



**January 22, 2014 5:15 pm**

1. Call to Order by Mayor Jan Moore
2. Invocation and Pledge of Allegiance by Councilman John Riggs
3. Recognitions/Public Presentations
  - A) Presentation of a Proclamation for the NAACP's 105<sup>th</sup> Anniversary
  - B) Richard Deal presents the Fiscal Year 2013 CAFR
4. Public Comments (Agenda Item):
5. Consideration of a Motion to approve the Consent Agenda
  - A) Approval of Minutes
    - a) 1-7-2014 Council Minutes
  - B) Consideration of a Motion to approve a water/sewer agreement between the City of Statesboro and Rincin, LLC for the extension of City Sewer to property on 301 South.
6. Consideration of a motion to approve the adjustment of a Police Department Part-Time Dispatcher position to Full-Time.
7. Consideration of a motion to reclassify administrative/support position to a Communication Supervisor Grade 16 in the Police Department Communications Division.
8. Consideration of a motion to amend the adjustment of the GIS Technician position in the IT Department from a Grade 14 to Grade 15.
9. Other Business from City Council
10. Public Comments (General)
11. Consideration of a Motion to enter into Executive Session to discuss "Personnel Matters" and "Potential and Pending Litigation" in accordance with **O.C.G.A. §50-14-3 (2012)**
12. Consideration of a Motion to Adjourn

## 105<sup>th</sup> ANNIVERSARY OF THE NAACP

**WHEREAS,** the National Association for the Advancement of Colored People (NAACP) was founded on February 12, 1909, in honor of the centennial of Abraham Lincoln's birth, the 16<sup>th</sup> President of the United States and author of the Emancipation Proclamation of 1863; and

**WHEREAS,** the NAACP was founded by a multi-racial group of activists – Ida Wells-Barnett, W.E.B. DuBois, Henry Moscowitz, Mary White Ovington, Oswald Garrison Villiard, and William English Walling – who answered “The Call” for national conference on the civil and political rights of blacks in America following the brutal terror by white mobs in Springfield, IL in 1908; and

**WHEREAS,** the NAACP's mission is to ensure the political, educational, social, and economic equality of rights of all persons and to eliminate racial hatred and racial discrimination; and

**WHEREAS,** the NAACP continues to obtain its goals through nonviolence and to effectively achieve its objectives through direct action, litigation, legislation and political action; and

**WHEREAS,** the Bulloch County Branch has worked tirelessly to eradicate racial discrimination in employment, housing, public accommodation, in the courts and in every aspect of life serving as the conscience of Bulloch County since its founding; and

**WHEREAS,** the Bulloch County Branch has served the citizens of Bulloch County as a communications link on health, housing and economic development issues; and

**WHEREAS,** the Bulloch County Branch has lifted the proud heritage of people of color through annual celebrations and events at various venues in Bulloch County; and

**WHEREAS,** the Georgia State Conference of the National Association of the Advancement of Colored People (NAACP) will host its first Quarter Meeting and Civil Rights Institute on January 24-25, 2014 at the Averitt Center for the Arts in Statesboro, Georgia; and

**WHEREAS,** the theme of the conference is “Moving Georgia Forward”, where the work of the branch and youth units from across the State will be recognized in the area of education and community outreach; and

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council Members of the City of Statesboro, Georgia do hereby honor the memory of those who founded the NAACP for their vision and service they rendered to our nation, state and county. The Mayor and Council Members of the City of Statesboro congratulate the NAACP on its 105<sup>th</sup> Anniversary and expresses appreciation for its significant contributions to social change.

**WITNESS** my hand and the corporate seal of the City of Statesboro, this the 22<sup>nd</sup> day of January, 2014.

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*Jan J. Moore, Mayor*

*ATTEST*

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*Sue Starling, City Clerk*



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**CITY OF STATESBORO  
Council Minutes  
January 07, 2014**

A regular meeting of the Statesboro City Council was held on December 7<sup>th</sup>, 2014 at 9:00 a.m. in the Council Chambers at City Hall. Present were Mayor Jan Moore, Council Members: Will Britt, Phil Boyum, John Riggs, Gary Lewis and Travis Chance. Also present were City Manager Frank Parker, City Clerk Sue Starling, City Attorney Alvin Leaphart, City Engineer Robert Cheshire and Director of Community Development Mandi Cody.

The meeting was called to Order by Mayor Pro Tem Will Britt. He stated he would turn the meeting over to Mayor Moore after she was sworn in and there would also be a reception following the Council Meeting.

The Invocation and Pledge of Allegiance by given by Councilman Phil Boyum

**Oath of Office administered by Bulloch County Probate Judge Lee Deloach to:**

- A. Mayor-Elect Jan Moore**
- B. District 1 Phil Boyum**
- C. District 4 John Riggs**

Judge Lee Deloach administrated the Oath of Office to Mayor Jan Moore, Councilman Phil Boyum and Councilman John Riggs.

**Consideration of a Motion to appoint a Mayor Pro Tempore for the next two years, per Statesboro Municipal Code, Section 2-4 of the City Charter.**

Councilman Leis made a motion, seconded by Councilman Riggs to appoint Councilman Will Britt as the Mayor Pro Tem for another 2 year term. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Recognitions/Public Presentations**

- A. Presentation of the “5K Run the Boro” proceeds to Fostering Families Bulloch.**

Director of Human Resources Jeff Grant presented Chris Yawn representing the “Fostering Families Bulloch” with a check for \$5000.00. The funds came from the 5-K Run held by the City of Statesboro.

