

CITY OF STATESBORO

COUNCIL

Phillip A. Boyum, District 1
Paulette Chavers, District 2
Venus Mack, District 3
John Riggs, District 4
Shari Barr, District 5



Jonathan McCollar, Mayor
Charles Penny, City Manager
Leah Harden, City Clerk
Cain Smith, City Attorney

50 EAST MAIN STREET • P.O. BOX 348
STATESBORO, GEORGIA 30459-0348

To: Charles Penny, City Manager

From: Demetrius C. Bynes, Director of Human Resources

Date: February 23, 2022

RE: Reclassification Request – Central Services

Background: On May 6, 2021, the GIS Administrator position was vacated, and the Director of Central Services outsourced this function; therefore, the position has remained vacant. The Assistant City Manager and Director of Central Services recommended reclassifying the vacant position to a position which oversees the maintenance and facility risk management functions of all City buildings. Currently, these duties are not centralized and several inefficiencies have resulted. On October 6, 2021, the Telecommunications Specialist position was vacated. Duties for this position have been reassigned; therefore, the Assistant City Manager and Director of Central Services recommended reclassifying the vacant position to a purchasing position. An increased workload necessitates an employee solely dedicated to the purchasing function.

Recommendation: The recommendation is to reclassify the positions to Facilities Manager and Purchasing Coordinator. The Factor Evaluation System (FES), a classification system developed by the U.S. Civil Service Commission, was utilized based upon the recommendation of Condrey and Associates. After a thorough review of the positions, the positions are aligned as follows:

Current Classification Title – GIS Administrator

Pay Grade – 19

Minimum / Midpoint – \$47,403 / \$59,259

Recommended Classification Title – Facilities Manager

Pay Grade – 20

Minimum / Midpoint – \$49,795 / \$62,254

Current Classification Title – Telecommunications Specialist

Pay Grade – 17

Minimum / Midpoint – \$42,952 / \$53,684

Recommended Classification Title – Purchasing Coordinator

Pay Grade – 15

Minimum / Midpoint – \$38,896 / \$48,630

Please contact me if you have any questions or concerns. Thank you.

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To: Charles Penny, City Manager

From: Jason Boyles, Assistant City Manager
Darren Prather, Central Services Director

Date: February 21, 2022

RE: Reclassification of Positions in Central Services:
GIS Administrator to Facilities Manager and
Telecommunications Specialist to Purchasing Coordinator

The Assistant City Manager and Director of Central Services are proposing to reclassify the GIS Coordinator position to Facilities Manager and to reclassify the Telecommunications Specialist to Purchasing Coordinator. These positions are currently vacant making this the best time to address this matter without the need to add additional personnel or provide any increase to the budget.

This proposal will improve the efficiency and effectiveness of both the department and the organization and will allow the Director to perform the department head duties of his position without having to be burdened with functional tasks and duties. Further, this proposal provides an estimated annual net savings of \$9,000 in authorized positions.

Facilities Manager

Background

In mid-2021 the staffed GIS Coordinator resigned leaving a vacancy in that position. The Director immediately contracted this service as a stop-gap measure to ensure continuity of service. This was monitored for several months to determine the effectiveness of contracting this service and in late 2021 it was determined that it is in the City's best interest to continue to provide this service by contract rather than a staffed position. This vacancy has provided an opportunity to address a functional need within the organization without adding additional personnel simply by reclassifying the GIS Coordinator to Facilities Manager.

Historically, each department has been responsible for oversight of maintenance needs of their respective facilities with assistance provided by building inspections and engineering staff. This has created inefficiencies in building systems and equipment, multiple contractors performing similar work at different rates, staffing workload challenges, poor records, delay in repairs, lack of preventive maintenance and a void in safety and risk mitigation.

Recommendation:

The Facilities Manager position will be solely focused on addressing maintenance and systems management for all city facilities including the Averitt Arts Center, Emma Kelly Theatre and coordination with Georgia Southern regarding the City-owned facilities at the City Campus. In addition, this position supervise custodial staff and will be on-call to respond to security and fire alarm calls and maintenance issues that arise unexpectedly.

The GIS Coordinator is currently authorized at a pay grade 21, which has a starting salary of approximately \$55,000. The Facilities Manager is proposed at a pay grade 20, which has a starting salary of approximately \$50,000. This results in a savings of approximately \$5,000. The GIS Coordinator is currently in the Central Services Fund but would need to be placed in the Government Buildings Division which is in the General Fund.

Purchasing Coordinator

Background

In late-2021 the Telecommunications Specialist resigned. Prior to this resignation the Director had been studying the workload of the position and was working with the employee to improve the effectiveness of the position. Upon the resignation it was immediately determined that this position was not a necessary function of the Department and the position could best serve the organization fulfilling a dedicated purchasing related function.

