. Coordinates projects with other agencies.
5. Performs field surveying.
6. Attends pre-construction and utility meetings.
7. Prepares bid packages.
8. Responsible for in-house design contracts.
9. Designs water/ sewer and related utilities projects.

REQUIREMENTS

Education: BA/BS in related occupational field of study.

Experience: 5 years experience to perform principal duties and responsibilities. Possess P.E. License.

Knowledge/Skills/Abilities:

- Considerable knowledge of principles and theories of civil engineering, water and sanitary sewer materials and construction, surveying and design principles and practices, construction estimating, and backflow prevention and installation.
- Familiarity with departmental policies and procedures and laws and regulations.
- Proficiency in administering construction contracts.
- Mastery of operating personal computers and using drafting and surveying instruments.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, climbing ladders, and using tools and equipment that require a high degree of manual dexterity. Work is performed in an office and outdoors with exposure to inclement weather, dirt, dust, and machinery with moving parts requiring the use of protective devices.

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

Augusta-Richmond County

Job Description

Approved Title: CMMS Manager
Title: CMMS Manager
Department: Utilities
Reports to: Utilities IT Project Leader

Job Code:
Overtime: Exempt
Date Prepared: November 5, 2007
Job Grade: 54

GENERAL SUMMARY: Provides engineering and technical support for wastewater collection system operation and maintenance. Responsible for management of computerized maintenance management system, system hydraulic models, and maintenance of GIS maps. Reports to the Utilities IT Project Leader or other designated person. Coordinates with Construction and Maintenance Division to accomplish preventive maintenance of the system.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Data entry and conversion.
2. Coordinates with Augusta-Richmond County GIS Manager for continued integration of the GIS with the CMMS.
3. Coordinates with other Department personnel that have access to the CMMS.
4. Maintains accurate water and sanitary sewer information.
5. Attends meeting.
6. Serves as a resource to other division within the Department.

REQUIREMENTS

Education: BA/BS in Civil or Environmental Engineering desirable but not required.

Experience: 5+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

- Considerable knowledge of computers and maintenance management software.
- Familiarity with departmental policies and procedures.
- Mastery of record keeping.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.
- Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, climbing ladders, and using tools and equipment that require a high degree of manual dexterity. Work is performed in an office and other locations with exposure to inclement weather, dirt, dust, and machinery with moving parts requiring the use of protective devices.

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Senior Technician
Title: Senior Pump and Wells Technician
Department: Utilities
Reports to: Assistant Operations Manager

Job Code:
Overtime: Non-exempt
Date Prepared: August 25, 1997
Job Grade: 46

GENERAL SUMMARY: Coordinates, repairs, maintains, and operates Utilities Department pumps, valves, wells, and motors within the guidelines of departmental policies and procedures, written instructions and supervisory instructions. Reports to the Superintendent I or other designated person and works with pump and motor suppliers and employees to provide Technical Support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Investigates and resolves technical problems.
2. Performs preventive maintenance activities.
3. Maintains inventory of parts and supplies.
4. Supervises and trains Wells Technicians.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education.

Experience: 5+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

- Considerable knowledge of repair and maintenance techniques for pumps, wells, motors, and valves, electricity (three-phase system control circuits), system (SCADA) telemetry, water and sewer system, and general mechanical operations.
- Familiarity with departmental policies and procedures.
- Proficiency in supervision, maintaining records, and repairing and maintaining pumps and valves (PRV and ACT).
- Mastery of all phases of electrical systems.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, climbing ladders, and using tools and equipment that require a high degree of manual dexterity. Work is performed outdoors with exposure to noise, diseases, chemicals, inclement weather, dirt, grease, dust, and machinery with moving parts requiring use of protective devices.

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Utility Foreman I
Title: Construction & Maintenance Foreman
Department: Utilities – Collection & Distribution Division
Reports to: Asst. Operations Manager

Job Code:
Overtime: Non-exempt
Date Prepared: January 24, 2007
Job Grade: 46

GENERAL SUMMARY: Supervises and coordinates water and sewer services crews and installs, repairs, and maintains water and sewer mains and lines within the guidelines of supervisory instruction, accepted work practices, and department rules and procedures. Reports to the Assistant Operations Manager or other designated person and works with co-workers and public to provide maintenance support. THIS POSITION REQUIRES OCCASSIONAL HOLIDAY, NIGHTS AND WEEKEND WORK IN ALL TYPES OF WEATHER CONDITIONS!