**Public Comments (Agenda Item):** None

**Consideration of a Motion to approve the Consent Agenda**

- A) Approval of Minutes**
  - a) Council Meeting Minutes December 3, 2013**
  - b) Special Council Meeting Minutes December 10, 2013**

- B) Notification of alcohol license application:**
- a) **Licensee: Clarence Saxby Chambliss, Jr**  
**DBA: Mellow Mushroom**  
**Location: 1098 Bermuda Run Road**  
**Type of Alcohol License: Pouring – Beer, Wine & Liquor**  
**Type of Business: Restaurant**
  - b) **Licensee: Casey Lynn Scarborough**  
**DBA: Wild Wing Café**  
**Location: 57 Aspen Heights Drive**  
**Type of Alcohol License: Pouring – Beer, Wine & Liquor**  
**Type of Business: Restaurant**
- C) Consideration of a Motion to approve Special Event Permit**
- a) **Georgia Southern University Museum – Benefit Gourmet Dinner**

Councilman Boyum made a motion, seconded by Councilman Chance to approve the consent agenda in its entirety. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Public Hearing and Consideration of a Motion to hear evidence as to whether the alcohol beverage license issued to Karen Pittman Brown for the operation of Primetime Lounge located at 608 C Northside Drive West, Statesboro Georgia should be suspended or revoked.**

After hearing evidence from City Attorney Alvin Leaphart, Councilman Boyum made a motion, seconded by Councilman Lewis to revoke the alcohol license for Primetime Lounge. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

There was no one present from the public sector to speak for or against the motion.

**Consideration of a Motion to approve Resolution 2014-01: A Resolution requesting that during the 2014 Session of the Georgia General Assembly, Local Legislation be Enacted to Authorize the Mayor and City Council of Statesboro to exercise Authority Under the Georgia Redevelopment Powers Law; and for Other Purposes.**

Councilman Boyum made a motion, seconded by Mayor Pro Tem Will Britt to approve **Resolution 2014-01**: A Resolution requesting that during the 2014 Session of the Georgia General Assembly, Local Legislation be Enacted to Authorize the Mayor and City Council of Statesboro to exercise Authority Under the Georgia Redevelopment Powers Law; and for Other Purposes. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Consideration of a Motion to award a contract for the installation of a dehumidification package unit to Augusta Chiller Service, Inc. in the amount of \$41,840.00**

Councilman Boyum made a motion, seconded by Mayor Pro Tem Will Britt to award a contract for the installation of a dehumidification package unit to Augusta Chiller Service, Inc. in the amount of \$41,840.00. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Other Business from City Council**

Mayor Pro Tem Will Britt asked everyone to remember Boy Scout Sean Odengaard in their prayers. He was involved in an automobile accident.

**Public Comments (General)**

**A) Bill Thomas**

Mr. Thomas declined to speak at this time.

**Consideration of a Motion to Adjourn**

Mayor Pro Tem Will Britt made a motion, seconded by Councilman Chance to adjourn the meeting. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

The meeting was adjourned at 9:30 a.m.

WATER/SEWER AGREEMENT

GEORGIA, BULLOCH COUNTY

THIS AGREEMENT entered into this 22<sup>nd</sup> day of January, 2014 by and between the MAYOR AND CITY COUNCIL OF STATESBORO, a municipal corporation, its assigns and successors, hereinafter referred to as "City" and Rincin, LLC, their heirs, assigns and successors, hereinafter referred to as "Developer", the developer of the project known as Rozier Ford Lincoln - Mercury.

WHEREAS, in regard to extending and making additions to the City's water and/or sanitary sewer systems and also to the construction of water distribution and/or sanitary sewer collection and disposal systems to serve the property known as Rozier Ford Lincoln-Mercury; located at 12130 Highway 301 South and

WHEREAS, the engineering design for said water and sanitary sewer systems will be accomplished by competent, professional engineers registered in the State of Georgia;

NOW THEREFORE, the City and Rincin, LLC covenant and agree as follows:

-1-

City shall approve the designation of the engineer who shall be responsible for the engineering design and inspection in connection with the installation of said water and sanitary sewer systems. The Developer shall be responsible for providing resident inspection during construction and for insuring the engineer's conformance to area planning, adequacy of design, and conformance to City requirements regarding location, size and depth of lines, capacity and arrangements of lift stations and quality of construction. The Developer shall provide to the City a statement from the project engineer certifying that the materials and workmanship including pipes, bedding, thrust blocks, valves, fire hydrants, manholes, lift station equipment and other related materials and work meet the approved specifications and plans. Upon request of the City, the certification shall be substantiated by material affidavits from suppliers and by applicable test results for inflow/infiltration, exfiltration, deflection, pressure, leaks, bacteria, compaction and other tests required by the City. All construction, engineering and

inspection costs in connection with these systems shall be borne by the Developer. The City will provide only the sewage treatment facility and the water supply facility.

-2-

The Developer will pay a five hundred (\$500.00) dollar non-refundable fee to the City of Statesboro to cover the costs for the City's Consulting Engineers to review plans for compliance with the City's Long Range Water and Sewer Master Plan. This fee will also cover the costs for said Engineer to update the City's Water and Sewer Master Plan as per the development and to update the City's water/sewer location maps to include this extension of mains. The Developer covenants and agrees to reimburse the City for additional inspection time on unfamiliar contractors until such time as the contractor is approved by the City.

