The University of North Carolina General Administration
EPA Designation Request Form

Institution: The University of North Carolina at Chapel Hill

Division/School/Department: Public Safety

EPA Designation Requested:

☐ Senior Academic and Administrative Officer, I.A.* (SAAO, Tier I)
☒ Senior Academic and Administrative Officer, I.B.* (SAAO, Tier II)
☐ Instructional, Research and Public Service (IRPS)

Proposed Position Information:

Proposed Title: Associate Director of Public Safety for Parking and Transportation

Proposed Working Title (if different): _____

Proposed Position Number: 1004593 Proposed JCAT Code: 312

Current Status: ☒SPA ☐EPA ☐New Position

Current Position Information (if applicable)

Current Title: Business Officer

Name of employee in position: Cheryl Stout

Name and title of supervisor: Jeffrey B. McCracken, Director of Public Safety and Chief of Police

Institutional Authorization:

Print Name: Matthew S. Brody Title: Assoc Vice Chancellor for Human Resources

Signature: Matt Brody / CF Date: 6/11/2013

Mailing Address: 104 Airport Road, CB#1045, Chapel Hill, N.C. 27599

Mailing Address 2: _____

Telephone: (919) 962-2897 Fax: (919) 962-8658 Email: matt_brody@unc.edu

Electronically submit completed form with the following required documentation scanned into a single PDF package:

☑ A written justification for requested action to include specific reference to relevant elements in SAAO definition or Instructional/Research definitions.
☑ A detailed position description.
☑ An organizational chart that includes position titles, position numbers, position designations (SPA, EPA, SAAO), and employee names.

Submit to: hrab@northcarolina.edu
Questions to: Keith Dupuis, HR Consultant, (919) 843-5479, kedupuis@northcarolina.edu

*As defined by SAAO Policy, paragraph I.A or I.B

Revised 01/2013

UNC
HUMAN RESOURCES

To: William Fleming
Vice-President for Human Resources
UNC General Administration

From: Matt Brody
Associate Vice Chancellor for Human Resources
UNC Chapel Hill

Date: June 10, 2013

Subject: Request for SPA to EPA Non-Faculty Conversion – SAAO Tier II Designation

The University of North Carolina at Chapel Hill is submitting a request to have Position 1004593 – Associate Director of Public Safety for Parking and Transportation Services – Public Safety be designated as Senior Academic and Administrative Officer (SAAO – Tier II). We request that this position be reviewed for consideration under the guidelines specified in the UNC Policy on Senior Academic and Administrative Officers, Section 1B.

The Associate Director of Public Safety for Parking and Transportation Services has University-wide scope and responsibility for parking and transit operations, for the University and UNC Hospitals. This includes advising University Senior Officers and relevant University committees on best practices with regard to parking and transit operations; designing, implementing, and managing parking and transit operations for the main campus, the Carolina North satellite campus, and the Mason Farm satellite campus, and developing revenue strategies and pricing frameworks (including for UNC Hospitals) sufficient to fund parking and transit operations, including over $153 million in debt. The scope and complexity of this role, its relationships within with University, and its impact on University operations as a whole merit classification as an EPA Non-Faculty SAAO Tier II.

The Associate Director is the senior University employee responsible for Parking and Transportation operations for the campus, including UNC Hospitals. Responsibilities include policy development, asset allocation, multi-year financial planning and forecasting, and operation and management of the parking system (both on and off campus, including a number of far-flung park-and-ride locations), incorporating collaboration with the Advisory Committee on Transportation, UNC Hospitals, and student government to ensure the needs of the large and diverse campus community are met. This position will report to the Director of Public Safety/Police Chief in the Department of Public Safety.

Proposed JCAT/CUPA Codes: 312-X-00 - 999999

Please contact me if you have questions or need additional information. Thank you for your attention to this request.