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Trains, supervises, evaluates, counsels, and serves as a resource to subordinate employees.
2. Makes water and sewer taps, lays pipe, treats sewer lines, and clears water and sewer rights-of-way.
3. Reads and interprets blueprints.
4. Locates water and sewer lines and leaks, and turns off water mains.
5. Operates a backhoe, roller, trencher, and other equipment.
6. Responds to customer complaints and answers emergency service calls.
7. Flags traffic around work areas.

REQUIREMENTS

Education: High School diploma / GED, trade school, or equivalent level of education.

Experience: 5 years in similar position or sufficient experience to perform principal duties and responsibilities usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

- Considerable knowledge of methods and practices of installing, maintaining, and repairing water meters, and water and sewer mains and lines, and effective supervisory practices.
- Familiarity with policies and procedures pertaining to the repair and maintenance of water and sewer mains and location of water and sewer lines and mains.
- Proficiency in laying, constructing, maintaining and repairing water and sewer lines and mains.
- Mastery of using tools (wrenches, pumps, concrete saw, jackhammer, and metal detector) and operating light equipment.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.
- Possess or have the ability to obtain a valid state operator/driver's license for the type of vehicle or equipment operated.
- Must possess Class III Certification in water distribution through Georgia State Board of Examiners.
- Possess 10+ years of experience in water utility work.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, climbing ladders, and using tools and equipment that require a high degree of manual dexterity. Work is performed outdoors with exposure to noise, diseases, chemicals, traffic, inclement weather, dirt, grease, dust, and machinery with moving parts requiring use of protective devices.

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Item # 1

Augusta-Richmond County

Job Description

Approved Title: Water Treatment Plant Operator
Title: Lab Tech/ Operator I
Department: Utilities
Reports to: Water Treatment Plant Manager

Job Code:
Overtime: Non-exempt
Date Prepared: April 10, 2003
Job Grade: 44

GENERAL SUMMARY: Must possess or obtain through reciprocity Georgia Water Analyst Certification or Class II Operator Certification. Performs primary and secondary laboratory analysis of water samples within the guidelines of state and federal EPA drinking water regulations. Fills in for Operator and/or Shift Supervisor as required. Reports to the Water Treatment Plant Manager or other designated person. Responds to complaint calls, provides operational support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Collects water samples, conducts bacteriological tests, analyses results and records data.
2. Aides in the control of plant processes insuring water delivered meets or exceed USEPA/EPD standards.
3. Performs secondary test such as corrosion control, Fe, MN, Cl and taste and odor control.
4. Prepares comparative charts and graphs to improve plant processes
5. Maintains high-quality Quality Assurance program and appropriate documentation.
6. Responds to inquiries from the public concerning water system problems.
7. Serves as a resource to subordinate and supervisory personnel.

REQUIREMENTS

Education: High School diploma, GED or higher level of education.

Experience: 3+ years in similar position or sufficient experience to perform principal duties and responsibilities usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

- Considerable knowledge of chemistry, bacteriology, water system operations and handling and application of chemicals necessary to maintain safe water supply.
- Familiarity with standard laboratory practices.
- Proficiency in water plant operation, basic math, and chemistry
- Mastery of using water analysis equipment
- Good communication skills, both oral and written
- Demonstrated ability to work independently and as a team member
- Established ability to perform under high stress and remain congenial
- Ability to quickly grasp and help satisfy current and future EPA regulations.

Other:

- May supervise and/or train selected subordinate lab or operations personnel.
- Possess or obtain (through reciprocity) Lab Analysis & Class II Georgia Water Treatment Certification
- Possess and maintain a valid driver's license or any equipment operated.
- Possess or have ability to obtain and maintain HAZMAT certification

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, climbing ladders, and ability to distinguish between shades of colors. Work is performed, outdoors in various climatic conditions, in an office, laboratory, chemical storeroom, and in electrical and mechanical rooms with exposure to noise, hazardous chemicals, and machinery with moving parts requiring the use of protective devices.