-3-

Both parties covenant and agree that if the project is located outside the limits of the City and is contiguous to the City Limits, that in order to receive utility service from the City, the Developer will agree for the development to be annexed into the City Limits and will formally request annexation by the 100% method, prior to the submittal of any subdivision plat



or site plan. The Developer agrees to comply with all City of Statesboro Codes, Ordinances and Regulations applicable to Development and agrees that all inspections and code enforcement shall be conducted by the City of Statesboro and that a City building permit is required. The Developer agrees to submit construction plans to the City for review and to pay all City building permit fees and inspection fees prior to beginning any construction.

-4-

Both parties agree that if the project is located outside the City Limits but is not contiguous to the City Limits, in order to receive utility services from the City of Statesboro, the Developer will agree for his development to be annexed into the City and will formally request annexation by the 100% method at such time as the development becomes contiguous to the City Limits. The developer requesting water and sewer service for non contiguous property agrees and covenants with the City that restrictive covenants which are to run with the property will be placed on the property which would require any entity the property is conveyed to, to agree to 100% annexation of the property when it becomes contiguous.

-5-

Both parties covenant and agree that if the project is located outside the City Limits, but is not contiguous to the City Limits, in order to receive utilities from the City, the Developer will agree to comply with the more restrictive development related regulations of the following City or County Ordinances: Drainage Control Ordinance, Sign Ordinance and portions of the Zoning Ordinances which regulate parking, density, building coverage and building set backs.

-6-

The Developer shall hold the City harmless and indemnify City against any damages due to work associated with the tie on of existing water or sanitary sewer lines.

-7-

Both parties covenant and agree that upon completion of the systems and all related facilities, including all associated water and sewage fees being fully paid for by the Developer (except the sewage treatment facility and the water supply facility) and after the submission of "as built" drawings (one electronic copy in a format acceptable to the City and two blueprint

plans), the City will, subject to approval of the City Engineer, accept title thereto and assume responsibility for maintenance and operation of those portions located within public easements or rights of way. The acceptance shall include all rights, title and interest that the Developer has in the water and sanitary sewer systems servicing the said project and also all easements and/or rights of way required for the purpose of maintenance thereof. Developer agrees to execute any further documentation, such as a Bill of Sale and/or Easement, upon request of the City as may be necessary to transfer title to the systems. The Developer shall bear the costs for the proper recording of all water and sewer easements. Those portions of the facilities not so conveyed by the Developer such as single use lines, shall remain the responsibility of the Developer or its assigns as to the ownership and maintenance.

-8-

The Developer warrants the water and sanitary sewer systems to include all parts, piping and pumping devices that make up the water or sewer system against defects and improper installation for a period of one (1) year from the date the City accepts the system. During the one (1) year warranty any repairs to the system will be made at the expense of

the Developer and any street repairs necessitated for the maintenance and repair of the water system and/or sanitary sewer systems will also be at the expense of the Developer.

-9-

Both parties covenant and agree that all costs, including construction, land, legal and engineering, in connection with the addition and/or installation of the system shall be borne by the Developer. It shall be the Developer's responsibility to obtain all the necessary regulatory permits and approvals. It is understood and agreed by and between the parties that the City's sole responsibility will be to provide the sewage treatment facility, the water supply facility and any water and sewer mains that may already be in place.

-10-

Developer acknowledges that there is an Aid to Construction fee (ATC) for each gallon of sewage accepted by the City from Developer for treatment. This fee shall be imposed in accordance with the current City rates in effect and shall be paid by Developer to the City upon execution of this Agreement. The current rate is \$1.60 per gallon per day of sewage accepted by the City for treatment. The City calculates two (2) bays at 1,000 gallons per bay

of sewage from the Project will be treated by the City. The Developer, therefore, tenders the amount of \$3,200.00 plus one standard 4" sewer tap at \$600.00 to the City in payment of this fee. If it becomes apparent that the amount of sewage to be treated by the City will exceed the amount set forth above, Developer shall immediately tender such payment of the ATC fees to the City as is required. It shall be the responsibility of the City to correctly calculate the gallons of sewage from the Project to be treated by the City. The City's calculations shall be consistent with the City's schedule of contributory load factors. The ATC fee is payable upon execution of the agreement.

-11-

It is understood and agreed by and between the parties that there shall be a sanitary sewer connection fee and a separate water connection fee in accordance with the current City rates in effect. The connection fees shall be paid upon issuance of a building permit.

-12-

Developer acknowledges that the City shall be the sole provider of water for consumption or irrigation and covenants and agrees not to obtain a private well or gain water from any source other than the City.

-13-

This agreement may not be transferred or assigned in whole or of any part by Developer without prior written consent of the City and any violation of this agreement shall terminate the City's obligation hereunder.

-14-

This agreement is to be governed by Georgia Law and it is understood and agreed by and between the parties that all provisions of both state and federal law now or hereafter in effect relating to water and sewage service, while laws may be applicable to the City, shall be applicable to this Agreement.

IN WITNESS WHEREOF all parties have set their hands and seals on this 22<sup>nd</sup> day of

January, 2014.

