COUNTY DEPARTMENT AGENDA REQUEST

Department:	Public Safety	Presenter(s):	Allen McCullough
Meeting Date:	Thursday, June 23, 2011	Type of Request:	New Business

Wording for the Agenda:

Consideration of a request from the Director of Public Safety to allow a change in the position of Fire Administrative Coordinator to Public Safety Budget Analyst.

Background/History/Details:

The Division of Public Safety is requesting a change in the position of Fire Administrative Coordinator to Public Safety Budget Analyst. The Division is made up of 6 departments, (Fire/EMS, EMA, 911 Communications, County Marshal and Animal Control,) all that function within the parameters of multiple budgets and funds.

A vacancy has occurred due to the retirement of the longtime Administrative Coordinator. Prior to advertising for this open position, the Department requests consideration in revising the position to include job duties and responsibilities that would better serve the departments within Public Safety. The retooling of this position would provide for assistance to the Division Managers in budget analysis, payroll, P-Card auditing, EMS billing and division archives. It will further allow the coordination of other administrative functions and practices within the division. The proposed new job description, grade, and salary have been reviewed by County Human Resources Department and UGA for compliance with our current pay and classification system.

The salary for the position would increase with the new responsibilities.

What action are you seeking from the Board of Commissioners?

Motion to approve staff's request to change the position of Fire Administrative Coordinator to Public Safety Budget Analyst, including an increase in the job's classification from a grade 14 to a grade 17 prior to filling the vacancy resulting from the retirement of the Fire Administrative Coordinator.

If this item requires funding, please describe:

Funding for the current position is included in the FY 2012 Public Safety Budget and is sufficient to cover the change in grade to step 12.

Has this issue come before the Commissioners in the past?	No	If so, when?	
Do you need audio-visual for the presentation?	No	Back-up Material Submitted?	Yes

STAFF USE ONLY

Approved by Finance	Yes	Reviewed by Legal	Yes
Approved by Purchasing	Not Applicable	Approved by County Clerk	Yes
Administrator's Approval	Yes		

Staff Notes:

TITLE: Public Safety Division Analyst

DEPARTMENT: Public Safety, Fayette County

JOB SUMMARY: This position is responsible for the administration of the division budget and for the coordination of other administrative functions.

MAJOR DUTIES:

- Compiles all Public Safety budget data from staff; enters budget data and completes the annual budget process; monitors budget expenditures on a daily basis and provides analysis to department managers; processes change and transfer forms for approval; cooperates with assigned financial analyst to reconcile budget entries and review expenditures.

- Supervises the division's payroll process; insures accuracy and completeness of information; prepares payroll change forms.

- Provides audit and reconciliation support for the P-Card process; receives and receipts money from customers as required.

- Responds to Human Resources Department requests for information; processes FMLA documentation, Workers' Compensation documents, and state separation notices.

- Responds to department personnel regarding medical insurance, dental and vision reimbursement plans, salary, or payroll issues.

- Provides assistance with EMS billing, revenue projections, and refund activities as required.

- Monitors and oversees confidential personnel files and file archives for the department.

- Makes travel arrangements; handles confidential information; attends staff, department and information meetings.

- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of the principles and practices of records retention and management.

- Knowledge of modern office practices and procedures.

- Knowledge of the Open Records Act.

- Knowledge of personnel laws and county and department personnel procedures.

- Knowledge of budgeting, financing, and accounting procedures.
- Knowledge of computers and job related software programs.
- Knowledge of standard accounting practices, financial analysis and management.
- Knowledge of department payroll procedures and processes.
- Skill in preparing and monitoring budgets.
- Skill in the modern office equipment.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The Deputy Chief assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include relevant federal, state and county laws, ordinances, policies, procedures and guidelines. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY: The work consists of varied administrative duties. Strict regulations and the need for accuracy contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to provide administrative support for the division's budget, payroll, and other related functions. Success in this position contributes to the effectiveness of division operations.

PERSONAL CONTACTS: Contacts are typically with co-workers, members of other law enforcement agents, attorneys, vendors, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, provide services, and justify or defend matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, bending, crouching, walking or stooping. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996 requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.

- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.