



B. J. Walker, Commissioner

Department of Human Resources • Division of Family and Children Services • Steven E. Love, Acting Division Director
2 Peachtree Street, NW • Suite 19-490 • Atlanta, Georgia 30303-3142 Phone: 404 651-8409 • Fax: 404 657-5105

ADMINISTRATIVE SERVICES COUNTY LETTER NO. 2005-01

TO: County Directors of Family and Children Services
OCP Managers of Field Operations
OFI Regional Managers
DFCS Section Managers

FROM: Steven E. Love, Acting Director
Division of Family and Children Services

SUBJECT: DFCS Salary Administration

DATE: January 7, 2005

PURPOSE

The purpose of this Administrative Services County Letter is to issue an implementation process for managing the Division's new authority to handle personnel actions related to Salary Adjustments (Policy 802) and Advanced Salary Hiring (Policy 804). This authority was delegated to the Division of Family and Children Services (DFCS) by the Office of Human Resource Management and Development (OHRMD). This letter will outline the new process, and hopefully eliminate any confusion related to how DFCS will implement the OHRMD policies.

DISCUSSION

DFCS has worked with OHRMD to develop a new position that will serve as designated personnel support to DFCS local operations. I am delegating authority to this position to approve or deny compensation related requests with consultation to occur with Cliff O'Connor as needed.

Anita Thomas will be leaving the DFCS Planner position to accept this new position. Anita's primary responsibility will be to continue to work with you on all compensation issues including advanced hires, salary adjustments, all supplements, miscellaneous actions such as demotions without loss in pay, and any other compensation issues.

The new DFCS Planner (Steve Stewart) will continue to assist you with general personnel questions and referrals to other appropriate resources. The Planner will also be available to assist with high level salary issues, organizational development requests, and issues with broad implications for multiple positions such as job classification reviews and agency reorganizations.

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Please continue to contact Anita by GroupWise with your compensation related requests or by telephone or pager for other consultative needs. She will be working primarily from her office at the Tattnall County DFCS office in Reidsville. Her contact numbers are (912) 557-7839 office or (404) 655-3332 pager.

We have worked closely with Anita for the past three years in the Planner position. As a result, we have confidence in her ability to continue to provide quality services to the Division, while assuring a consistent, fair salary administration process.

EFFECTIVE DATE

This Administrative Services County Letter is effective upon receipt.