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REVIEW/APPROVALS

Human Resources

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Utility Supervisor I
Title: Construction & Maintenance Supervisor
Department: Utilities – Collection & Distribution Division
Reports to: Utility Foreman

Job Code:
Overtime: Non-exempt
Date Prepared: January 24, 2007
Job Grade: 43

GENERAL SUMMARY: Supervises work crews and installs water and sewer mains and lines within the guidelines of supervisory instructions, accepted work practices, and Augusta-Richmond County and department rules and procedures. Reports to the Utility Foreman or other designated person and works with co-workers to provide maintenance support. THIS POSITION REQUIRES OCCASSIONAL HOLIDAY, NIGHTS AND WEEKEND WORK IN ALL TYPES OF WEATHER CONDITIONS!

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Install pipe.
2. Perform water and sewer taps.
3. Perform flagman duties around worksites.
4. Repair sewer lines, sewer mains, and water meters.
5. Assist in maintaining and repairing fire hydrants and valves.
6. Maintain and clear water and sewer rights-of-way.
7. Maintain vehicles and equipment.
8. Adjust valves and manhole covers to grade.
9. Investigate water pressure complaints and answer emergency service calls.
10. Operate machinery with moving parts.

REQUIREMENTS

Education: High School diploma, GED or higher level of education.

Experience: 5 years in similar position or sufficient experience to perform principal duties and responsibilities usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

- Considerable knowledge of water and sewer line construction and repair techniques.
- Familiarity with Augusta-Richmond County and departmental policies and procedures.
- Proficiency in the repair and construction of water and sewer lines.
- Mastery of using standard tools, power tools, and operating machinery.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.
- Possess or have the ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.
- Possess 5+ years experience in water utility work and possess a Class III Certification in water distribution through Georgia State Board of Examiners, or possess 10+ years of water utility work experience with no utility certification.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, and using tools and equipment that require a high degree of manual dexterity. Work is performed on job sites and with exposure to noise, traffic, inclement weather, dirt, grease, dust, and machinery with moving parts requiring use of protective devices.

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Heavy Equipment Operator I
Title: Heavy Equipment Operator
Department: Utilities – Collection & Distribution Division
Reports to: Utility Foreman

Job Code:
Overtime: Non-exempt
Date Prepared: January 24, 2007
Job Grade: 43

GENERAL SUMMARY: Operates heavy equipment within the guidelines of department policies and procedures and supervisory instructions. Reports to the Utility Foreman or other designated person and works under close supervision to provide maintenance services. THIS POSITION REQUIRES OCCASSIONAL HOLIDAY, NIGHTS AND WEEKEND WORK IN ALL TYPES OF WEATHER CONDITIONS!

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs maintenance on equipment.
2. Operates rodder and or vactor truck(s).
3. Loads trucks.
4. Serves as a resource to subordinate personnel.

REQUIREMENTS

Education: High School diploma / GED, trade school, or equivalent level of education.

Experience: 5 - 10 years in similar position or sufficient experience to perform principal duties and responsibilities usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

- Familiarity with departmental policies and procedures and preventative maintenance techniques.
- Proficiency in operating heavy equipment and driving.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.
- Possess or have the ability to obtain a valid state operator/driver's license for the type of vehicle or equipment operated.
- Possess 5 – 10 years experience in similar water utility position.
- Must possess commercial drivers license.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, climbing ladders, and using tools and equipment that require a high degree of manual dexterity. Work is performed outdoors with exposure to noise, diseases, chemicals, traffic, inclement weather, dirt, grease, dust, and machinery with moving parts requiring use of protective devices.

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Utility Worker I
Title: Construction & Maintenance Worker
Department: Utilities – Collection & Distribution Division
Reports to: Utility Supervisor

Job Code:
Overtime: Non-exempt
Date Prepared: January 24, 2007
Job Grade: 39

GENERAL SUMMARY: Constructs, repairs, and services water and sewer lines within the guidelines of supervisory instructions, accepted work practices, and Augusta-Richmond County and department rules and procedures. Reports to Utility Supervisor or other designated person and works with co-workers to provide maintenance support. THIS POSITION REQUIRES OCCASSIONAL HOLIDAY, NIGHTS AND WEEKEND WORK IN ALL TYPES OF WEATHER CONDITIONS!

