

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

April 7, 2015

A G E N D A

1. Call to order.
2. Invocation and Pledge of Allegiance to the flag.
3. Adoption of the agenda.
4. Approval of the March 17, 2015 Regular Business Meeting minutes.
5. PUBLIC COMMENT: Citizens will be given a three (3)-minute maximum time limit to speak before the Board of Commissioners about various topics, issues, and concerns. Following thirty minutes of hearing from the public, the Board of Commissioners will allow the remainder of citizens who have signed up to be heard at the next Tuesday business meeting.
6. PROCLAMATION: "Clayton County Recognizes Judith Bradberry for Her Community Activism". (Presented by Commissioner Shana M. Rooks)
7. PRESENTATION: "Airport South CID Presentation". (Presented by Nicole McGhee Hall, CPSM)
8. Consider requests of Debra Brewer, Director of Central Services. (NOTE: The entire Purchasing Ordinance for Clayton County, Georgia can be viewed on the MuniCode website. Citizens can access this website via the following website address: <http://library.municode.com/index.aspx?clientId=10562>.)
 - 1) **Recommendation for Award: RFP PKG: #14-61 Clayton County Juvenile Court Diversion Program – Annual Contract.** (\$1,538.46 per participant / ENA, Inc. dba Necco, located in Jonesboro, Georgia. Funding is available through the Juvenile Justice and Delinquency Prevention (JJDP) Grant). As requested by Juvenile Court Services. Per Section 2-136 (6) of the Clayton County Code of Ordinances, General Purchasing Methods; Clayton County has developed annual contracts for frequently used items and services. These contracts are a result of a sealed bid. The contract allows the county to order goods and services directly from the awarded suppliers through the use of an annual contract document.
 - 2) **Request for Contract First Amendment: Fence Installation, Clayton County Parks and Recreation Department.** (\$10,061.40 / McIntyre Corporation dba McIntyre Fencing, located in Griffin, Georgia. Funding is available through the 2009 SPLOST funds). As requested by the Parks and Recreation Department. Per Section 2-136 (4) of the Clayton County Code of Ordinances, General Purchasing Methods; The written quote method is used for all purchases from \$500.00 to \$24,999.99. Buyers are required to solicit quotations and

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

April 7, 2015

A G E N D A

receive written responses from vendors. All reasonable efforts will be made to obtain three written quotations for each item solicited. Awards for written quotations are given strictly on a lowest quote.

3) **Recommendation for Award: Utilizing a Statewide Contract to purchase Video Surveillance and Audio Visual Materials with Installation for the Information Technology Department.** (\$49,894.14 / State Contract #SWC99999-SPD-SPD0000048-0010 with Summit Systems, Inc., located in Buford, Georgia. Funding is available through the 2009 SPLOST funds). As requested by the Information Technology Department. Per Section 2-136 (6) of the Clayton County Code of Ordinances, General Purchasing Methods; Clayton County has developed annual contracts for frequently used items and services. These contracts are a result of a sealed bid. The contract allows the county to order goods and services directly from the awarded suppliers through the use of an annual contract document.

4) **Recommendation to Amend: Consent to Assignment of Two Annual Contracts from Stephens Rock & Dirt, Inc. to Stephens Industries, LP, located in College Park, Georgia.** (RFB #12-48 Clayton County Transportation & Development Stone Materials Services – Annual Contract and RFB #14-04 Clayton County, Georgia for the Department of Transportation & Development Landfill Earthen Material Services – Annual Contract).

5) **Recommendation to Award: Asbestos Abatement, Removal and Disposal for the Clayton County Senior Services Kinship Care Resource Center.** (\$2,482.50 / C.J. Hearne Construction Company, located in Atlanta, Georgia. Funding is available through the Senior Services Community Development Block Grant (CDBG) FYE 2012). As requested by the Senior Services Department. Per Section 2-136 (4) of the Clayton County Code of Ordinances, General Purchasing Methods; The written quote method is used for all purchases from \$500.00 to \$24,999.99. Buyers are required to solicit quotations and receive written responses from vendors. All reasonable efforts will be made to obtain three written quotations for each item solicited. Awards for written quotations are given strictly on a lowest quote.

9. Consider the requests of Ramona Bivins, Chief Financial Officer.

1) Budget Amendment #2-23/Prison/FYE 6-30-15 – To recognize additional revenues and increase funds for safety supplies and to purchase a defibrillator, in the amount of \$3,075.

2) Budget Amendment #2-24/Prison/FYE 6-30-15 – To amend revenue received from the State DOT Road Maintenance Agreement for the purchase of new mowers, in the amount of \$36,837.

3) Budget Amendment #2-25/Federal Narcotics Condemnation Fund/FYE 6-30-15

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

April 7, 2015

A G E N D A

– To establish a budget from seized drug funds to purchase a mobile command post for the Sheriff’s Office, in the amount of \$177,957.

4) Budget Amendment #2-26/Federal Narcotics Condemnation Fund/FYE 6-30-15
– To establish a budget from seized drug funds to provide tuition for selected Police Officers to attend the Leadership Academy at Atlanta Metropolitan State College, in the amount of \$35,000.

5) Budget Amendment #4-115/2009 Reimposition SPLOST/FYE 6-30-15 – To amend the budget to provide funding for the Path Foundation to design and plan the Parks & Recreation Greenway Trail Network. This includes the Master Plan, Lake Spivey Golf Course Trail, and the Multiuse Trail in and around International Park, in the amount of \$137,400.

10. Consider a request of Renee Bright, Human Resources Director.

1) Reorganization request from Information Technology. The IT Department will enhance operation efficiencies, as well as, generate a cost savings (approximately \$1,100) to the general fund with the implementation of this request.

11. Resolution 2015-73 - A Resolution to adopt an amendment to the “Clayton County Board of Commissioners Group Medical and Dental Plan” as it relates to eligibility for post-retirement medical and dental benefits for eligible participants, effective January 1, 2002.

Synopsis: This Resolution will provide an amendment to allow employees hired on or after January 1, 2002 that qualify under the Disability Benefits provision of the Clayton County Public Employees Retirement System, to be eligible to continue medical, dental, vision, and life benefits under the Medical and Dental Plan without having completed 15 years of creditable service.

12. Resolution 2015-74 - A Resolution authorizing Clayton County to enter into a Cooperative Lease Agreement and Memorandum of Understanding on behalf of Clayton County Fire and Emergency Services, with the Georgia Forestry Commission providing for Rural Fire Defense under the provisions of the Forest Fire Protection Act.

