

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.
-

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 aide 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: Dawn Smith	DEPT: Parks/Rec/KCB
EMPLOYEE ID: 035139	CURRENT POSITION #: 2092
	CURRENT TITLE: Recreation Specialist/Pro



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 Coordinator 1

Requested Change:

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

The duties currently performed in the Recreation/Programmer Specialist position are aligned with the duties of the Recreation Program Coordinator 1. The title requested to be changed to is Public Programs Coordinator 1 since the position primarily focuses on "environmental/recycling" programs/activities/events and not "recreation and sport programs". Also, this position is heavily concentrated on litter prevention, beautification, recycling and environmental education which is in direct alignment and affiliation standards with Keep America Beautiful of which Keep Cobb Beautiful is in good standing.

Employee's Signature: Dawn Smith

Digitally signed by Dawn Smith
Date: 2018.03.22 18:09:03 -04'00'

Date:

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: Dawn Smith	DEPT: Parks/Rec/KCB
EMPLOYEE ID: 035139	CURRENT POSITION #: 2092
	CURRENT TITLE: Recreation Specialist/Program

EMPLOYEE'S JUSTIFICATION FOR CHANGE REQUEST

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

The description of duties that I perform day to day are aligned with the duties of the Recreation Program Coordinator 1.

This position requires attendance at all of the Keep Cobb Beautiful Board (KCB) meetings and strategic meetings along with attending the District Commissioner's town hall meetings. I communicate with Cobb County District Commissioners, their staff, elected officials and the citizens that reside in their appointed districts which include community groups, neighborhood associations, businesses, schools, county employees, contractors and vendors.

Event planning should be part of the minimum qualifications due to this position requiring coordinating and implementing community recycling events, household waste events, medication disposal events, and volunteer appreciation events, and board meetings.

I am required to uphold the high standards of Keep American Beautiful by performing programs/activities/events that provides litter prevention, beautification, recycling and environmental education to our local communities. The clerical support should also be removed, it is more so the duties of the Program Leader.

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

Supervises, directs and evaluates assigned staff, processing employee concerns/problems, directing work, coordinates daily work activities; organizes, prioritizes, and assigns work; creates and distributes staff schedules, ensures adequate staffing for programs/activities/events; monitors status of work in progress and inspects completed work; consults with assigned staff; assists with complex/problem situations; provides technical expertise; trains staff in operational policies and procedures. Plans, implements, and coordinates recycling and environmental programs/activities/events for assigned facilities; develops program services and activities; schedules trainings, programs, events and activities; reserves facilities and schedules grounds use; coordinates and supervises staff and volunteers; provides information and direction as needed; processes participant registrations; and manages programs/activities/events in accordance with local, state and federal guidelines. Assists in implementing established budget for program/event; monitors expenditures to ensure compliance; assists in obtaining and monitoring use of granted funds; maintains inventories of supplies/forms; ensuring availability of adequate supplies to complete work activities; prepares and submits purchase orders; and receives/distributes incoming supply shipments.

Coordinates and performs public relations for recycling and environmental programs/events; provides information

Employee Signature : **Dawn Smith** Digitally signed by Dawn Smith
Date: 2018.03.22 18:09:26 -04'00'

Date: _____

ADDITIONAL MANAGEMENT COMMENTS

I agree with the request of reclassifying the current position titled "Recreation/Programmer Specialist" to a coordinator title, though the title more in line with the responsibilities and hierarchy for this position would be "Public Programs / Resiliency Coordinator" (versus the requested title of "Public Programs Coordinator 1) for the following reasons:

1. This position coordinates, tracks and gathers data all functions associated with Cobb County's environmental sustainability and resiliency initiatives.
2. This position has a 100% focus on coordinating "county-wide" environmental programs and events (i.e. litter prevention, beautification, recycling and environmental education) with no duties or assignments associated with recreation or sports programming.
3. This position prepares and/or assists in the preparation of the marketing plans for the adopt-a-mile program, Great American Cleanup, Rivers Alive Cleanup, Green School program, Dig 'n The Dirt program and Household Hazardous Waste (HHW).
4. This position is also responsible for coordinating and training hundreds of volunteers annually in the "how-to" and related safety (mishap prevention) associated with all KCB programs.
5. This position is the first line of contact for inquiries sent to the KCB non-profit and the KCB unit of Cobb County P.A.R.K.S.

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: _____