MAYOR AND CITY COUNCIL OF STATESBORO

BY: \_\_\_\_\_

Jan. J. Moore, Mayor

ATTEST: \_\_\_\_\_

Sue Starling, City Clerk

Signed, sealed and delivered  
in the presence of:

\_\_\_\_\_

Witness

\_\_\_\_\_

Notary Public

RINCIN, LLC

BY: \_\_\_\_\_

Frank C Rozier, as a member and manager  
of Rincin, LLC

Signed, sealed and delivered  
in the presence of:

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Witness

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Notary Public





Scott P. Brunson  
*Police Major*

# Statesboro Police Department

25 West Grady Street  
Statesboro, Georgia 30458  
*Phone: (912) 764-9911 / Fax: (912) 489-5050*



Wendell Turner  
*Public Safety Director*

To: Mayor and Council

From: Wendell Turner

Date: 01/13/2014

Ref: PD Request for Part-Time Dispatcher Position to Full-Time

The Police Department is seeking approval to move the current Part-Time Dispatcher position to Full-Time. Currently, this position is a 29 hour a week employee that helps cover the Dispatch Center and has been part-time since FY13. This position is very difficult to fill because of the shifting work schedule (nights, weekends, holidays) and the part-time classification (no benefits). The current employee, Ms. Candace Hunnicutt has tendered her resignation this week and has accepted a full-time position elsewhere after being employed at PD since 08/07/2013. I have discussed this matter with the staff and supervisor of the Support Services Bureau and we are all in agreement that the PD should fill this position with a Full-Time employee. This would bring the total number of full-time dispatchers to 7 and would allow for better coverage answering calls for service, operations of the Police Radio, operations of the GCIC/NCIC terminal, and would help with overtime and scheduling concerns. Furthermore, with the addition of the three new patrol officer positions this will help manage that additional radio traffic and assistance to officers. Even though this would impact the current FY14 personnel budget line item, I believe that it can sustain it without putting us over budget. The reasons are because PD normally has some turnover throughout the budget year that is not immediately filled and the 3 new Patrol Officer positions (2 Patrol and 1 Detective) have yet to be filled. PD recently went through 60+ applications for Patrol Officer to fill 3 replacement positions and the 3 new positions with only hiring 3 after the hiring process was completed. With the 3 new positions being vacant for 6 months into the fiscal year there is a savings that should more than cover this Full-Time Dispatch position.



# Memorandum

**To:** Mayor & Council  
**CC:** Frank Parker, City Manager  
**From:** Jeffery Grant, Director of Human Resources  
**Date:** 1/14/2014  
**Re:** Communications Supervisor Reclassification

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Up until 2010, one of our employees has served in the capacity of administrative assistant/communications officer and reported to the Training Bureau Captain. At that time the Training Bureau Captain served as the supervisor to the communications division. Subsequently, the police department was reorganized and the Captain of the Training Bureau no longer supervised the communications division. This left the current incumbent responsible for overseeing the communications division and remaining in the same position title, pay grade and step. According to the City of Statesboro FY'14 Authorized Personnel the incumbent currently assumes the budgeted position of Administrative Assistant. However the incumbent has been acting in the capacity of a Communications Supervisor. Currently the incumbent supervises 8 Full-time and 1 part-time employee. The recommendation is to present a resolution to council to reclassify the administrative assistant position to a Communication Supervisor position. The incumbent's current duties would remain the same. The title and pay grade would change. I am recommending this reclassification to ensure the integrity of our classification and compensation plan is maintained and internal equity is preserved amongst employees.

Please see the attached position summary review and new job description for the Communications Supervisor. If you have any further questions feel free to contact me.



# Memorandum

**To:** Mayor & Council  
**CC:** Frank Parker, City Manager  
**From:** Jeffery Grant, Director of Human Resources  
**Date:** 1/14/2014  
**Re:** GIS Technician Grade Adjustment

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After reviewing the classification and compensation plan it came to my attention that the GIS Technician position in Water Sewer is classified at a Grade 15. However, the GIS Technician in the IT Department is a Grade 14. Both positions are similar in duties, responsibilities and yet they are on two different grade levels. The GIS Technician in the IT Department needs to be adjusted to a Grade 15. I am recommending this adjustment to ensure the integrity of our classification and compensation plan is maintained and internal equity is preserved amongst employees.

Please see the attached job description for the GIS Technician. If you have any further questions feel free to contact me.

JOB TITLE: Communications Supervisor

DEPARTMENT: Police, City of Statesboro

JOB SUMMARY: This position is responsible for managing the day-to-day activities of the City of Statesboro Police Department Support Services Bureau. Work involves a high degree of independent judgment in managing day-to-day work activities. Work also involves ensuring State regulations are followed.

MAJOR DUTIES:

- Supervises all staff in the Support Services Bureau.
- Supervises the use and maintains all police-related software programs.
- Monitors, documents and evaluates work performance of communications operators on his/her assigned shift, and participates in work performance evaluations for all Communications officers.
- Maintains and coordinates all related equipment including the installation and repair of all telephone equipment located in the Support Services Bureau.
- Ensures that all communication officers are certified as terminal operators, meeting certification requirements of the Georgia Crime Information Center (GCIC).
- Develops and implements in-service training programs to inform employees of new policies and procedures from the Georgia Crime Information Center, as well as standard operating procedures of the Support Services Bureau.
- Assists with administrative duties of the Major relating to the Support Services Bureau.
- Assists in budget preparation and disbursements of funds approved during the budget process.
- Prepares monthly work schedule to ensure compliance and minimum staffing requirements.
- Prepares monthly statistical reports and other departmental reports as requested by the Major, and those necessary to comply with State standards.
- Ensures compliance with UL certification.
- Provides training of the Computer Aided Dispatch System (CAD) to all Communications staff.