Synopsis: This Resolution will allow the Clayton County Fire and Emergency Services Department to protect and develop its forest land resources by providing means of forest fire defense.

13. Resolution 2015-75 - A Resolution authorizing Clayton County to accept an award of the

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

April 7, 2015

A G E N D A

Edward Bryne Memorial Justice Assistance Grant and waive grant authority to Clayton County Public Schools.

Synopsis: This Resolution will allow Clayton County Public Schools to provide services that benefit at-risk youth in the area which will in turn assist Clayton County Juvenile Court in successfully reducing the number of vulnerable youth.

14. Resolution 2015-76 - A Resolution authorizing Clayton County to enter into a License Agreement with We Need 2 Read, Inc. providing for the terms and conditions under which the “Food Trucks @ the Beach” event will be hosted at the Clayton County International Park.

Synopsis: This Resolution will allow Need 2 Read, Inc. to host a “Food Trucks @ the Beach Event on May 17, 2015 from 10:00 am to 8:00 pm to generate funds to provide scholarships to metro-County schools and provide citizens a place to be entertained in a family-friendly atmosphere.

15. Resolution 2015-77 - A Resolution to enter into a License Agreement with Clayton Henry Chapter of the National Action Network, Inc. to host a 50 year celebration of the Civil Rights Movement at Clayton County International Park.

Synopsis: This Resolution will allow the Clayton Chapter of the National Action Network, Inc. to host a 50 year celebration of the Civil Rights Movement on September 12, 2015 from 10:00 am until 10:00 pm.

16. Resolution 2015-78 - A Resolution authorizing Clayton County to approve the Special Facility Use request submitted by Makabayan Georgia, Inc. to sponsor and host a 5K Run and Filipino Independence Day Celebration at the Clayton County International Park.

Synopsis: This Resolution will allow Makabayan Georgia, Inc. to sponsor and host a 5K Walk /Run and Filipino Independence Day Celebration on June 6, 2015 from 9:00 am to 5:00 pm.

17. Resolution 2015-79 - A Resolution authorizing Clayton County to enter into a License Agreement with Keeping Girls First, Inc. to utilize the Sports Pavilion at Clayton County International Park to host a volleyball training session and a volleyball tournament.

Synopsis: This Resolution will allow Keeping Girls First, Inc. to host a volleyball training session and tournament on May 3, 2015 from 7:00 am to 9:00 pm.

18. Resolution 2015-80 - A Resolution authorizing Clayton County to enter into a License

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

April 7, 2015

A G E N D A

Agreement with Swim Across America, Inc. to utilize parking lots at Clayton County International Park, County resources and personnel in connection with its open water swimming event.

***Synopsis:** This Resolution will allow Swim Across America, Inc. to have an open water swimming event on May 3, 2015 from 5:30 am to 2:00 pm to raise money for the AFLAC Cancer Center and Blood Disorder Center at Children's Hospital in Atlanta.*

19. Resolution 2015-81 - A Resolution authorizing Clayton County to trade glock generation 2 handguns for the purpose of upgrading to glock generation 4 model 22 handguns with no financial impact to the County.

***Synopsis:** This Resolution will allow the County to trade glock generation 2 handguns for the purpose of upgrading to glock generation 4 model 22 handguns in the Clayton County Police Department.*

20. Resolution 2015-82 - A Resolution authorizing Clayton County to enter into two Grant Agreements with the United States Secret Service, Financial Crimes Task Force, providing for the term under which equipment and training will be purchased.

***Synopsis:** This Resolution will allow for the purchase of equipment and provide training to personnel of the Clayton County Police Department through two grants totaling \$750.00 from the United States Secret Service, Financial Crimes Task Force.*

21. Resolution 2015-83 - A Resolution to authorize the formation of a 501(c)(3) tax exempt nonprofit organization to be known as "The Clayton County Police Foundation".

***Synopsis:** This Resolution will allow the formation of a Clayton County Police Foundation that would accept, solicit, and administer donations on behalf of the Clayton County Police Department without burdening County Resource.*

22. Resolution 2015-84 - A Resolution authorizing Clayton County to accept grant funds from the Firefighters Support Foundation on behalf of Clayton County Fire and Emergency Services, to purchase needed equipment.

***Synopsis:** This Resolution would allow Clayton County's Fire and Emergency Services to purchase four thermal cameras with an awarded grant amount of \$20,000.00 from the*

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

April 7, 2015

A G E N D A

Firefighters Support Foundation.

23. Ordinance 2015-85 - An Ordinance to amend the Code of Clayton County, Georgia, as amended, specifically, Code of Clayton County, Georgia, Part II, Chapter 18 "Building and Code Regulations", Article IV "Permits and Certificates", Section 18-47. "Fees", by deleting existing subsection (b) and substituting in lieu thereof a new subsection (b) "Residential Building Permit Fees.

Synopsis: This Ordinance will make the Community Development Department's building valuation comparable to other South Metro Counties, permit fees will be comparable to the services delivered, and have a positive revenue impact.

24. Ordinance 2015-86 - An Ordinance to amend the Code of Clayton County, Georgia, as amended, specifically Chapter 38 "Environment," Article VIII, "Clayton County Stream Buffer Protection Ordinance," Division 2, "Applicability," Section 38-143.2, "Exemptions", so as to add a new subsection (g) thereto, to allow the construction of multi-use trails.

Synopsis: This Ordinance will provide an amendment that will allow trail construction within the buffer consistent with the Greenway Trail Master Plan.

25. Resolution 2015-87 - A Resolution authorizing Clayton County to execute and forward a letter to the Federal Highway Administration in support of a pedestrian sidewalk improvement project proposed by the City of Lovejoy, and to convert 0.28 acres of right of way of the Clayton County Landfill Park to transportation use.

Synopsis: This Resolution would allow for the proposed pedestrian improvements to improve accessibility and safety for pedestrians accessing the Clayton County Landfill Park which currently provides active recreation which includes a playground and swing sets.

26. Resolution 2015-88 - A Resolution authorizing Clayton County to submit a grant application to the Department of Family and Children Services on behalf of Clayton County Senior Services, to provide funding for parenting education.

Synopsis: This Resolution will provide Parent Education, Support Group, Information and Referral Services, Afterschool Enrichment, Individual Tutoring, Behavior Management and Emergency Aid.

