

PROCEDURES FOR REVIEW OF CLASS SPECIFICATION

An appeal/request-for-review may be submitted if you believe you are in the incorrect classification based on your current duties and responsibilities or other pertinent factors.

- An individual's seniority, work performance, volume of work, pay grade or salary is not grounds for review.
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REVIEW STEPS:

EMPLOYEE REVIEW:

1. Complete the employee information as well as the Employee Comments section of Page 2. The Justification for Request section (page 4) of the form **MUST** also be completed. Provide rationale about why you believe you are misclassified, Describe all changes necessary to correctly classify your position, providing all information that you wish to be considered in this review. ***Reasons for requested change(s) must be clearly explained.*** You may also attach any additional documentation to the justification for request form.
2. The completed review form must be given to the Department Director / Elected Official **no later than March 23, 2018** or the deadline established by your Department Head or Elected Official.

MANAGEMENT REVIEW:

4. **Department Director / Elected Official:**
Indicate "agree" or "disagree". Include comments (use the Additional Management Comments section on page 5 if necessary), notify employee of departmental recommendation, and forward the request to Human Resources. All requests must be received **no later than April 6, 2018.** Please submit to contacthr@cobbcounty.org. Please note, the department will notify the employee if the appeal is not eligible.

HUMAN RESOURCES REVIEW:

5. **Human Resources:**
Include comments and forward all requests eligible for review to the Archer Company for final disposition. Please include any background information that will aid in our understanding of the circumstances surrounding this request. If the submitted request is not a valid issue for review, please respond by indicating, "not eligible for appeal" and provide the department with a written explanation of the reason for denial.

CONSULTANT'S FINAL REVIEW:

6. The Consultant will review information submitted by the County and determine whether a change is warranted.

COUNTY MANAGER'S FINAL REVIEW:

7. The County Manager will review all requests that were denied by the consultant and make the final decision for approval or denial.

CLASSIFICATION & COMPENSATION STUDY APPEAL/REVIEW FORM

EMPLOYEE NAME:	Kimberly White	DEPT:	P.A.R.K.S.
EMPLOYEE ID:	034561	CURRENT POSITION #:	3035
		CURRENT TITLE: Public Programs Coordinator	



Part Time



Full Time

EMPLOYEE COMMENTS:

What position are you requesting to be reclassified into based on current duties/responsibilities?

New Classification Title: Public Programs / Resiliency Manager

Requested Change:

**Please note: A justification form MUST also be attached.*

Please note that I am requesting that the position of Public Programs Coordinator (PARKS Dept.) be reclassified to Public Programs/Resiliency Manager (new title).

This position should reflect the same type of classification as the Water Protection Manager, Safety Village Director and Environmental Compliance Manager due to the similarities in essential functions and the actual duties and responsibilities of the position. I am requesting this change based on the following factors: incorrect classification, duties/responsibilities and mandatory qualifications.

Please see full description below in the justification form as to why this position should be reclassified.

Employee's Signature: Kimberly White

Digitally signed by Kimberly White
DN: cn=Kimberly White, o=Cobb County, ou=KCB, email=kimberly.white@cobbcounty.org, c=US
Date: 2018.03.22 18:03:23 -0400

Date: March 23, 2018

DEPARTMENT COMMENTS:

Department Management



Agree



Disagree with employee's request

Reasons / Comments:

Agency Director/Dept. Head/Elected Official Signature:

Date:

HUMAN RESOURCES COMMENTS

Regarding Review:

Full Time: ☐ Forwarded to Consultant ☐ Not Eligible for Appeal

Part Time: ☐ Approve ☐ Deny

Reason: ☐ Seniority ☐ Work Performance ☐ Volume of Work ☐ Salary Amount ☐ No Questionnaire Submitted

Pay Grade:

Reviewed by: _____

Comments:

CONSULTANT'S FINDINGS:

Recommendation Regarding Review: ☐ Approve ☐ Deny

Recommended Change (if any):

Comments:

Consultant's Signature:

Date:

COUNTY MANAGER REVIEW:

Recommendation Regarding Review: ☐ Approve ☐ Deny

Reason/Comments:

County Manager's Signature:

Date:

CLASSIFICATION & COMPENSATION STUDY APPEAL/REVIEW FORM

EMPLOYEE NAME: Kimberly White	DEPT: PARKS
EMPLOYEE ID: 034561	CURRENT POSITION #: 3035
	CURRENT TITLE: Public Programs Coordinator

EMPLOYEE'S JUSTIFICATION FOR CHANGE REQUEST

1. Please give specific reasons as to why you think the changes you are requesting are valid.

My current position is responsible for managing the resiliency efforts for Cobb County in its entirety including coordination with all 6 municipalities within the county. My position plans and coordinates operations and activities in coordination with the Keep Cobb Beautiful Board of Directors. I attend board meetings and provide advice and direction as the Executive Director for the Commissioner-appointed KCB board.

All other positions within the county that have dual titles/responsibilities as an executive director to a county board are considered directors within their positions (ie: Safety Village "Director"). I also manage the budget and finances for both the non-profit board and the KCB department which include, overseeing the board treasurer, reconciling the non-profit bank accounts, developing and implementing the budget for the KCB unit, monitoring expenditures to ensure compliance with the approved budget including preparing and submitting purchase orders. I also coordinate fundraising activities for the KCB Board. I manage multiple programs, projects, employees and volunteers to ensure the County is effectively and efficiently complying with all requirements as an affiliate of Keep America Beautiful.