- Assists in providing training on police-related software by working with other division commanders.
- Coordinates system maintenance and repair of the CAD and other police-related systems.
- Evaluates employee performance in conjunction with shift supervisors.
- Assists as a radio operator during manpower shortage or emergency situations, but has responsibility of supervision and decision-making.
- Performs related duties as required.

#### KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of managerial tasks to include training, organizing and coordinating the work of subordinates.
- Knowledge of regulations and procedures of state and national crime information systems.
- Knowledge of department and city policies and procedures.
- Knowledge of the geography and road system of the City of Statesboro.
- Skill in the operation of radio/communications equipment.
- Knowledge of radio codes used in public safety work.
- Knowledge and skill in GCIC/NCIC computer operations, policies and guidelines.
- Knowledge and skill in operating computer equipment and various software programs.
- Ability to express ideas in both oral and written form.
- Ability to act rationally and responsible under pressure.
- Ability to work shifts, weekends, nights and holidays.
- Skill in oral and written communications.
- Skill in maintaining records and managing files.

- Skill in planning and organizing work.
- Skill in dealing with the public.

**SUPERVISORY CONTROLS:** The Major assigns work in terms of general instructions requiring the employee to use judgment in completing tasks. Completed work is reviewed for the nature and propriety of the final results.

**GUIDELINES:** Guidelines include accepted data entry procedures, department rules and regulations, GCIC/NCIC rules and regulations, and city and department policies and procedures. These guidelines are clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The position consists of related supervisory duties, administrative duties, data entry, clerical and record keeping duties. Complexity is added by the variety of reports, the necessity to preserve confidentiality, and numerous interruptions.

**SCOPE AND EFFECT:** The purpose of this position is to supervise the Support Services Bureau and GCIC functions of the Department (including being the Terminal Agency Coordinator), the supervision of subordinate Division employees performing similar clerical duties, and also performs the duties of a Communications Officer. Successful performance helps ensure the accuracy of department records, facilitates further work processes within the department, and helps ensure effective law enforcement practices.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, the general public, public safety and law enforcement personnel, and representatives of the court system.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk for long periods. Some tasks may require intermittent bending, crouching, or stooping and may involve lifting objects of approximately 25 pounds.

**WORK ENVIRONMENT:** The work is typically performed in an office setting which is often noisy.

**SUPERVISORY AND MANAGEMENT AUTHORITY:** This position has direct supervision over Communication Officers (6) FT (1) PT, Records Clerk (1), Secretary /Records Clerk (1).

**MINIMUM QUALIFICATIONS:**

- Knowledge and level of competency commonly associated with the completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education. High school diploma or GED with technical/vocational training in emergency communications or a closely related field;
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require two to three years of progressively responsible emergency communications or related experience.
- Must possess and maintain GCIC Operator, Basic Communication, Terminal Operator and POST certifications.



### Position Summary Review Form

A request for a job evaluation may be made when a job changes significantly in scope or responsibility. This form has been designed to obtain critical information about a request for an evaluation of the salary/grade level for a position, as well as to provide detailed information about the attributes related to a new position, such as minimum requirements, skills, and abilities, and other factors needed in order to properly classify a new position. Please provide comprehensive and thorough answers for questions in each section, or provide descriptive information of the desired position so that a complete and fair analysis may be completed. Each section must be completed for a request to be considered and for a requested position to be placed into the appropriate salary grade and pay range.

Please submit completed forms and any supporting documentation *electronically* to the Director of Human Resources in the Department of Human Resources.

Request Initiated By:	<u>Jeffery Grant</u> Supervisor Name / Title	<u>Human Resources</u> Department	
	_____ Signature	<u>12- Nov 2013</u> Date	
Human Resources Director	(x) Recommendation Completed		

**Request Approval To:**

<input type="checkbox"/> <b>Classify a new position</b>	<input checked="" type="checkbox"/> <b>Reclassify a current position</b> ( ) to lower grade ( x ) to higher grade ( ) lateral change	<input type="checkbox"/> <b>Adjust salary of a current position</b> ( ) below the salary grade minimum ( ) above the salary grade minimum
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*(Use the white portion of this table to give your recommendation for the reclassification of the position you are requesting.)*

Position Information	POSITION RECOMMENDATION			HR RECOMMENDATION		
Title	Communications Supervisor			Communications Supervisor		
Pay Grade	16			16		
Starting Salary	Grade 16 - Pay Range 33,301.53 – 50,672			Grade 16 - Pay Range 33,301.53 – 50,672		
FLSA Status	Non-Exempt			Non-Exempt		
	<b>Exempt</b>			<b>Exempt</b>		
Effective Date	Mo 11	Day 20	Year 2013	Mo 11	Day 20	Year 2013
<b>SHADED AREA FOR HR USE ONLY</b>	Compensation & Classification Approval:			Date:		



Administrative Assistant  
Current Position Title

Major Scott Brunson  
Reports To / Supervisor

Sharry Ryall  
Current Incumbent

444  
Employee AS400 ID

Police Department  
Department

Support Services Bureau  
Division

Full Time                       Part Time                       Temporary                       Seasonal

Please provide a brief statement explaining the reason for this request:

**Up until 2010, the current incumbent served in the capacity of administrative assistant/communications officer and reported to the Training Bureau Captain. At that time the Training Bureau Captain served as the supervisor of the communications division. After the department was reorganized, the Captain of the Training Bureau no longer supervised the communications division. This left the current incumbent responsible for overseeing the communications division and remaining in the same position title, pay grade and step. According to the City of Statesboro FY'14 Authorized Personnel the incumbent currently assumes the budgeted position of Administrative Assistant. However the incumbent has been acting in the capacity of a Communications Supervisor. Currently the incumbent supervises 8 Full-time and 1 part-time employee.**