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Install pipe.
2. Perform water and sewer taps.
3. Perform flagman duties around worksites.
4. Repair sewer lines, sewer mains, and water meters.
5. Assist in maintaining and repairing fire hydrants and valves.
6. Maintain and clear water and sewer rights-of-way.
7. Maintain vehicles and equipment.
8. Adjust valves and manhole covers to grade.
9. Investigate water pressure complaints and answer emergency service calls.
10. Operate machinery with moving parts.

REQUIREMENTS

Education: High School diploma, GED or higher level of education.

Experience: 5 years in similar position or sufficient experience to perform principal duties and responsibilities usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

- Considerable knowledge of water and sewer line construction and repair techniques.
- Familiarity with Augusta-Richmond County and departmental policies and procedures.
- Proficiency in the repair and construction of water and sewer lines.
- Mastery of using standard tools, power tools, and operating machinery.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.
- Possess or have the ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.
- Shall possess 10+ years water utility work experience.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, and using tools and equipment that require a high degree of manual dexterity. Work is performed on job sites and with exposure to noise, traffic, inclement weather, dirt, grease, dust, and machinery with moving parts requiring use of protective devices.

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date



**Administrative Services Committee Meeting
11/12/2007 12:35 PM
Petition for Disability Retirement of Mr. William Dixon**

Department: Human Resources

Caption: Approve Disability Retirement of Mr. William Dixon under the 1977 Pension Plan.

Background: If an employee is totally and permanently disabled after five years of Credited Service, said employee may receive a monthly benefit equal to one (1) % of Average Earnings multiplied by years of Credited Service. This benefits are payable upon Commission approval of the petition of retirement.

Analysis: Mr. William Dixon (age 45) is currently a Lieutenant with the Augusta Fire Department. Mr. William Dixon was hired on November 18, 1985; he joined the 1977 Pension Plan on November 18, 1985. Mr. Dixon meets all requirements for Non-Employment Related Disability Retirement under the 1977 Pension Plan. His proposed retirement date is November 30, 2007. The disability retirement benefit payable to Mr. Dixon will be \$794.32 per month (Life only).

Financial Impact: Funds are available in the 77 Pension Plan. Employee has contributed four (4) % of his salary towards his retirement since November 18, 1985.

Alternatives: Do Not Approve Disability Retirement of Mr. William Dixon under the 1977 Pension Plan.

Recommendation: Approve Disability Retirement of Mr. William Dixon under the 1977 Pension Plan.

Funds are Available in the Following

Accounts:

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**



Notice of Disability Benefit

as of November 30, 2007

Defined Benefit Program

William M. Dixon
Augusta-Richmond County
1977 County Plan

SS#: XXX-XX-3759
 Date of Birth: 3/14/1962
 Gender: Male

Estimated Benefit Information

Plan Entry Date: 12/1/1985
 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	11/30/2007	21.92	\$ 1,812.14	\$ 794.32
Benefit Commencement Date ²	12/1/2007			
Normal Retirement Date	3/14/2027			

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:	\$22,909.26	\$31,864.75	2007	\$ 35,317.56	11/30/2007	Disability Leave/Termination (Service Discontinued)
Post-Tax:	\$6,528.77	\$13,517.77	2006	\$ 45,400.58	4/1/1999	Plan Takeover Date
			2005	\$ 42,288.34	11/18/1985	Original Hire Date
			2004	\$ 41,684.89		
			2003	\$ 41,424.41		
Total:	\$29,438.03	\$45,382.52	2002	\$ 40,714.04		
Interest Earned:		\$15,944.49	2001	\$ 40,315.59		
			2000	\$ 37,733.19		
			1999	\$ 35,592.58		
			1998	\$ 36,498.93		

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
11/12/2007 12:35 PM
Petition for Early Retirement of Ms. Victoria Jenkins

Department: Human Resources

Caption: Approve early retirement of Ms. Victoria Jenkins under the 1949 Pension Plan.

Background: Under the 1949 Pension Plan, Sheriff and Fire Department Employees can voluntarily retire at the age of 55 at the completion 25 years of service. Other employees can voluntarily retire at the age of 60 at the completion of 25 years of service. Early Retirement Date is the first day of any month within five years of the Normal Retirement Date and after the completion of 20 years of service.