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

April 7, 2015

A G E N D A

27. Resolution 2015-89 - A Resolution authorizing Clayton County to submit a State of Need grant proposal to Promoting Safe and Stable Families on behalf of Clayton County Extension Services, to provide funding for parenting education.

Synopsis: This Resolution will allow Clayton County Extension Services Department to submit a grant proposal to help continue their Parents as Teachers Program.

28. Resolution 2015-90 - A Resolution authorizing Clayton County to enter into a Real Estate Purchase and Sale Agreement with Trairatanaram Temple, Inc. for the conveyance of approximately 0.312 acres of right-of-way previously abandoned by the County.

Synopsis: This Resolution will allow Clayton County to convey approximately 0.312 acres of right-of-way previously abandoned by the County to Trairatanaram Temple, Inc.

29. Request for ratification of emergency purchase for the repair of Landfill Compactor per Clayton County Code Section 2-115 (Department of Fleet Maintenance - Landfill Compactor). Per Section 2-115 of the Clayton County Purchasing Ordinance, the director of the department of fleet maintenance, the director of the department of building and maintenance and the director of the department of information technology are hereby designated as "special purpose purchasing agents" for their respective departments. The named directors are authorized to purchase materials, supplies and services for their respective departments, as "emergency purchases," as defined in this article, where the soundness and integrity of vehicles, equipment, buildings and other public property of the county over which each director has a responsibility to maintain, repair, and/or construct is at risk.

30. Appointment to the Mental Health, Developmental Disabilities, and Addictive Diseases Community Service Board to fill the unexpired term of Kysha McPherson and a new full term (*No longer a resident of Clayton County*). The term is for three years expiring on June 30, 2018. (Full-Board Appointment)

31. Appointment to the Housing Authority Board to fill the expiring term of Curtis Green. The term is for five years expiring on May 11, 2020. (Full-Board Appointment)

32. Appointment to the Development Authority Board / Redevelopment Authority Board to fill the unexpired term of Kenneth Stackhouse (*No longer a resident of Clayton County*). The term is for four years expiring on March 1, 2017. (Full-Board Appointment) (*Held from March 17, 2015 Meeting*)

33. Appointment to the Urban Redevelopment Agency of Clayton County to fill the unexpired term of Kenneth Stackhouse (*No longer a resident of Clayton County*). The term is for four years

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

April 7, 2015

A G E N D A

expiring on March 1, 2017. (Full-Board Appointment) *(Held from March 17, 2015 Meeting)*

EXECUTIVE SESSION –

34. Consider any action(s) necessary based on decision(s) made in the Executive Session.

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

April 7, 2015

A G E N D A

FINANCE SUPPORTING DOCUMENTATION

BEGINS ON NEXT PAGE

**CLAYTON COUNTY
INTER - OFFICE MEMO**

2-23

DATE: April 1, 2015
TO: Board of Commissioners
FROM: Ramona Thurman Bivins, Chief Financial Officer
SUBJECT: Request for Budget Amendment - Prison

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-15:

INCREASE REVENUE:

Miscellaneous Revenue	101-2751-3720	\$	3,075
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INCREASE EXPENSE:

Safety Supplies	101-2751-4420	\$	275
Other Minor Computer	101-2751-4394		2,800
		\$	<u>3,075</u>

Reason: To recognize additional revenues and increase funds for safety supplies and to purchase a defibrillator.

TO:
Ramona Thurman Bivins, Chief Financial Officer

According to the Statement of Policy, the above listed amendment has been approved.

Date

Sandra Davis, Clerk of Commission

sl

**CLAYTON COUNTY
INTER - OFFICE MEMO**

2-24

DATE: April 1, 2015
TO: Board of Commissioners
FROM: Ramona Thurman Bivins, Chief Financial Officer
SUBJECT: Request for Budget Amendment - Prison

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-15:

INCREASE REVENUE:

State of Georgia	101-2751-3243-8C002	\$	36,837
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INCREASE EXPENSE:

Other Machinery and Equipment	101-2751-6040-8C002	\$	36,837
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Reason: To amend revenue received from the State DOT Road Maintenance Agreement for the purchase of new mowers.

TO: Ramona Thurman Bivins, Chief Financial Officer

According to the Statement of Policy, the above listed amendment has been approved.

Date

Sandra Davis, Clerk of Commission
sl

**CLAYTON COUNTY
INTER - OFFICE MEMO**

2-25

DATE: April 1, 2015

TO: Board of Commissioners

FROM: Ramona Thurman Bivins, Chief Financial Officer

SUBJECT: Request for Budget Amendment - Federal Narcotics Condemnation Fund

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-15:

INCREASE REVENUE:

State/CT Condemned Shared Monies	220-2801-3420	\$	177,957
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INCREASE EXPENSE:

Autos & Trucks	220-2801-6020	\$	177,957
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Reason: To establish a budget from seized drug funds to purchase a mobile comand post for the Sheriff's office.

Ramona Thurman Bivins, Chief Financial Officer

TO:

According to the Statement of Policy, the above listed amendment has been approved.

Date

Sandra Davis, Clerk of Commission

sl



Clayton County SHERIFF'S OFFICE

Victor Hill
Sheriff

Shon S. Hill
Chief Deputy

J. Shawn Southerland
Assistant Chief Deputy

Oliver R. Hunter
Legal Advisor

Date: March 27, 2015
To: Dennis Johnson, Finance Administrator
From: J. Shawn Southerland
Reference: **Budget Amendment / Vehicle Purchase**

Dennis attached to this letter is a check in the amount of \$177,957.00. Please place these funds into the Sheriff's Office, narcotics auto/truck account (220-2801-6020). These funds will be used to purchase a Mobile Command Trailer for the Sheriff's Office. You may, or may not know, the Sheriff's Office has been operating any mobile or critical incident out of a vehicle that is currently slated to be dead lined. That vehicle is a 1987 Chevrolet tool truck that was converted to a mobile command post, over 20 years ago.

We have spent the last 6 month researching a replacement vehicle. We solicited bids and designs from three different manufacturers. I even went as far as to, send one of our support employees to the manufacturing facility to view the construction process and speak with the engineers. With everything taken into consideration, we feel that LDV is a sole source provider, based on our construction requirements and vehicle needs.

Thanks in advance for your help.

J. Shawn Southerland

1223

CLAYTON COUNTY SHERIFF'S OFFICE

DEA SHARED ASSETS
9157 TARA BLVD
JONESBORO, GA 30236

DATE 3/27/15

64-10-610

PAY TO THE ORDER OF Clayton County Board of Commissioners

\$ 177,957.00

\$177,957.00

DOLLARS



Security Features Included. Details on Back.