For a reclassification of an existing position, please provide a brief but detailed summary which describes the major changes in responsibility for the position being reviewed (please include any job duties for which the job holder was previously accountable for which no longer apply, or job duties which have been assumed):

**According to the City of Statesboro classification and compensation plan the incumbent has the job title Administrative Assistant, however the incumbent has been acting in the capacity of Communications Supervisor. The current duties would remain the same, but the title and pay grade would change. Please see the attached job description for Communications Supervisor. The recommendation is present a resolution to council to reclassify the administrative assistant position to a Communication Supervisor position.**

**Equity Adjustment** (if applicable) :

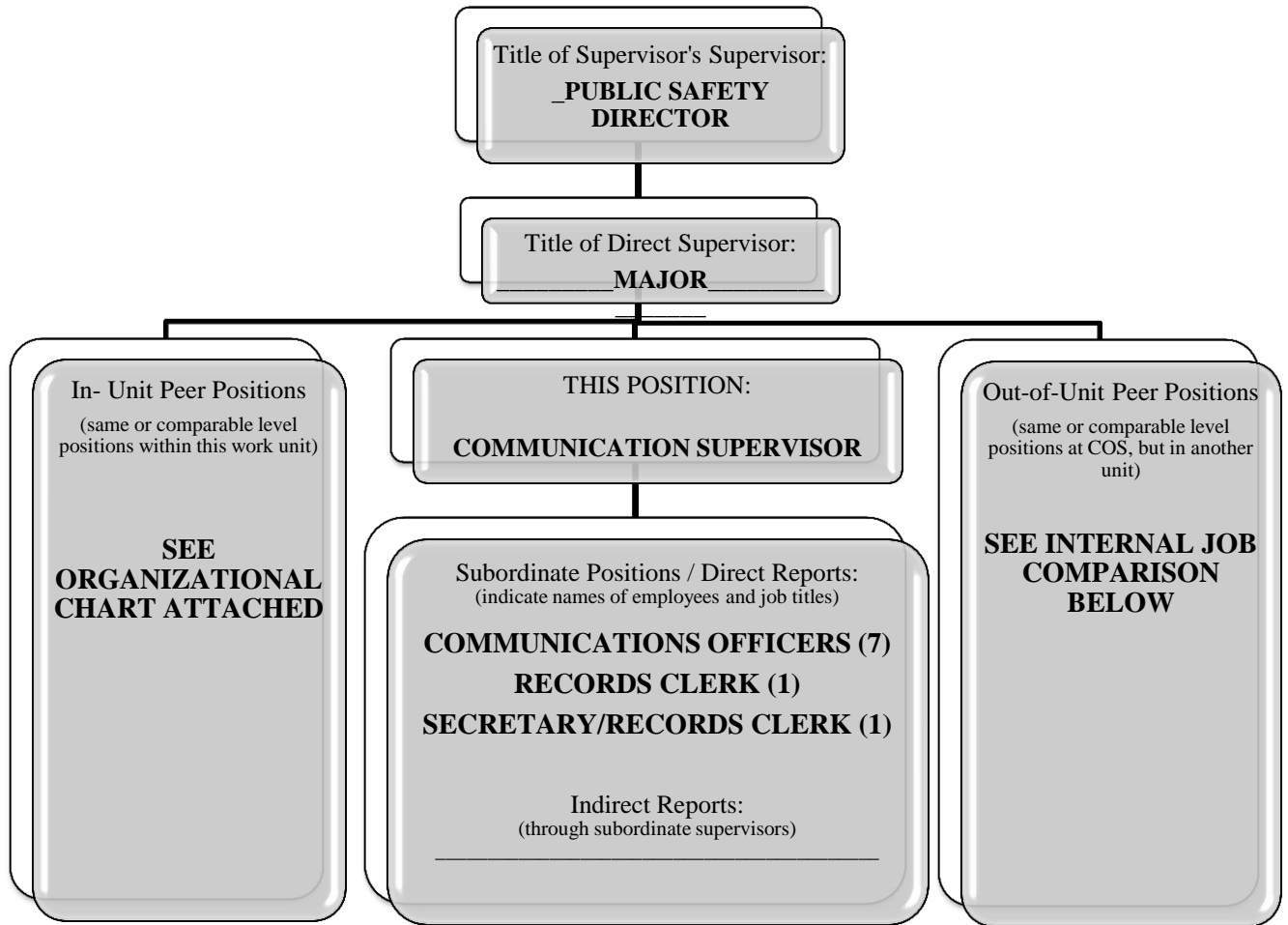
Desired Salary Grade  _____	Current Base Salary  \$ _____ hr / yr	Recommended Salary  \$ _____ hr / yr
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**Essential Duties & Responsibilities**

List the essential duties performed as a regular part of the job grouping related duties together in a sentence or paragraph. After listing the specific duties, estimate the percentage of time required to perform each duty, the total equaling 100%.

<b>Essential Functions &amp; Responsibilities (place an * next to new essential functions assigned to a job)</b>	<b>% of Time</b>
SEE ATTACHED JOB DESCRIPTION	%
	%
	%
	%
	%
	%
	%

**Organizational Chart for this Position**



**For each factor, please indicate with an “X” the one alternative that best describes the minimum requirements necessary for performing the position effectively.**

**Education.** This factor captures the general knowledge required for performing the job responsibilities, as measured by minimal acceptable education levels.

