

12-0980

Committee _____
 Date _____
 Chair _____
 Referred To _____

First Reading

FINAL COUNCIL ACTION
 2nd
 1st & 2nd
 3rd
 Readings
 Consent V Vote RC Vote

A COMMUNICATION BY MAYOR KASIM REED:

A COMMUNICATION BY MAYOR KASIM REED RE-APPOINTING MR. JAMES MIDDLEBROOKS TO SERVE AS A MEMBER OF THE CIVIL SERVICE BOARD ON BEHALF OF THE CITY OF ATLANTA. THIS RE-APPOINTMENT IS FOR A TERM OF THREE (3) YEARS, SCHEDULED TO BEGIN ON THE DATE OF COUNCIL CONFIRMATION.

CONFIRMED BY

SEP 04 2012

COUNCIL

- CONSENT REFER
- REGULAR REPORT REFER
- ADVERTISE & REFER
- 1ST ADOPT 2ND READ & REFER
- PERSONAL PAPER REFER

Date Referred: 7/16/12
 Referred To: Fin/Sec + CC
 Date Referred: _____
 Referred To: _____
 Date Referred: _____
 Referred To: _____

Committee

Date

Chair

Fav, Adv, Hold (see rev. side)

Other

Members

Refer To

Committee

Date

Chair

Fav, Adv, Hold (see rev. side)

Other

Members

Refer To

Committee

Date

Chair

Fav, Adv, Hold (see rev. side)

Other

Members

Refer To

Committee

Date

Chair

Fav, Adv, Hold (see rev. side)

Other

Members

Refer To

MAYOR'S ACTION

CERTIFIED
 SEP 04 2012
 ATLANTA CITY COUNCIL PRESIDENT
 [Signature]
 MUNICIPAL CLERK
 [Signature]

RCS# 2252
9/04/12
4:06 PM

Atlanta City Council

MULTIPLE

12-C-0980, 12-C-1050, 12-C-1054 AND
12-C-1055
CONFIRM

YEAS: 10
NAYS: 0
ABSTENTIONS: 0
NOT VOTING: 4
EXCUSED: 0
ABSENT 2

Y Smith	Y Archibong	Y Moore	NV Bond
Y Hall	B Wan	B Martin	Y Watson
Y Young	Y Shook	Y Bottoms	NV Willis
NV Winslow	Y Adrean	Y Sheperd	NV Mitchell

MULTIPLE



12-C-0980

CITY OF ATLANTA

55 TRINITY AVENUE, S.W.
ATLANTA, GEORGIA 30303-0300
TEL (404) 330-6100

KASIM REED
MAYOR

July 2, 2012

Council President Ceasar Mitchell
and City Councilmembers
55 Trinity Avenue, SW
Suite 2900
Atlanta, Georgia 30303

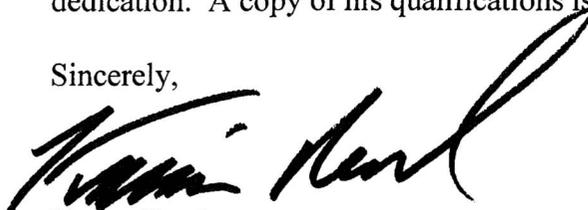
Re: Civil Service Board Appointment

Dear President Mitchell and Members of the Council:

It is my pleasure to re-appoint **James Middlebrooks** to serve as a member of the Civil Service Board on behalf of the City of Atlanta. Mr. Middlebrooks has faithfully served on the Civil Service Board since 2009, is a resident of the City of Atlanta, and willing to serve in this capacity. This ^{re}appointment is for a **term of three (3) years, to begin on the date of Council confirmation.**

Based on his experience and commitment to the community, I am confident that Mr. Middlebrooks will serve the City of Atlanta and the Civil Service Board with integrity and dedication. A copy of his qualifications is attached for your review.

Sincerely,



Kasim Reed

RESUME

James T. Middlebrooks
967 Oriole Drive, SW
Atlanta, Georgia 30311
404/752-6402
404/414-5150 cell

DIST. 10

OBJECTIVE

I am applying and seeking placement into the vacant position or future vacancy on the Civil Service Board, City of Atlanta.

QUALIFICATIONS

Qualified by over 30 years of professional experience in the performance and/or management of:

- *EEO
- *Training and Development
- *TEAM building
- *Budget/Cost Controls
- *Strategic Business Plans
- *Executive Presentations
- *Employee Relations
- *Personnel Services
- *Workforce Strategies
- *Mediations
- *Safety and Health
- *Employment Assistance Programs
- *Testing/Selections
- *Mediation
- *Employee Compensation
- *Injury Compensation
- *Labor Relations
- *Contract Negotiations and Arbitrations
- *Conciliations
- *Collection/Processing/Delivery of Mail

PRIMARY ASSIGNMENT (1988-2001):

I oversaw and managed, through an immediate staff of eight direct reports, the following major functions for the Atlanta Performance Cluster, which was composed of over 15,000 employees, with a budget in excess of 1.1 billion dollars; Equal Employment activities, Labor Relations, Advocacy, Employee Assistance Program, Injury Compensation, Safety and Health; Medical Units and Consultant to the Performance Cluster Staff.

SPECIAL PROJECT (2000-2001):

I worked to ensure the installation of Integrated Resources Management (IRM) for the national office. The focus of IRM was to reduce costs associated with absenteeism in all forms, occupational, non-occupational, Family and Medical Leave Act (FMLA) and Reasonable Accommodation through a Resource Management Database. The database held all attendance information on every employee within the performance Cluster through an interactive software application designed to automate manual tracking of employee absences.

I worked on a multitude of other special projects and details during my career ranging from Regional Director of Human Resources, to U.S. Postal Service Team Leader for Priority Mail Processing Center (PMPC) Transition from Emery Worldwide Airfreight.

Jo 915 2/3/12

Civil Service Board Members

AUTHORITY:

Atlanta City Code, Section 114-79

PURPOSE:

The Board shall provide advice and counsel to the Mayor, the Council, the Commissioner of Administrative Services, the Director, and other officers of the City concerning the development, implementation and improvement of the Civil Service System.

The Board shall serve as the protector of the civil service system. The Board shall hold hearings when requested by an employee or an appointing authority on proposed demotions, suspensions, dismissals, or other adverse actions with reference to the classified service. It shall have power to make final determinations and dispositions in such matters.

COMPOSITION & QUALIFICATIONS:

The Board shall compose of **five (5) members** who shall be **appointed by the Mayor** and up to three (3) ad hoc hearing officers. All to be *confirmed by the Council*.

- **Members must reside in the City of Atlanta.**
- Experienced in Arbitration, Law and Personnel Administration.

TERM:

Three (3) years

COMPENSATION:

Officers shall be compensated, by case and not by day, at a rate established by the Human Resources Commissioner, not to exceed two cases per day per Hearing Officer.

CONTACT:

Yvonne Cowser Yancy, Commissioner
Department of Human Resources
(Serves as Administrative Officer of the Civil Service Board)
(404) 330-6408 (office)