ACH RT 061000104

FOR purchase of law enforcement command trailer

Kenya Umison

MP

⑈0000 1223⑈ ⑈061000104⑈ ⑈000137234455⑈

**CLAYTON COUNTY
INTER - OFFICE MEMO**

2-26

DATE: April 2, 2015

TO: Board of Commissioners

FROM: Ramona Thurman Bivins, Chief Financial Officer

SUBJECT: Request for Budget Amendment - Federal Narcotics Condemnation Fund

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-15:

INCREASE REVENUE:

Appropriations from Fund Balance	220-3001-7000	\$	35,000
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INCREASE EXPENSE:

Training, Travel, and Meeting Expense	220-3001-4785	\$	35,000
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Reason: To establish a budget from seized drug funds to provide tuition for selected Police Officers to attend the Leadership Academy at Atlanta Metropolitan State College.

TO:
Ramona Thurman Bivins, Chief Financial Officer

According to the Statement of Policy, the above listed amendment has been approved.

Date

Sandra Davis, Clerk of Commission

sl

Clayton County Police Department

Legislative Request Form

Purpose

To request \$35,000.00 in forfeited federal (220 Account) drug money be allocated to the Police Professional Development program. The funds will be used to pay tuition for selected employees to attend the Leadership Academy at Atlanta Metropolitan State College.

Rationale

The President's Task Force on 21st Century Policing recognized that to develop the skills and knowledge required to effectively deal with the complex law enforcement issues in this century, a higher level of education is needed. An additional recommendation of the Task Force is that agencies should provide leadership training to all personnel throughout their careers. The Leadership Academy will help our County grow 21st Century leaders to maintain effective law enforcement consistent with the principles of fair and procedurally just policing.

Facts

The Law Enforcement Leadership Academy will provide students with course work in leadership, administration, supervision, management, professional standards, liability, and homeland security. Tuition will be a total of \$3,829 per student. The program includes seven weeks of classroom work plus home study. Successful students will earn a Certificate in Law Enforcement Leadership as well as college credit toward their degree, POST training hours, and course work toward advanced certification by POST.

Impact

None. The tuition will be paid by seized drug funds.

Supporting Documentation

Program flyer.

Originator	Supervisor	Chief of Staff	Deputy Chief	Chief of Police
Date:	Date:	Date:	Date:	Date:

**CLAYTON COUNTY
INTER - OFFICE MEMO**

DATE: April 1, 2015
TO: Board of Commissioners
FROM: Ramona Thurman Bivins, Chief Financial Officer
SUBJECT: Request for Budget Amendment - Fund 307 - 2009 Reimposition SPLOST

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-15:

INCREASE REVENUE:			
Appropriations from SPLOST Fund Balance	307-5120-7000	\$	137,400
INCREASE EXPENSES:			
Consulting Fees	307-5120-4120-PR001-7Y100	\$	137,400

Reason: To amend the budget to provide funding for the Path Foundation to design and plan the Parks & Recreation Greenway Trail Network. This includes the Master Plan, Lake Spivey Golf Course Trail, and the Multiuse Trail in and around International Park.

The above mentioned item was **APPROVED/ DISAPPROVED** by the Board of Commissioners during their meeting held _____.

Date

Sandra Davis, Clerk of Commission



PATH Foundation

1601 West Peachtree Street
 Atlanta, GA 30309
 (404) 875-7284 Fax(404) 875-3242

INVOICE

INVOICE NO: 440-CCP-1B-1
 DATE: March 31, 2015

To:
 Mr. Nathan Parrott
 Clayton County
 5665 Reynolds Road
 Morrow, GA 30260
 Nathan.parrott@co.clayton.ga.us

Ship To:

CONTACT	P.O. NUMBER	DATE SHIPPED	SHIPPED VIA	F.O.B. POINT	TERMS
Beth	440-CCP-1B-1	3/31/15	Email		on receipt
QUANTITY	DESCRIPTION			UNIT PRICE	AMOUNT
	Completion of final construction documents for approximately two miles of multiuse trail in and around the International Park, Phase P-1B				\$49,900.00
	<i>Total project agreement #P-1B \$49,900</i>				
TOTAL DUE					\$49,900.00

Please make checks payable to the PATH Foundation.
 PATH Foundation Tax ID: 58-1949696
 If you have any questions concerning this invoice, call: Beth Marks at (404) 875-7284

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

April 7, 2015

A G E N D A

HUMAN RESOURCES SUPPORTING DOCUMENTATION

BEGINS ON NEXT PAGE



Board of Commissioners Approval Process System

New Request

After completing Request form and attaching supporting documentation, click on the SUBMIT button at the bottom to submit your request for approval. Fields with an (*) are required.

Department:	Information Technology
Phone:	E-mail:
(770) 603-5288	Brett.Lavender@claytoncountyga.gov
<i>Example: (000) 000-0000</i>	<i>Example: john.doe@claytoncountyga.gov</i>

Requests must be submitted a minimum of 12 days prior to Agenda Meeting Date.

FYE:	Select Agenda Meeting Date:
FYE15	2015-04-01T14:00:00
Request Type:	
Reorganization within Department	
Purpose:	
Request Board of Commissioners approval of drop/add requests within the Department of Information Technology through addition and deletion of positions department wide, adjusting job classifications to meet the changing needs of the County.	

Rationale:

Over the past eight years, IT has embarked on initiatives to create better efficiencies, as well as, address the increased management responsibilities in scope and end-user demand and adoption of new technology. With new SPLOST initiatives on the horizon, job responsibilities will need to be changed with redefined work focus, job functionality and requisite training/knowledge needed for the positions. The areas include Application Development and Support, Technology Project Management functionality, Network and Data Security and a streamlined organizational structure. With those changes, recommendations for drop/adds are requested with no additional funding requested. IT expects to save over \$1,100 annually and can be

Facts:

The Department of Information Technology drop/add requests will enhance operational efficiencies, as well as, generate cost savings to the general fund. The anticipated annual savings will result from position deletions. As proposed, all current employees will remain employed by the county.

25 Deletions	24 Additions
Systems Project Manager	Division Manager, Network Infrastructure &
Operations	

Impact:

The Department of Information Technology anticipates there being a decrease in budgeted personnel costs due to this request. The Finance Department will provide general fund savings.

