

## ATTACHMENT 1

### FY 2016 STAFFING PLAN/JOB DESCRIPTIONS – ATLANTA EMA

**Director** .98 FTE Grantee/.02 FTE Council, is responsible for: program compliance with all federal, state, and local rules, regulations, and policies; coordination with the Chairman, County Manager, Planning Council, and County departments; management of consultant contracts; development and implementation of vendor selection process; staff supervision; approval of expenditures and payments; and management of administrative budgets. Requires minimum bachelor's degree. This position is a **key position**. Jeff Cheek, Director, has more than 23 years of HIV prevention and care and treatment service experience working with the culturally diverse populations served. He has served as the Director since July 2015 and previously served as Director from 1992-1994 and again from 1996 - 2009. Mr. Cheek earned his BA at Emory University and his Master's at Georgia Institute of Technology.

**Assistant Director** .85 FTE Grantee/.05 FTE Council and .10 FTE Quality Management, is responsible for: HRSA conditions of award; coordinating the development of EMA's HRSA application and Comprehensive Plan; coordination with other HIV/AIDS programs; staff supervision; preliminary review and approval of all expenditures. Requires minimum bachelor's degree. This position is a **key position**. Bridget Harris, Assistant Director, has served in various capacities at Fulton County since 2001. Ms. Harris has served as Assistant Director since January 2015 and previously as a Community Engagement Manager for the Fulton County Board of Commissioners, Grants Administrator with the Health and Human Services Agency, and Health Coordinator with the Department of Health and Wellness. Harris has a MSW from Georgia State University and a BA from Clark Atlanta University.

**Project Officers** 2 FTEs Grantee, perform programmatic and fiscal evaluations of Part A funded agencies including: auditing of expenditures and progress toward accomplishing goals and objectives; conducting site visits and chart audits for contract compliance; providing written feedback on site visit findings; developing corrective action plans; maintaining electronic spreadsheets of agency expenditures; and providing technical assistance to agencies. Requires minimum bachelor's degree. These are **key positions**.

Ulicia Bolton has served as Project Officer since 2005. Prior to this, Ms. Bolton served as Ryan White Clinic Coordinator with the Fulton County Department of Health and Wellness for 5 years. Ms. Bolton has a BS from Langston University and an MPH from the University of Oklahoma.

Michelle Fleetwood has served as Project Officer since 2011 and worked as a Research Analyst with Fulton County from 2005-2011. Prior to this she worked as a Substance Abuse Screener in Tucson, Arizona. Ms. Fleetwood earned her BA from Indiana University and her MPA from the University of Arizona.

**Planning Council Project Officer** 1 FTE Council, serves as Planning Council Support Staff for the Metropolitan Atlanta HIV Health Services Planning Council and the 10 Committees and Task Forces of the Planning Council (Assessment, Comprehensive Plan, Council Procedures, Evaluation, Housing, Membership, Public Policy, Priority, Quality Management, and the Atlanta Area Outreach Initiative); serves as liaison between Grantee and the Planning Council. This position is a **key position**. Sandra Vincent, the current Planning Council Project Officer, has more than 15 years of experience with federally funded programs in the capacity of program management and compliance.

**Database Specialist** .95 FTE Grantee/.05 FTE Council is responsible for: managing the CAREWare database; monitoring agency compliance with RDR submissions; providing

technical assistance and training; preparing data reports; submitting CAREWare Data Report to HRSA; coordination with the County's Information Technology Department and with contracted Data Analyst and data consultants. Requires minimum bachelor's degree or equivalent experience. Joseph Lynn, Database Specialist began with the program in September and has 7 years' experience with information technology. Previously Mr. Lynn worked as a SQL consultant, SQL developer, and IT trainer. Lynn has a Master's of Science Information Technology from Southern Polytechnic State University, a Master's of Science Project Management from Western Carolina University and a Bachelor's of Business Administration from South University. Mr. Lee is PMP certified.

**Accountant II** .70 FTE Grantee/.30 FTE Council is responsible for: establishing and monitoring administrative budgets and expenditures; processing payments through the County's financial system; coordinating with the Finance and Purchasing Departments, including vendor procurement; and expenditure analysis. Provides procurement and budgetary services to the Planning Council. Requires minimum bachelor's degree or equivalent experience. Ms. Beadles has been with the Part A Program since February 2015 and previously served in accountant positions with the Georgia Department of Health, Clayton County Georgia Board of Commissioners, and Georgia Institute of Technology. Ms. Beadles earned her BS-Accounting from the University of Arkansas at Pine Bluff.

**Senior Health Researcher** .60 FTE Grantee, .20 FTE Council, .20 FTE Quality Management performs duties related to: performance of analytical and statistical studies to determine the impact of health and human service programs on the public; developing, coordinating, and facilitating research and planning activities; and, performing research concerning demographics, program effectiveness, and patterns of program services consumption. Research will be related to the programs and activities of the Ryan White Part A Grant to improve the health outcomes of persons living with HIV disease. This position is vacant with an anticipated fill date of 11/30/2015.

**Quality Management Specialist** 1 FTE Quality Management. This position performs process duties related to analyzing specific health programs, operating procedures, and business practices. Responsibilities include providing recommendations for: program improvements, quality assurance techniques and increased operational efficiency; conducting research and quality reviews on specific programs; and, performing qualitative and quantitative data analysis. This position is vacant with an anticipated fill date of 11/30/2015.

**Administrative Coordinator I** 1 FTE Grantee. Performs duties related to coordinating a wide range of administrative functions and cross functional duties such as purchasing, information and records management, contract development and processing. In addition, this position will: reconcile monthly purchasing card activity, coordinate activities related to RFP processes, order supplies, manage records, manage files, create reports, conduct research and compile information, respond to Open Records Requests, etc.

**Health Program Assistant** 1 FTE Council is responsible for: providing administrative support for the Planning Council (filing, drafting correspondence, drafting meeting minutes, scheduling meeting spaces, sending meeting reminders, providing public notice of meetings, arranging for audio-visual equipment for meetings, opens, sorts, distributes mail, answers phones, greets visitors, etc.). This position is vacant with an anticipated fill date of 11/30/2015.