- 1. Up to and including a high school degree or GED
- 2. AA degree or equivalent vocation/technical training
- 3. BS / BA degree
- 4. Advanced / Post Graduate degree

**Experience.** This factor measures the minimal amount of experience required to competently fulfill the requirements of your job. Qualifying experience may have been acquired on related work or lower level jobs either with the Boards or with former employers.

- 1. 0-2 years (i.e.: sufficient experience to develop some familiarity with methods and terminology in common work situations).
- 2. 3-5 years (i.e.: sufficient experience in the occupational field to perform a variety of work assignments within the occupational field with minimal supervision).
- 3. 6+ years (i.e.: broad experience in both commonplace and unusual work situations and problems associated with the occupational field – sufficient to plan and administer work programs).

Specify any areas of training, content expertise, and/or licensure/certification expected for this position:


**Decision-Making Responsibility / Independence of Action:** This factor indicates the specific management administrative and professional responsibilities of the job; as well as evaluates the degree to which the immediate supervisor outlines the method to be followed or the results to be attained, checks the progress of work, or handles exceptional cases. Consider the extent and the closeness of the supervision.

- \_\_\_\_\_ 1. The job typically requires work under the type of supervision where standard practice requires occasional checks on performance. Most decisions are referred to supervisory or director approval. The job requires assigned plans and programs.
- \_\_\_\_\_ 2. The job typically requires work under general supervision where broad work instructions are provided and only unusual cases are directed to your supervisor. The job requires the regular exercise of independent action within defined policy parameters in the area of specialty.
- X   3. This job requires little to no supervision. The job requires decision-making that addresses major problems and policies that directly impact the department and/or other departments, schools and/or the entire Board.

**Seriousness of Error:** This factor measures the opportunity for making errors, the degree to which work is checked, and the probably effects of errors on the Department. Consider only reasonable, normal errors, and resulting losses, which may be in terms of time, money, prestige, employee morale, etc.

- \_\_\_\_\_ 1. Standard check or routine crosscheck readily detects probable errors. Errors would be due to oversights in most instances. Cost of correction is negligible.
- \_\_\_\_\_ 2. Probably errors are generally confined to a single department, or phrase of activities, but are not always detected in succeeding operations. Errors may affect the work of other within the unit. Considerable time may be involved to trace errors and make corrections.
- X   3. Probably errors typically cause inaccuracies in reports or records pertaining to numerous departments and/or the Department as a whole. Errors typically have significant internal and/or external implications. (E.g., the financial position of the Department may be affected and/or they may delay progress of significant programs or projects)

**Type of Supervision:** This factor evaluates the degree of supervision exercised.

- \_\_\_\_\_ 1. The position is not responsible for supervising other employees (i.e. conduct performance evaluations for these positions).
- \_\_\_\_\_ 2. Supervision is typically part-time with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as subordinates. There is little or no responsibility for controlling costs and enhancing methods for performing work activity. This level applies to a position that is responsible for supervising one or two employees.
- X   3. Supervision typically takes substantial time with respect to assigning, reviewing, and checking work. The position is responsible for addressing business and personal difficulties under stander procedures. This level applies to a position that is responsible for supervising three or more employees.
- \_\_\_\_\_ 4. Supervision applies to one or more departments with full responsibilities for results in terms of costs, methods, and personnel administration. This level applies to a position that is responsible for supervising managers, who in turn have responsibility for supervising staff.

**Supervisory Requirements** (complete this section only if the position will directly supervise other employees)

Title of Reporting Positions	Number in Position	Full Time	Part Time
<b>COMMUNICATIONS OFFICER</b> _____	<u>  6  </u>	<u>  6  </u>	<u>  1  </u>
<b>RECORDS CLERK</b> _____	<u>  1  </u>	<u>  1  </u>	_____
<b>SECRETARY/RECORDS CLERK</b> _____	<u>  1  </u>	<u>  1  </u>	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Inside/Outside Contacts:** The factor identifies typical interactions within the scope of the position.

- \_\_\_\_\_ 1. Contacts are typically limited to co-workers and supervisor. There is only minimal contact with other employees and/or external parties (i.e., students, citizens, and representatives from other organizations).
- \_\_\_\_\_ 2. The job typically requires some contact with employees from outside the department, school and/or external parties (i.e.: students, citizens and representatives from other organizations).
- \_\_\_\_\_ 3. The job requires continuous contact with the employees from throughout the City of Statesboro and/or external parties (i.e., students, citizens, and representatives from other organizations).

**Organizational Knowledge:** This factor evaluates the level of in-depth knowledge of the City of Statesboro as required by the job.

- X   1. The job requires understanding of the policies, work procedures, programs, plans, and organizational relationships related to the immediate work area.
- X   2. The job requires understanding the policies, work procedures, programs, plans, and organizational relationship of one or more department or schools and/or specific understanding of outside organizations.

- 3. The job requires understanding and creating the policies, procedures, programs, plans, and organizational relationships of numerous, departments, schools, and/or in-depth understanding of outside organizations.

**Risk/Safety Factor:** This factor measures the level of risk to physical health and safety routinely required by this job.