Analysis: Ms. Jenkins (age 55) is currently a Bus Operator with the Transit Department. Ms. Jenkins was hired on May 2, 1985; she joined the 49 Pension Plan on May 2, 1985. Ms. Jenkins meets both the age and years of service requirements for early retirement in the 1949 Pension Plan. Her proposed retirement date is November 30, 2007. The normal retirement benefit payable to Ms. Jenkins will be \$596 per month (100% Joint & Survivor).

Financial Impact: Funds are available in the 1949 Pension Plan. Employee has contributed 8% of her salary towards her retirement since May 2, 1985.

Alternatives: Do not approve the retirement of Ms. Victoria Jenkins under the 1949 Pension Plan.

Recommendation: Approve the retirement of Ms. Victoria Jenkins under the 1949 Pension Plan.

Funds are Available in the

**Following
Accounts:**

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**



RETIREMENT BENEFIT OPTIONS

**Defined Benefit Program for
Augusta-Richmond County Employees' Plan
1949 City Plan (GE) (8% Contribution)**

PARTICIPANT INFORMATION

Employee Name:	Victoria D. Jenkins	Social Security Number:	XXX-XX-0850
Date of Birth:	11/17/1952	Original Date of Hire:	4/2/1985
Gender:	Female	Normal Retirement Date:	12/1/2012
Beneficiary Name:	Wilbur Jenkins, Jr.	Social Security Number:	XXX-XX-1277
Date of Birth:	8/1/1947	Relationship:	Spouse
Gender:	Male		

MONTHLY BENEFIT PAYMENT OPTIONS

For: Reduced Early Retirement

Retirement Date: 11/30/2007
Age at Commencement Date: 55.040
Benefit Commencement Date: 12/1/2007
Credited Service: 22.583 Years

Early Retirement Benefit Adjustment: 0.7000

Minimum Total Benefit: \$17,111
Average Annual Compensation: \$19,975

Compensation Used	Year	Amount
	2004	\$7,267
	2005	\$21,831
	2006	\$17,509
	2007	\$13,317

AVAILABLE FORMS OF PAYMENT

Form of Benefit	Regular	Employee	Beneficiary
Single Life:	\$671		
10 Year Certain and Life:	\$655		
50% Joint and Survivor:	\$631		\$315
75% Joint and Survivor:	\$613		\$460
100% Joint and Survivor:	\$596		\$596
Lump Sum Cash Out:	N/A		

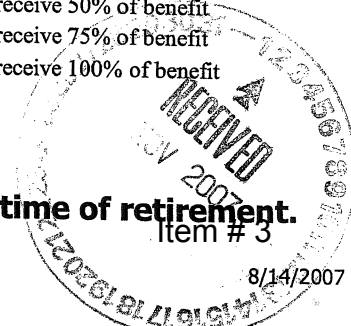
EXPLANATION OF PAYMENT OPTIONS

Regular

Single Life:	Payable for the life of the participant only; no payments to any beneficiary upon participant's death
10 Year Certain and Life:	Payable for greater of the life of the participant or ten years
50% Joint and Survivor:	Payable for the life of the participant; upon participant's death, beneficiary will receive 50% of benefit
75% Joint and Survivor:	Payable for the life of the participant; upon participant's death, beneficiary will receive 75% of benefit
100% Joint and Survivor:	Payable for the life of the participant; upon participant's death, beneficiary will receive 100% of benefit
Cash Out Value:	Payable in a single lump sum in lieu of any future Plan benefits

For Estimate Purposes Only

Actual benefit amounts will be based on information provided at time of retirement.





Administrative Services Committee Meeting
11/12/2007 12:35 PM
Reclassification of Position for Board of Elections Office

Department: Board of Elections

Caption: Approve reclassification of position in the Board of Elections Office.

Background: This reclassification was requested in 2003, 2005, and most recently at the July 30, 2007 Administrative Services Committee Meeting. The reason for the request is due to a change in job duties as a result of changes in election law. The position would change from a deputy clerk (grade 39) to an administrative aid (grade 43).

Analysis: A restructure of job duties in the Board of Elections office was implemented in 2003. The reclassification of the position would support the restructure of job duties.

