

ATTACHMENT 1
FY 2015 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**. Patrick Daly, the current Director, has more than 22 years of HIV prevention and care and treatment service experience. Mr. Daly has been with Fulton County for 3 years in total. He has served as the Director since July 2014 and was the Assistant Director since August 2012. Mr. Daly has worked for the Georgia Department of Human Resources, Division of Public Health and served as the Program Manager for the Ryan White Part B and D programs. He also worked at the Florida Department of Health in the Bureau of HIV/AIDS. Prior to rejoining Fulton County in 2012, Mr. Daly worked at Danya International, a contractor for the CDC National Center for HIV/AIDS, Viral Hepatitis, STD and TB Prevention.

Assistant Director .98 FTE Grantee/.02 FTE Council, 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**. It is currently vacant as a result of promotion.

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.

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; works extensively with the Comprehensive Plan Committee to ensure that goals and objectives are met as required in the Comprehensive Plan. Is responsible for the coordination and oversight of planning council support activities from Grantee staff (Accountant II and Administrative Assistant); coordination of Planning Council activities with the CEO, compliance with federal, state, and local rules, and regulations, maintaining compliance in Reflectiveness and Representation, Planning Council, committees and task forces; oversight of public announcements and advertisement for membership, meeting dates, times, and locations for all Planning Council meetings; and, performance of such duties as designated by the Executive Leadership and Members of 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. She has worked for 7 years as Planning Council Support Staff, as 7 years as Program Manager for a federally funded housing program, and prior to joining Fulton County

she worked as a Clinical Laboratory Supervisor for SmithKline Clinical Laboratory. Requires minimum bachelor's degree or equivalent experience.

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.

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. Requires minimum bachelor's degree or equivalent experience. Provides procurement and budgetary services to the Metropolitan Atlanta HIV Health Services Planning Council.

Administrative Assistant .50 FTE Grantee/.50 FTE Council is responsible for: office management; scheduling meetings; taking minutes; providing public notices; creating and processing of contracts; and, coordinating the logistics related to the vendor selection process. Requires high school diploma minimum. Serves as part time Support Staff for the Metropolitan Atlanta HIV Health Services Planning Council.