- 1. There is little or no risk associated with this job.
- 2. The job requires exposure to moderate risk to physical health and/or physical safety. Risk to physical and/or mental health and safety (e.g., exposure to environmentally hazardous (i.e., toxic) material, assault and battery, communicable disease, etc.) up to 50% of the time.
- 3. The job requires exposure to significant risk to physical health and/or physical safety. Risk to both physical and/or mental health and physical safety) e.g., exposure to environmentally hazardous (i.e., toxic) material, assault and battery, communicable disease, etc.) more than 50% of the time.

**Overall Impact:** This factor measures the job’s impact on the entire Department relative to other positions. Consider specific management, administrative and professional responsibilities.

- 1. The job has minimal impact on the Department’s resources and services both internally and externally.
- 2. The job has moderate impact on the Department’s resources and services both internally and externally.
- 3. The job has major impact on the Department’s resources and services both internally and externally through individual actions or decision involving significant changes in policy, programs, new services, asset/liability management, or other actions. May also have some impact on university resources

**Budget Responsibilities:** This factor measures the position’s level of responsibility concerning departmental budget.

<input checked="" type="checkbox"/> Planning		<input checked="" type="checkbox"/> Maintaining	
<input checked="" type="checkbox"/> Preparation		<input checked="" type="checkbox"/> Monitoring	
Does the position have signature authority?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what is the dollar amount?		\$ N/A	
Total department operating budget:		\$ N/A	
CIP budget:		\$ N/A	
What is the total budget amount for which this position has responsibility?		\$ N/A	
Please indicate the number of employees in the department.		<u>8</u> FT Staff:	<u>1</u> PT Staff:
<b>Note: Incumbent’s suggestions and recommendations as to budgetary matters, hiring, firing, advancement, promotion or any other change of status of other employees is given significant weight.</b>			

**Internal Job Comparison**

Based on what you know about other departments at the City of Statesboro, please identify up to 3 jobs that are close matches to this position. Consider knowledge, skills, and scope of responsibility when identifying these matches:

Title	Department	Incumbent	Match Knowledge, Skills, & Scope of Responsibility		
<b>Parks Supervisor</b>  <b>Landfill Supervisor</b>	<b>Public Works</b>	<b>Marie Dixon</b>  <b>No incumbent in the Position</b>		<b>Grade 16</b>	<b>Job Description Attached</b>
<b>Water Sewer Supervisor</b>	<b>Water/Sewer</b>	<b>Jimmy Edenfield</b>		<b>Grade 16</b>	<b>Job Description Attached</b>
<b>Maintenance Supervisor</b>	<b>WWTP</b>	<b>Gary Mosely</b>		<b>Grade 16</b>	<b>Job Description Attached</b>

**External Job Comparison**

Are there any external jobs you believe may be a match to this job? Please indicate where (company, university, etc.) this job may be found:

External Job Title	Where is this job found? (company, university, etc.)	Notes / Comments / Contacts
<b>Communications Supervisor</b>	<b>City of Hinesville; Population 33,437</b>	<b>Pay Range: \$26,421.94-\$50,207.80; Supervises 4 employees;</b>
<b>Communications Supervisor</b>	<b>Peach County; Population 27,622;</b>	<b>Pay Range: 31,611 - 47,431.00; Supervises 3-4/shift;</b>
<b>Communications Manager</b>	<b>City of Conyers; Population 15,408;</b>	<b>Pay Range: \$28,541-\$40,160.78; Supervising 3-4/shift;</b>
<b>Communications Supervisor</b>	<b>Effingham County; Population 53,293;</b>	<b>Pay Range: \$30,160 – \$42,229. Supervises 12 FT and 1 PT employees;</b>

## THE CITY OF STATESBORO

### GIS Technician

#### **Job Duties:**

- Use GPS units to collect point data for various City utilities including fire hydrants and water valves.
- Performs post processing and downloading of GPS data; assembles data from GPS, local surveys, utilities, state and federal agencies and other entities for mapping and analysis; completes data editing and organizes data to ensure compatibility with city database.
- Maintain and update the City's GIS data using ESRI suite of software.
- Create and document GIS procedures as directed by the GIS Coordinator.
- Modify existing databases through geoprocessing.
- performing data creation, and some cartography using ArcGIS 10.x
- Maintain and update City GIS maps including planimetric and topographic maps for water, sanitary sewer, storm water sewer, streets, alleys, subdivisions, Right of Way, easements and floodplain using GIS ArcEditor and ArcView.
- Collect and enter raw data into the GIS computer system for City infrastructure using Geodatabase, ArcSDE, and MS Access programs.
- Create and develop graphic art/cartographic products, including location maps, infrastructure maps and various display items.
- Review and perform COGO (coordinate geometry) calculations
- Using a Global Positioning System (GPS) receiver, collect, transfer, input and plot grid coordinates, and other data from surveyor's data, field notes and engineering plans.
- Perform other duties and assignments as required.

#### **Minimum Qualifications:**

- A High School Diploma or G.E.D.
- Associate's or higher level college degree in GIS, Geography, Computer Science, Environmental or Engineering discipline.
- Two years of experience or an equivalent combination of education and experience



**Desired Qualifications:**

- Current versions of Windows, MS Access, MS Office, ArcInfo, ArcView and database development.
- GIS concepts and design methods.
- Modern and complex principles and practices of record keeping
- Current procedures, methods and technologies in GIS and other engineering related fields.
- Using GIS software and related equipment to produce record and scale drawings in a prompt and cost effective manner.
- Knowledge of GPS technology and data collection methodologies.
- Operating a computer aided drafting system.
- Operating and properly utilizing a variety of office equipment including plotter and copier, computers and peripheral equipment, printers, and microfilm reader-printers.