*Documents must be submitted in PDF format.
Large PDF files may be compressed and saved to a ZIP file before attaching to Request form.*

Supporting Documentation:	IT Reorganization April15.xlsx
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Alternate contact should be available to answer questions regarding your request.

Alternate Contact Name:	Alternate Contact Phone:
Jason Brookins	(770) 477-3727
	<i>Example: (000) 000-0000</i>
Alternate Contact Email:	
Jason.Brookins@claytoncountyga.gov	
<i>Example: john.doe@claytoncountyga.gov</i>	

Comments:

Initiated Date:

3/20/2015

12:43:00 PM

Initiated By:

Brian Garrison

Information Technology Current & Proposed											0.0765	0.124	Fixed Costs
CURRENT													
	Org #	Position	Quantity	Grade	Salary	Pension	FICA	Group Health	Total				
1	1301	Systems Project Manager	1	31/8	\$72,498.44	\$8,989.81	\$5,546.13	\$6,288.00	\$93,322.38				
2	1301	Enterprise Network Architect	1	31/1	\$66,460.48	\$8,241.10	\$5,084.23	\$6,288.00	\$86,073.81				
3	1301	Systems Engineer	1	29/6	\$64,029.24	\$7,939.63	\$4,898.24	\$6,288.00	\$83,155.10				
4	1301	Programmer/Analyst	1	29/1	\$60,173.21	\$7,461.48	\$4,603.25	\$6,288.00	\$78,525.94				
5	1301	Systems Administrator	1	27/1	\$54,480.73	\$6,755.61	\$4,167.78	\$6,288.00	\$71,692.12				
6	1301	Enterprise Security Administrator	1	27/1	\$54,480.73	\$6,755.61	\$4,167.78	\$6,288.00	\$71,692.12				
7	1301	Division Manager, Administrative Services	1	26/1	\$51,839.74	\$6,428.13	\$3,965.74	\$6,288.00	\$68,521.61				
8	1355	Archives & Records Coordinator	1	23/1	\$43,359.59	\$5,376.59	\$3,317.01	\$6,288.00	\$58,341.19				
9	1301	Wireless Services Coordinator	1	23/1	\$44,660.38	\$5,537.89	\$3,416.52	\$6,288.00	\$59,902.79				
10	1301	Administrative Services Specialist	1	18/1	\$34,835.48	\$4,319.60	\$2,664.91	\$6,288.00	\$48,107.99				
11	1301	Administrative Secretary	1	15/1	\$30,011.07	\$3,721.37	\$2,295.85	\$6,288.00	\$42,316.29				
12	1301	Archives & Records Inventory Clerk	1	12/1	\$25,854.79	\$3,205.99	\$1,977.89	\$6,288.00	\$37,326.68				
13	1301	Programmer/Analyst (Class Title & Specification Change)	12	29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
14	1301	Business Intelligence Analyst (Class Title & Specification Change)	1	29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
									\$798,978.00				
PROPOSED													
15	1301	Division Manager, Network Infrastructure & Operations	1	33/1	\$73,404.67	\$9,102.18	\$5,615.46	\$6,288.00	\$94,410.31				
16	1301	Senior IT Business Systems Administrator	1	31/6	\$70,719.41	\$8,769.21	\$5,410.03	\$6,288.00	\$91,186.65				
17	1301	Network Security Engineer (Post)	1	31/1	\$66,460.48	\$8,241.10	\$5,084.23	\$6,288.00	\$86,073.81				
18	1301	Senior IT Business Systems Administrator	1	31/1	\$66,460.48	\$8,241.10	\$5,084.23	\$6,288.00	\$86,073.81				
19	1355	Division Manager, Archives & Records	1	30/1	\$63,238.76	\$7,841.61	\$4,837.77	\$6,288.00	\$82,206.13				
20	1301	IT Business Systems Administrator	1	29/1	\$60,173.21	\$7,461.48	\$4,603.25	\$6,288.00	\$78,525.94				
21	1301	IT Asset Management Administrator	1	26/1	\$51,839.99	\$6,428.16	\$3,965.76	\$6,288.00	\$68,521.91				
22	1301	Wireless Services Support Technician	1	24/1	\$46,935.62	\$5,820.02	\$3,590.57	\$6,288.00	\$62,634.21				
23	1301	IT Project Implementation Specialist	1	23/1	\$44,660.38	\$5,537.89	\$3,416.52	\$6,288.00	\$59,902.79				
24	1301	Administrative Services Assistant	1	16/1	\$31,539.99	\$3,910.96	\$2,412.81	\$6,288.00	\$44,151.76				
25	1301	Desktop Support Specialist	1	16/1	\$31,539.99	\$3,910.96	\$2,412.81	\$6,288.00	\$44,151.76				
26	1301	IT Business Systems Administrator	13	29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
									\$797,839.06				
Estimated Annual Savings - \$1,138.94													

**CLAYTON COUNTY, GEORGIA
CLASSIFICATION SPECIFICATION**

CLASSIFICATION TITLE: IT PROJECT IMPLEMENTATION SPECIALIST

PURPOSE OF CLASSIFICATION

The IT Project Implementation Specialist works collaboratively with IT staff members to build and deploy innovative solutions using technology. The incumbent in this position translates requirements into system specifications, which meets departmental business requirements, while supporting the Project Managers and IT Business Systems Administrators during projects, and documenting the solution for training and support. The individual in this position handles projects and information requiring a high degree of confidentiality and integrity and must have strong competencies in documentation, organization, and interpersonal communication.

ESSENTIAL DUTIES

Collaborate with county staff and vendors/providers to create project scope, identify requirements and create accountability for project completion and success.

Generates various kinds of project documentation used throughout development and implementation processes, for application systems.

Research applicable technologies for project recommendations and planning.

Assists in producing training materials for end users.

Develops various kinds of templates to improve documentation processes and the quality of work performed.

Evaluates documentation methodologies, tools, techniques and automation opportunities.

Assists in the implementation of practices, resources, and controls to ensure the successful completion of all documentation in an effective and efficient manner.

Provide both verbal and written communications regarding status, risks, and issues of county business technology projects.

Interact regularly with county staff, vendors, providers to field queries and questions regarding project status.