Financial Impact: The financial impact would be \$4,500 annually. The funding for the salary increase was included and approved in the Board of Elections 2007 Budget.

Alternatives: Continue along present course, which undercompensates the employee for the job that they perform.

Recommendation: Approval is highly recommended for the continued efficient operation of the Board of Elections Office.

Funds are Available in the Following Accounts: Included in the Board of Elections 2007 Budget. Account number 101-01-4110-51.11110.

REVIEWED AND APPROVED BY:

Cover Memo

Item # 4

Finance.
Administrator.
Clerk of Commission



BOARD OF ELECTIONS

Room 104 - Municipal Building
530 Greene Street
Augusta, Georgia 30911
(706) 821-2340

Attachment number 1
Page 1 of 3
Chairman
AARON BATTLE
MTESA P. COTTEMOND
TIMOTHY E. MOSES
L. C. MYLES

LYNN BAILEY
Executive Director

TRAVIS DOSS, JR.
Assistant Director

June 9, 2003

Ms. Brenda Byrd-Pelaez, Director
Human Resources Dept.
6th Floor, City-County Bldg.
Augusta, GA 30911

Dear Brenda:

You will find attached a modified job description for a position in our office. We are requesting at this time that one of our positions currently classified as Records Clerk I (salary grade 39) be reclassified to Administrative Assistant II (salary grade 43).

As you are aware, Georgia recently changed its method of voting from punch card to electronic touch screen voting. This change has had a dramatic effect on the work load typically experienced by this office and we find that some restructuring is needed to accommodate the new workload. This position will assume some of the administrative duties currently performed by the Assistant Director, such as coordinating the data entry process as it pertains to the upkeep of the voter registration list. You will find this and other changes reflected on the updated Records Clerk I job description attached.

Should you have any questions, or if we can provide any further information regarding this request, please give me a call. I thank you in advance for your assistance in this matter.

Sincerely,

Lynn Bailey,
Executive Director



BOARD OF ELECTIONS

LYNN BAILEY
Executive Director

TRAVIS DOSS, JR.
Assistant Director

LINDA W. BEAZLEY
Chair

BOB GARDNER
TIMOTHY E. MOSES
ADNA STEIN
MTESA COTTEMOND WRIGHT

MEMORANDUM

TO: Fred Russell, Administrator

FROM: Lynn Bailey, Board of Elections 

DATE: July 25, 2005

RE: Reclassification

Per your request, you will find attached a current departmental organizational chart, authorized positions and salaries, and the major department functions for the Board of Elections Office. I have also attached the original reclassification request made on June 9, 2003.

I trust that the attached information is useful and complete. Should you have further inquiries, please give me a call.



BOARD OF ELECTIONS

LYNN BAILEY
Executive Director

TRAVIS DOSS, JR.
Assistant Director

LINDA W. BEAZLEY
Chair

BOB GARDNER
TIMOTHY E. MOSES
L.C. MYLES
MTESA COTTEMOND WRIGHT

February 14, 2007

Mr. Fred Russell
City Administrator
Augusta, GA 30911

Dear Mr. Russell:

In its 2007 Budget as approved by the Augusta Commission, the Board of Elections placed an additional \$4,500 to cover a reclassification of a position. The position to be reclassified is a Records Clerk 1 (Step 39) and is being reclassified to Chief Deputy Clerk (Step 43). The employee affected by this change is Shirley Thomas. Shirley's current salary is \$24,038. The reclassification and resulting salary increase would make her salary \$28,538. This is a \$4,500 a year increase.

I would like for this reclassification to go into effect as soon as possible, as it is long overdue. The reclassification has been requested due to the fact that since 2002 when Georgia changed its voting system, it has become necessary for certain employees of the Board of Elections Office to assume additional responsibilities and it is only fair that the affected employees be compensated properly. For your information, I have also attached documentation dating from 2003 and 2005 requesting this reclassification. This documentation includes a job description and other information that you will need in order to update your records. Please let me know right away if there is any further information that I need to provide in order to put this reclassification in to effect.

At your convenience, please let me know when I can expect this change to go into effect. I thank you in advance for your assistance.

Sincerely,

A handwritten signature in cursive script that reads "Lynn Bailey".

Lynn Bailey,
Executive Director