Historically, the City has authorized a dedicated purchasing position. Initially titled Purchasing Coordinator and placed in the Finance Department this position was renamed to Purchasing Director and separated as an independent function in mid-2008 when the City Manager performed organizational restructuring. Then in early-2016 the IT Director resigned and the City Manager reorganized the IT Department by reclassifying the Purchasing Director to Central Services Director, merging the purchasing functions with IT functions, and creating the Central Services department. The dedicated purchasing position was not retained.

While this change accomplished the city manager's goal of reducing the number of department heads it left a void with the City's dedicated purchasing/procurement functions. As the workload of the organization has increased over the last several years and new initiatives such as the minority/female business enterprise (MFBE) program has developed the need to reinstate this dedicated purchasing position has become more apparent.

Recommendation

The Purchasing Coordinator position will coordinate all bid, RFP and RFQ processes and assist the Director with the MFBE program. The Telecommunication Specialist is currently authorized at a pay grade 17, which has a starting salary of approximately \$43,000. The Purchasing Coordinator is proposed at a pay grade 15, which has a starting salary of approximately \$39,000. This results in a savings of approximately \$4,000.

Attachments: Facilities Manager Job Description
Purchasing Coordinator Job Description
Proposed Central Services Organizational Chart



City of Statesboro, GA

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Facilities Manager

Department: Central Services

Pay Grade: 20

FLSA Status: Exempt

JOB SUMMARY

The Facilities Manager oversees the management and maintenance of all City facilities and administers facility risk management programs.

ESSENTIAL JOB FUNCTIONS:

- Develops and administers maintenance plans and contracts for all City facilities;
- Identifies contractors to perform work and ensures work is completed according to specifications;
- Administers facility risk management programs and partners with the Department of Human Resources to conduct safety and risk inspections;
- Serves as a member of the Employee Safety Committee;
- Supervises and instructs custodial employees on work methods and procedures;
- Counsels, disciplines, and evaluates the work of employees;
- Assists in the development of the annual and capital improvement budgets related to facility maintenance;
- Monitors expenditures related to facility maintenance and operations;
- Prepares and presents recommendations for facilities improvements;
- Coordinates various projects with contractors, architects, and engineers;
- Assists with building construction projects;
- Prepares reports on maintenance, repairs, improvements, and safety;
- Coordinates routine and emergency inspections and repairs with outside vendors;
- Ensures facilities are maintained in compliance with all applicable electrical, plumbing, mechanical, building, fire and life safety, and maintenance codes;
- Oversees fire and security measures for City facilities;
- Maintains a complete inventory and database of equipment and supplies for all facilities;
- Performs minor maintenance activities;
- Responds to emergency situations related to facilities; and

- Performs other duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Associate's Degree in Construction, Business, or a related field;
- Five (5) years of experience in a related field;
- Or equivalent training, education, and/or experience; and
- Valid State of Georgia Driver's License;

Knowledge, Skills and Abilities:

- Knowledge of electrical, plumbing, mechanical, and building systems;
- Knowledge of electrical, plumbing, mechanical, and building codes;
- Knowledge of modern maintenance procedures;
- Knowledge of basic financial management budgeting;
- Knowledge of city policies and procedures;
- Skilled in the use small equipment for maintenance and repair purposes;
- Skilled in using computers for data entry;
- Ability to maintain a professional demeanor and an orientation towards customer service;
- Ability to supervise, organize, and communicate effectively;
- Ability to maintain constructive and cooperative working relationships with others; and
- Ability to cooperate with fellow employees as a team member.

PHYSICAL DEMANDS:

The work is typically performed while sitting, standing, stooping, bending, crouching, or walking. The employee must occasionally lift objects or utilizing lifting equipment when required.

WORK ENVIRONMENT:

The work is typically performed outdoors or in various City facilities. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, and inclement weather.

The City has the right to revise this position description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date



City of Statesboro, GA

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Purchasing Coordinator

Department: Central Services

Pay Grade: 15

FLSA Status: Non-Exempt

JOB SUMMARY

The Purchasing Coordinator administers various procurement processes for the City.

ESSENTIAL JOB FUNCTIONS:

- Coordinates all formal and informal bid, RFP and RFQ processes;
- Assists departments in developing bid, RFP and RFP documents;
- Assists departments in researching and developing specifications for new vehicles and equipment;
- Assists Director with the administration of the City's minority and female business enterprise (MFBE) policies;
- Negotiates with vendors/suppliers to obtain the most cost-effective results for the City;
- Monitors contracts issued by the City for compliance and renewal;
- Assists Director in monitoring requisitions to assure compliance with the City's purchasing ordinance;
- Maintains vendor database and assists with vendor relations;
- Performs inventory control and related property life-cycle processes;
- Assists with the processing of all insurance related claims;
- Compiles data and prepares associated reports;
- Conducts research of progressive procurement policies, procedures, and trends;
- Facilitates efficient delivery of products and services;
- Maintains knowledge and continuous development related to trends in all pertinent areas; obtains training and certifications to enhance job knowledge and performance;
- Ensures compliance with all local, state and federal rules and regulations related to the procurement process; and
- Performs other duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Associate's Degree in Business, Accounting, Management or related field;
- Two (2) years of experience in a related field;
- Or equivalent training, education, and/or experience; and
- Valid State of Georgia Driver's License;