Clayton County, Georgia • IT Project Implementation Specialist

Communicate with internal and external parties, presenting them with the results of the data analysis.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Associates degree or equivalent of two (2) years college courses in Information Technology, Computer Engineering or closely related field, in lieu of an Associate's Degree, four (4) years previous experience and/or training involving information gathering, high-level organizational business contacts and process flow analysis; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Must provide and maintain a personal vehicle to use to conduct official county business which may include after-hours return trips.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; may include the ability to perform mathematical operations involving basic algebraic principles and formulas and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise

Clayton County, Georgia • IT Project Implementation Specialist

independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate physical effort in moderate work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderately heavy weight (20-50 pounds). Tasks may involve extended periods of time at a keyboard of workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as noise extremes, machinery, electric currents, or traffic hazards.

Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

FLSA: NON-EXEMPT

**CLAYTON COUNTY, GEORGIA
CLASSIFICATION SPECIFICATION**

CLASSIFICATION TITLE: WIRELESS SERVICES SUPPORT TECHNICIAN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to plan, coordinate, initiate and maintain wireless services, based upon operational needs and customer requests. The Wireless Services Support Technician works closely with wireless service providers to assure that the appropriate services are in place. The incumbent in this position assists the Telecommunications Services Coordinator in determining workloads, establishing priorities and ensuring that work is completed on time. The Wireless Services Coordinator reports to the Telecommunications Services Coordinator.

ESSENTIAL DUTIES

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Plans and coordinates equipment and service needs for the day to day requirements associated with the cellular network. Assists with the coordination of any additions, changes and upgrades to assure minimum downtime and optimum performance of cellular communications systems, which rely upon those services.

Assists county departments in planning, developing specifications, purchasing, installing and changing cellular equipment and accessories.

Meets with customers to plan, coordinate and schedule installations, repairs, and modifications of various systems and equipment; communicates with manufacturers and vendors for product information and technical advice on products.

Analyzes the county's wireless needs, conducts research, evaluates cellular equipment and systems and makes recommendations.

Provide customer support for all cell phones, air cards, and smartphone devices as well as their integration points into the messaging infrastructure and client function.

Facilitate full life-cycle support activities including device procurement, activation, deployment, asset tracking and management, as well as technical support.

Clayton County, Georgia • Wireless Services Support Technician

Receive/coordinate user requirements and specifications for equipment and service.

Provide end-user training on devices where required.

Responds to user requests for upgrades and plan changes and implements the upgrade process as needed.

Analyze billing statements from multiple vendors, auditing pricing, resolving invoice disputes and approving bills for payment, monthly accruals and forecasting. May also audit service plans on a periodic basis to determine most cost effective service.

Troubleshoots and repairs various types of wireless and electronic equipment. Determines feasibility of repairing or replacing equipment; determines placement of faulty equipment for repair or return to vendor for credit; ensures compatibility of networked equipment; makes repairs to equipment and subassemblies.

Tests and inspects equipment and/or parts for serviceability, proper operations, and compliance with departmental standards and reports problem situations.

Makes recommendations and cost estimates regarding purchase of equipment for county departments and local city governments.

Prepares or completes various forms, reports, correspondence, schedules, logs, work orders, parts request forms, system as-built documentation, job proposals, repair forms, parts lists, inventory reports, supplemental forms, standardization forms, maintenance records, alarm system memory maps, diagrams, or other documents.

Receives various forms, reports, correspondence, work orders, schedules, alarm accounts reports, requests for proposal, invoices, parts/materials lists, radio code lists, flow charts, diagrams, blueprints, service/product bulletins, catalogs, policies, standards, service manuals, technical documentation, maps, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, customers, vendors/service representatives, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Provides on-call support as scheduled to respond to equipment problems; troubleshoots and/or resolves problems.

Clayton County, Georgia • Wireless Services Support Technician

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new technologies, products, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

MINIMUM QUALIFICATIONS

Bachelor's degree or equivalent of four (4) years college courses in Information Technology, Computer Engineering or closely related field, in lieu of an Bachelor's Degree, an Associate's Degree in Computer Engineering or closely related field and four (4) years previous experience and/or training involving the administration and maintenance of a computerized asset management system; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Must provide and maintain a personal vehicle to use to conduct official county business which may include after-hours return trips.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; may include the ability to perform mathematical operations involving basic algebraic principles and formulas and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise

Clayton County, Georgia • Wireless Services Support Technician

independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate physical effort in moderate work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderately heavy weight (20-50 pounds). Tasks may involve extended periods of time at a keyboard of workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as noise extremes, machinery, electric currents, or traffic hazards.

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FLSA: EXEMPT

**CLAYTON COUNTY, GEORGIA
CLASSIFICATION SPECIFICATION**

CLASSIFICATION TITLE: IT ASSET MANAGEMENT ADMINISTRATOR

PURPOSE OF CLASSIFICATION

The IT Asset Management Administrator oversees the daily & long-term strategic management of software, technology-related hardware & licenses within the organization. This includes planning, monitoring, budgeting, forecasting and recording software licenses and/ or hardware assets to ensure compliance with vendor contracts. The incumbent in this position maintains records and databases containing information regarding licenses, warranties, and service agreements for the organization's hardware and software. This position is responsible for administrative duties within the IT Department, involving procurement and inventory management function.

ESSENTIAL DUTIES

Administers the IT purchase and inventory system and management system

Updates and administers asset databases, tracking life cycle of all assets.

Receives and manages inventory, ensures security of assets while in inventory.

Maintains and manages records, service level agreements, software license information and updates, and assists in developing enterprise wide IT purchasing standards and procedures.

Receives new equipment/software requests and monitors procurement and deployment activities.

Maintain the asset management database containing all the information necessary for the lifecycle of an IT software asset

Coordinates with the Central Services Department in the acquisition and disposal of IT equipment, maintaining and tracking inventory for these assets, vendor management, software license reconciliation

Meets with and conducts IT inventory for all departments countywide

Resolve discrepancies identified in asset management database

Maintain documentation relating to the software asset management process and procedures

Clayton County, Georgia • IT Asset Management Administrator

Managing and tracking software licenses, reviewing volume and purchase agreements to ensure license compliance.

Reconcile shipping orders against information in purchase orders for software assets

Ensure the receipt of license keys and maintain keys in asset database

Ensure the receipt of all software media and maintain it in the Definite Software Library

Proactively assist in forming procurement strategies to optimize technology spend across the organization, and in managing the IT procurement process between vendors and internal stakeholders to be efficient and effective.

ADDITIONAL FUNCTIONS

Performs general cleaning tasks associated with maintaining building/work areas, which may include sweeping/mopping floors, cleaning restrooms, cleaning dishes in kitchen, or removing trash from building.

