

ATTACHMENT 1

FY 2017 STAFFING PLAN/JOB DESCRIPTIONS

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; development and implementation of vendor selection process; staff supervision; approval of expenditures and payments; and management of administrative budgets. Requires minimum bachelor's degree. Jeff Cheek, Director, has more than 25 years of HIV prevention and care and treatment service experience working with the culturally diverse populations served. He has served as the Director since 7/15 and previously 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. Bridget Harris, Assistant Director, has served in various capacities at Fulton County since 2001. Ms. Harris has served as Assistant Director since 1/15 and previously served the County as a Community Engagement Manager, Grants Administrator, and Health Coordinator. Ms. 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.

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

Troy Scott has served since 6/16. Previously Mr. Scott worked as a Grant Specialist for the Georgia Department of Family and Children Services. Mr. Scott has a MBA from Palm Beach Atlantic University and a BS in Finance from North Carolina A&T University.

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 recommendations for: program improvements, QA techniques and increased operational efficiency; conducting research and quality reviews on specific programs; and, performing qualitative and quantitative data analysis. Requires minimum bachelor's degree. Jocelyn McKenzie joined the program on 6/16. Ms. McKenzie has her MPH from the University of South Florida and a BS from the University of Maryland and has more than 4 years' experience in quality management.

Epidemiologic Surveillance Specialist .70 FTE Grantee/.20 FTE Council/.10 FTE Quality Management. Responsible for the ongoing systematic collection, recording, analysis, interpretation, and dissemination of data reflecting the current health status of a community or population. Position to be established in fourth quarter of FY16.

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 has more than 15 years of experience with federally funded programs in the capacity of program management and compliance.

Senior Research Analyst .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. Requires minimum bachelor's degree or equivalent experience. This position is vacant with an anticipated fill date of 12/16.

Fiscal Manager .75 FTE Grantee/.20 FTE Council/.05 QM 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. Michelle Beadles has been with the Part A Program since February 2015 and previously served in accountant positions with the Georgia Department of Health and Clayton County, Georgia. Ms. Beadles earned her BS-Accounting from the University of Arkansas.

Data Manager .70 FTE Grantee/.10 FTE Council/.20 FTE QM is responsible for: managing the CAREWare database; monitoring agency compliance with RDR submissions; providing technical assistance and training; preparing data reports; submitting CAREWare Data Reports; coordination with the County's Information Technology Department and with subrecipients. Requires minimum bachelor's degree. Joseph Lynn, Database Specialist began with the program in 9/15 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

Health Coordinator 1 FTE Council. Reviews statistical data and reports to evaluate health programs. Provides coordination of program activities with internal and external agencies. Requires minimum bachelor's degree. New position to be established in FY16.

Administrative Coordinator I .85 FTE Grantee/.10 FTE Council/.05FTE QM. 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.

Administrative Coordinator 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.). Position vacated 9/16.