PREFERRED QUALIFICATIONS:

- Bachelor's Degree in Business, Accounting, Management or related field; or
- Four (4) years of experience in a related field;

Knowledge, Skills and Abilities:

- Knowledge of municipal procurement processes and related duties;
- Knowledge of modern office practices and procedures;
- Knowledge of basic bookkeeping and mathematics;
- Knowledge of city, state and federal procurement law;
- Knowledge of city policies and ordinances;
- Skilled in the use small office equipment;
- Skilled in using computers for data entry and processing reports;
- Skilled in using computers for word processing and/or accounting purposes;
- Skilled in performing mathematical calculations;
- Ability to maintain a professional demeanor and an orientation towards customer service;
- Ability to organize, and communicate effectively;
- Ability to maintain constructive and cooperative working relationships with others; and,
- Ability to cooperate with fellow employees as a team member.

PHYSICAL DEMANDS:

The work is typically performed while sitting at a desk or table, with intermittent standing or stooping. The employee must occasionally lift light objects.

WORK ENVIRONMENT:

The work is typically performed in an office.

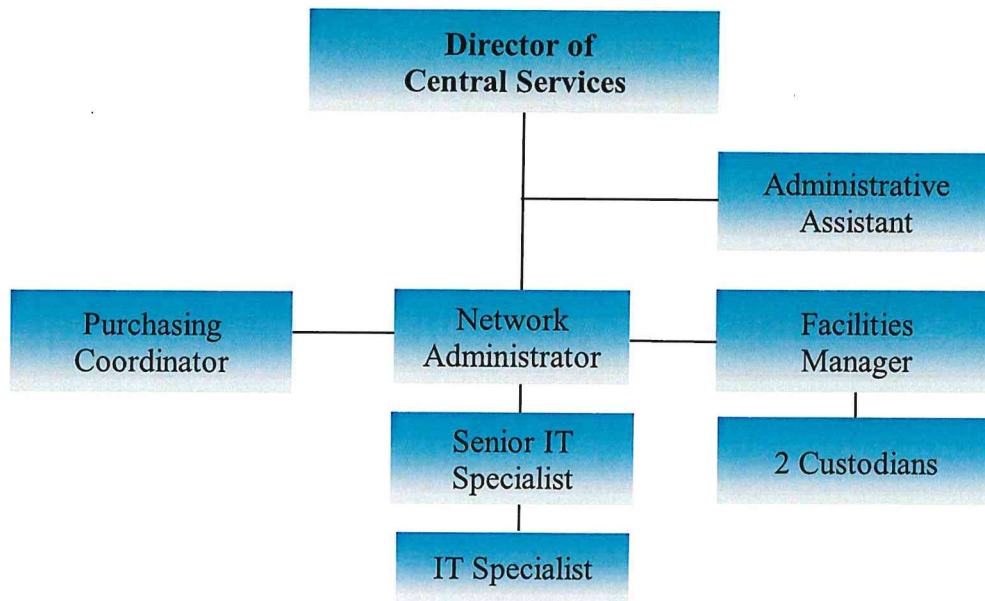
The City has the right to revise this position description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date



RESOLUTION 2022-06: A RESOLUTION AMENDING THE JOB
POSITION CLASSIFICATION AND COMPENSATION PLAN

THAT WHEREAS, it is essential to have qualified municipal employees in order to provide reliable services to the citizens of Statesboro; and

WHEREAS, in order to accomplish this the Mayor and City Council previously have adopted a new Job Position Classification and Compensation Plan on April 5, 2017; and

WHEREAS, the City Manager has made a recommendation to reclassify the Senior Human Resources Coordinator and Human Resources/Safety Coordinator positions in the Department of Human Resources.

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Statesboro, Georgia in regular session assembled this 1st day of March 2022 as follows:

Section 1. That the Job Position Classification and Compensation Plan, which includes a list of job titles and pay grades; a grade and step pay matrix; and written job descriptions for each position with City government, previously adopted on April 5, 2017, and as subsequently amended, is hereby further amended as follows:

- That the GIS Administrator position in Central Services is hereby amended by reclassifying to the position of Facilities Manager. The pay grade is 20 and the minimum salary is \$49,795.
- That the Telecommunications Specialist position in Central Services is hereby amended by reclassifying to the position of Purchasing Coordinator. The pay grade is 15 and the minimum salary is \$38,896.

Section 2. That this Resolution shall be and remain in full force and effect from and after its date of adoption.

Passed and adopted this 1st day of March 2022.

CITY OF STATESBORO, GEORGIA

By: _____
Jonathan M. McCollar, Mayor

Attest: _____
Leah Harden, City Clerk