Performs general front counter and Help Desk tasks, such as answering telephone calls, issuing parts, issuing repaired equipment, or generating work orders.

Performs miscellaneous tasks as needed, which may include purchasing/picking up parts/supplies at local vendors or picking up paychecks or documentation.

Provides assistance or backup coverage for other employees as needed.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Associate's Degree in Computer Engineering or closely related field and four (4) years previous experience and/or training involving the administration and maintenance of a computerized asset management system; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

PERFORMANCE APTITUDES

Clayton County, Georgia • IT Asset Management Administrator

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

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Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

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ADA COMPLIANCE

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Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as noise extremes, machinery, electric currents, or traffic hazards.

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**CLAYTON COUNTY, GEORGIA
CLASSIFICATION SPECIFICATION**

CLASSIFICATION TITLE: IT BUSINESS SYSTEMS ADMINISTRATOR

PURPOSE OF CLASSIFICATION

The IT Business Systems Administrator is responsible for Countywide or large Departmental systems. Incumbents will assist the Senior IT Business Systems Administrators and Project Managers, providing coordination between end-users and the IT Department and performs complex information technology work within the Department of Information Technology.

ESSENTIAL DUTIES

Meets with County-wide department personnel to research current business processes, identify areas of opportunity for improvement, research solutions, document current and proposed workflow, and make recommendations for technological solutions.

Manages complex projects to include performing related research, performing analysis, preparing bids, selecting vendors, managing outside consultants and determining requirements.

Plans, analyzes, develops, programs, modifies, tests, debugs, and implements complex computer systems; defines and develops requirements for creative, logical, and effective solutions; confers with management to determine feasibility of recommendations.

Develops and documents data standards; prepares documentation for new systems and system modifications in accordance with established County standards and procedures.

Troubleshoots and resolves problems and/or process identification and definition. Analyzes system problems and takes corrective action.

Maintains and administers databases and associated tables to include creating scripts, scheduling database activities and reloading data to include data recovery plans.

Maintains security access to computer system information and reviews system/database tools for functionality, status, and applicability.

Provides technical direction in complex information modeling concepts, data access, information system interfaces, and reporting tools.

Clayton County, Georgia • IT Business Systems Administrator

Prepare and analyze a variety of system reports and makes recommendations on system upgrades.

Prepares and delivers reports and presentations.

Facilitate project kick-off, status, closeout, and/or other related meetings.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree or equivalent of four (4) years college courses in Information Technology, Computer Engineering or closely related field, in lieu of an Bachelor's Degree, an Associate's Degree in Computer Engineering or closely related field and four (4) years previous experience and/or training involving the administration and maintenance of a computerized asset management system; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Must provide and maintain a personal vehicle to use to conduct official county business which may include after-hours return trips.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

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mathematical operations involving basic algebraic principles and formulas and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate physical effort in moderate work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderately heavy weight (20-50 pounds). Tasks may involve extended periods of time at a keyboard of workstation.

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**CLAYTON COUNTY, GEORGIA
CLASSIFICATION SPECIFICATION**

CLASSIFICATION TITLE: NETWORK SECURITY ENGINEER

PURPOSE OF CLASSIFICATION

The Network Security Engineer provides technical leadership for IT security strategy and architecture development/design, system and software requirements, analysis, specification, implementation, testing, integration and accreditation of trusted systems. Evaluates and executes the technical security vulnerabilities and control measures of various network, operating system, database and enterprise applications to prevent external parties from improperly accessing county information, interfering with operations, or otherwise jeopardizing Clayton County's ability to conduct business.

ESSENTIAL DUTIES

Analyze, troubleshoot, and investigate security-related, information systems' anomalies based on security platform reporting, network traffic, log files, host-based and automated security alerts.

Responsible for the engineering, operation, and maintenance of the county-wide physical security infrastructure to include video surveillance, access control and other aspects that work in conjunction with physical security.

Design, install or coordinate the installation of complex IT based Physical security and video surveillance solutions; coordinate with necessary subject matter experts

Maintain, configure, and analyze network and host-based security platforms:

- Vulnerability scanning systems and tools
- Network-based Intrusion Detection/Prevention Systems (IDS/IPS)
- Host-based Intrusion Detection/Prevention Systems (HIDS/HIPS)
- File integrity verification and monitoring software
- Application (Layer 7) Firewall
- Network Access Control (NAC)
- Data Loss Prevention (DLP)
- Log Indexing and Correlation platform
- Anti-virus and anti-spyware console
- Firewall and network access controls lists
- Web and E-mail proxy and filtering systems
- Physical access control systems

Clayton County, Georgia • Network Security Engineer

Monitor and analyze security alerts / logs and information, and distribute to appropriate personnel.

Configure security devices and infrastructure following management guidelines and technical specifications.

Ensure compliance with all IT Security policies, guidelines and procedures.

Control, assess, manage and support TCP/IP based Physical Security and video surveillance related appliances, systems and applications

Design and engineer IP Video Surveillance and Card Access systems

Provide technical support to various departments and users with regard to the physical security infrastructure.

Provides complex internal analysis and support of the physical security infrastructure

Reviews security service/maintenance arrangements

Remains informed of new technologies and trends; evaluates and makes technology recommendations to management

Evaluate systems using vulnerability scanners and manual techniques to verify system security settings and configurations.

Assist the development of security tool requirements, trials, and evaluations, as well as security operations procedures and processes.

Configure and setup Cisco Firewalls, VPN Concentrators and Security appliances for access to vital business applications

Managing assigned projects and program components to deliver services in accordance with established objectives.

Supervise the administration of systems and servers related network and physical security to ensure availability of services to authorized users.

Troubleshooting malfunctions of network security hardware and software applications to resolve operational issues and restore services.

Create and maintain standards, roadmaps and guiding principles for security networks.

Perform complex design, engineering, implementation, maintenance, and upgrade of the security infrastructure.

Clayton County, Georgia • Network Security Engineer

Proactively anticipates networking and security needs for planning and budgeting.

Reviews network and/or security service/maintenance arrangements.

Remains informed of new technologies and trends; evaluates and makes technology recommendations to management.

Design and maintain network environments to comply with relevant compliance standards (e.g. Sarbanes-Oxley).