As both the Executive Director for KCB, Inc. and as a county employee, I identify, solicit, secure and manage grants and sponsorships for programs and events (ie: HHW, Community Recycling Event, Hefty Energy Bag Program, etc.). I direct work for my staff, perform employee appraisals and reviews as well as perform interviewing, hiring and all disciplinary actions.

My position is responsible for coordinating county-wide programs with citizens, schools and the business community such as the Braves and SunTrust Park. My position oversees the sustainability and resiliency efforts of Cobb County to ensure that every citizen has access to live, work and play in a clean and sustainable environment. As a part of the duties for my position, I am required to develop long and short-term plans, goals and objectives for the County's environmental programming and the non-profit board. These duties are more in line with duties for a manager title and not a coordinator title (please see essential functions under Water Protection Manager and Environmental Compliance Manager).

The responsibilities of my position require me to perform presentations to both the Board of Commissioners and the Solid Waste Management Authority, as well as communicate and collaborate with Cobb County Board of Commissioners on various initiatives; I am also requested by Commissioners to attend district town hall meetings. These are duties given to positions titled "Manager", "Director", or "District Engineer".

I lastly, my classification has a minimum qualification of having a Master's Degree to serve in this position; no other Coordinator titled positions in the County require this minimum qualification.

2. Which of your current duties/responsibilities are in this new classification?

The following duties/responsibility are listed in the Safety Village Director classification:

~~1) attends board and public meetings; 2) Performs public relations and marketing functions; 3) procures supplies and equipment; 4) assists with developing and implementing budget; 5) "collaborate" develops and maintains relationships with schools, civic organizations, corporations, business community and general public; 6) manage county board as the executive director; 7) Identify, solicit and secure sponsorships and fundraising; 8) coordinate public events;~~

The following duties/responsibilities are listed in the Water Protection Manager classification:

~~1) coordinates work activities of assigned staff; 2) provides progress and activity to department and county management; 3) develops and implements long and short-term plans, goals, and objectives for assigned area and programs; 4) coordinates work activities of contract and project management; 5) assists in the development and implementation of long and short-term plans, goals and objectives for assigned areas; 6) develops and implements budget for assigned areas, allocates department resources and monitors expenditures; 7) ensures that all activities are compliant with local and national regulations and rules~~

The following duties/responsibilities are listed in the Environmental Compliance Manager classification:

~~1) manage, direct and evaluate assigned staff; 2) coordinate work activities of environmental programs; 3) develop and implement long and short-term plans, goals, and objectives for assigned areas; 4) develops and implements budget for assigned areas, allocates department resources, monitors expenditures; 5) consults and communicates with County administrators, employees, outside agencies, customers; 6) attends and facilitates meetings and provides information, reports and documentation.~~

Employee Signature : Kimberly White

Digitally signed by Kimberly White
DN: cn=Kimberly White, o=Cobb County, ou=KCB,
email=kimberly.white@cobbcounty.org, c=US
Date: 2018.03.22 17:59:58 -04'00'

Date: March 22, 2018

ADDITIONAL MANAGEMENT COMMENTS

I agree with the request of reclassifying the current position titled “Public Programs Coordinator” to a title of “Public Programs / Resiliency Manager” for the following reasons:

1. This position plans, manages and reports on the execution of all tasks associated with Cobb County’s environmental sustainability and resiliency initiatives.
2. Under the auspices of this position’s County responsibilities this position
 - a. ~~Is the only person that is not a manager, director or County Commissioner on Cobb County’s Illegal Dumping Task Force in an active role.~~
 - b. Is the only person that is not a manager or director on the County’s ARC Green Communities Certification Task Force, again in an active role.
 - c. In addition to other non-standard coordinator duties performed
 - i. This position Presents to the BOC and the Solid Waste Management Authority
 - ii. This position Is called upon directly by County Commissioners
 - iii. This position Drafts agenda items
 - iv. This position Prepares/Presents biennial budget requests
 - d. This position manages and is responsible for the work of direct reports.
3. Under the auspices of the responsibilities carried out as executive director this position
 - a. Provides direction to a 21-member Commissioner and City Mayor appointed non-profit board primarily as it refers to strategic vision, planning and goal setting, and budgeting for the non-profit board.
 - b. Meets/communicates with the mayors and city managers for the selection of their appointees and for collaborative efforts.
 - c. Meets/communicates with the Atlanta Regional Committee for Awards and grant opportunities.
 - d. Meets/communicates with members from both chambers of the Georgia General Assembly, House of Representatives and the Senate, to further the initiatives of Keep Cobb Beautiful, Keep Georgia Beautiful and Keep America Beautiful.

Dr. Jonathan A.
Jenkins, DBA,
CSSBB, MSQA

Digitally signed by Dr. Jonathan A. Jenkins,
DBA, CSSBB, MSQA
DN: cn=Dr. Jonathan A. Jenkins, DBA, CSSBB,
MSQA, o=Cobb County Government,
ou=P.A.R.K.S. - Solid Waste,
email=Jonathan.Jenkins@CobbCounty.org,
c=US

Department Director / Elected Official Signature: _____ Date: _____