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Information Technology, Computer Engineering or related field, supplemented by five (5) years of experience preferred; in lieu of a Bachelor's Degree, Associates degree or equivalent of two (2) years college courses in Information Technology, Computer Engineering or closely related field supplemented by eight (8) years previous experience and/or training involving LAN/WAN management or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Must provide and maintain a personal vehicle to use to conduct official county business which may include after-hours return trips.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; may include the ability to perform mathematical operations involving basic algebraic principles and formulas and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate physical effort in moderate work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderately heavy weight (20-50 pounds). Tasks may involve extended periods of time at a keyboard of workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as noise extremes, machinery, electric currents, or traffic hazards.

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FLSA: EXEMPT

**CLAYTON COUNTY, GEORGIA
CLASSIFICATION SPECIFICATION**

CLASSIFICATION TITLE: SENIOR IT BUSINESS SYSTEMS ADMINISTRATOR

PURPOSE OF CLASSIFICATION

The Senior IT Business Systems Administrator is responsible for Countywide or large Departmental systems. Incumbents may serve as a project manager and coordinate projects between end-users and the IT Department and performs complex information technology work within the Department of Information Technology.

ESSENTIAL DUTIES

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; interviews and recommends candidates for employment.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; sets/maintains standards of performance and quality of work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Meets with County-wide department personnel to research current business processes, identify areas of opportunity for improvement, research solutions, document current and proposed workflow, and make recommendations for technological solutions.

Manages complex projects to include performing related research, performing analysis, preparing bids, selecting vendors, managing outside consultants and determining requirements.

Plans, analyzes, develops, programs, modifies, tests, debugs, and implements complex computer systems; defines and develops requirements for creative, logical, and effective solutions; confers with management to determine feasibility of recommendations.

Develops and documents data standards; prepares documentation for new systems and system modifications in accordance with established County standards and procedures.

Troubleshoots and resolves problems and/or process identification and definition. Analyzes system problems and takes corrective action.

Clayton County, Georgia • Senior IT Business Systems Administrator

Maintains and administers databases and associated tables to include creating scripts, scheduling database activities and reloading data to include data recovery plans.

Maintains security access to computer system information and reviews system/database tools for functionality, status, and applicability.

Provides technical direction in complex information modeling concepts, data access, information system interfaces, and reporting tools.

Prepare and analyze a variety of system reports and makes recommendations on system upgrades.

Prepares and delivers reports and presentations.

Facilitate project kick-off, status, closeout, and/or other related meetings.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree or equivalent of four (4) years college courses in Information Technology, Computer Engineering or closely related field, in lieu of an Bachelor's Degree, an Associate's Degree in Computer Engineering or closely related field and four (4) years previous experience and/or training involving the administration and maintenance of a computerized asset management system; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Must provide and maintain a personal vehicle to use to conduct official county business which may include after-hours return trips.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

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Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; may include the ability to perform mathematical operations involving basic algebraic principles and formulas and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate physical effort in moderate work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderately heavy weight (20-50 pounds). Tasks may involve extended periods of time at a keyboard of workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as noise extremes, machinery, electric currents, or traffic hazards.

Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to

qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

DRAFT

FLSA: EXEMPT

**CLAYTON COUNTY, GEORGIA
CLASSIFICATION SPECIFICATION**

CLASSIFICATION TITLE: DIVISION MANAGER, NETWORK INFRASTRUCTURE AND OPERATIONS

PURPOSE OF CLASSIFICATION

The Division Manager of Network Infrastructure and Operations is responsible for the engineering, operation, and maintenance of the county-wide data network and/or security infrastructure including analysis and support for the following: routers, switches, firewalls, VPN concentrators, intrusion detection systems, Voice over Internet Protocol (VoIP) phone systems, Wide Area Network (WAN), Local Area Network (LAN) and Wireless Network systems. This individual will oversee the Network Infrastructure and Operations division.

ESSENTIAL DUTIES

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; interviews and recommends candidates for employment.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; sets/maintains standards of performance and quality of work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Research, plan, architect and design voice and data network (LAN, WAN, Remote Access, Internet connectivity, Network Security Technologies, TCP/IP Management, Network Directory Services, Wireless, SIP, VOIP, and voice services).

Create and maintain standards, roadmaps and guiding principles for voice and data networks.

Maintain current knowledge of voice and data networks trends and issues, including current and emerging technologies and best practices.

Justify expenditures and solutions through business cases, and ROI/TCO calculations.

Analyze, engineer and execute functions relating to computer networks and telecommunications.

Maintains both internal and external DNS and DHCP environments.

Responsible for the strategy, design and implementation of all Storage Area Network components.

Configure and administer routers and switches in a Cisco environment.

Clayton County, Georgia • Division Manager, Network Infrastructure and Operations

Perform complex design, engineering, implementation, maintenance, and upgrade of the local area network (LAN) and/or wide area network (WAN) and/or security infrastructure.

Maintains thorough knowledge of existing network and hardware and software in use to provide 3rd tier technical and administrative support

Provides complex internal analysis and support of the network and security infrastructure

Creates and revises network and documentation and provides reporting on network metrics as needed.

Proactively anticipates networking and security needs for planning and budgeting.

Reviews network and/or security service/maintenance arrangements.

Remains informed of new technologies and trends; evaluates and makes technology recommendations to management.

Design and maintain network environments to comply with relevant compliance standards (e.g. Sarbanes-Oxley).

Develop business continuity and disaster recovery plans, and maintains current knowledge of plan executable.

Respond to critical network outages in accordance with business continuity and disaster recovery plans.

ADDITIONAL FUNCTIONS

Performs general cleaning tasks associated with maintaining building/work areas, which may include sweeping/mopping floors, cleaning restrooms, cleaning dishes in kitchen, or removing trash from building.

Performs general front counter and Help Desk tasks, such as answering telephone calls, issuing parts, issuing repaired equipment, or generating work orders.

Performs miscellaneous tasks as needed, which may include purchasing/picking up parts/supplies at local vendors or picking up paychecks or documentation.

Provides assistance or backup coverage for other employees as needed.

Clayton County, Georgia • Division Manager, Network Infrastructure and Operations

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Information Technology, Computer Engineering or related field, supplemented by five (5) years of experience preferred; in lieu of a Bachelor's Degree, Associates degree or equivalent of two (2) years college courses in Information Technology, Computer Engineering or closely related field supplemented by eight (8) years previous experience and/or training involving LAN/WAN management or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Must provide and maintain a personal vehicle to use to conduct official county business which may include after-hours return trips.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; may include the ability to perform mathematical operations involving basic algebraic principles and formulas and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise

Clayton County, Georgia • Division Manager, Network Infrastructure and Operations

independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

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