The University of North Carolina at Chapel Hill
Office of Human Resources

EPA NON-FACULTY POSITION DESCRIPTION FORM

POSITION DATA:				
Action Requested:		Entirely New Position	**X**	Convert SPA to EPA
		Existing Position Modification		Other -

	CURRENT (if applicable)	REQUESTED
Position #:	0033889	1004593
Position Title:	Business Officer	Associate Director of Public Safety for Parking and Transportation Services
EPA Non-Faculty Indicator/SPA Branch Role Indicator	SPA	SAAO – Tier II
EPA Non-Faculty Subcategory	n/a	

DEPARTMENT DATA:			
Name of Position's Supervisor:	Jeffrey B. McCracken	School/Division Name:	Finance and Administration
Supervisor's Title:	Director of Public Safety and Chief of Police	Department Name/#:	7602 - Public Safety

Justification for EPA Designation

The Associate Director of Public Safety for Parking and Transportation Services has University-wide scope and responsibility for parking and transit operations, for the University and UNC Hospitals. This includes advising University Senior Officers and relevant University committees on best practices with regard to parking and transit operations; designing, implementing, and managing parking and transit operations for the main campus, the Carolina North satellite campus, and the Mason Farm satellite campus, and developing revenue strategies and pricing frameworks (including for UNC Hospitals) sufficient to fund parking and transit operations, including over $153 million in debt. The scope and complexity of this role, its relationships within with University, and its impact on University operations as a whole merit classification as an EPA Non-Faculty SAAO Tier II.

Position Summary

The Associate Director is the senior University employee responsible for Parking and Transportation operations for the campus, including UNC Hospitals. Responsibilities include policy development, asset allocation, multi-year financial planning and forecasting, and operation and management of the parking system (both on and off campus, including a number of far-flung park-and-ride locations), incorporating collaboration with the Advisory Committee on Transportation, UNC Hospitals, and student government to ensure the needs of the large and diverse campus community are met.

Principal Functions

#	%	Description
1	**40%**	**Policy Development, Planning, and Implementation**: Develop and revise policies governing the campus parking and transportation systems, including the Ordinance Governing Parking and Transportation adopted by the Board of Trustees. Model multi-year financial options that ensure sufficient funding for parking and transit operations, adequate subsidies for alternative modes, and timely retirement of debt and make final decisions on the framework to put forth for Board approval. Allocate parking resources to the University and UNC Hospitals, including employees, students, patients, and visitors. Develop and implement effective parking control and enforcement strategies. Serve on the campus wide group that plans the projects to be included in the next request for development approval to the Town of Chapel Hill. Evaluate financial and operational impacts of proposed developments and develop mitigation strategies.

EPA NON-FACULTY POSITION DESCRIPTION FORM

DEPARTMENT #:	7602 – PUBLIC SAFETY	POSITION #:	1004593

2	20%	**Financial Management:** Establish an internal budget process for the Parking and Transportation Division, evaluate budget requests, and analyze operating expenses. Identify financial issues that impact the quality of services and develop strategies for service improvements. Evaluate staffing, equipment, capital repair and general maintenance requirements, and software and other technology needs. Project revenues. Define the final operating budget for the Division. Identify major facility repairs and maintenance projects and define financial plans to address them. Explore non-traditional options to reduce personnel costs.
3	25%	**Operations Management:** Oversee operations, including registration, customer service, appeals, pay operations, cashiering and cash operations, construction and capital projects, parking control, special event coordination, special event field operations, facilities maintenance, Point to Point transit services, and marketing. Assess operating periodically to ensure that efficient and customer-focused services are being provided. Work with the University community to be responsive to changing access needs and demands dictated by individual department missions and objectives.
4	10%	**Human Resources Management:** Oversee human resources management including hiring, performance review, work plan, and disciplinary processes. Ensure that the Division workforce is diverse, well-trained, and customer-focused. Provide leadership to section managers. Respond to critical issues as they arise.
5	5%	**Community Involvement:** Serve on the Chapel Hill Transit Committee, the Chapel Hill North Transit Sub-group, the Advisory Committee on Transportation, and the Hospital Parking Committee. Research and make presentations on issues related to the Parking and Transportation Division.

Educational Requirements

Bachelor's degree in a related field required. Master's degree preferred.

Qualifications & Experience Requirements

Seven to ten years of progressively responsible experience in parking and transportation operations, including experience at the senior management level over a complex parking and transportation system, preferably in a Research I university environment.

JCAT and CUPA Code

JCAT Code: 312-X-00 – Associate/Assistant Director
CUPA Code: 999999
Salary Range: $81,800 - $130,900

	HRAB Review Date and Decision
	n/a

Parking and Transportation Services

Updated: June 7, 2013

Cheryl Stout
Associate Director
EPA Non-Faculty

Parking Control

Deborah Hawkins
Property Security Sup - A
Pos. #32844

Beverly Tatum (Days)
Property Security
Supervisor - J
Pos. #32845

Kevin James
Property Security Off - J
Pos. #35141

Richard Confer
Property Security Off - J
Pos. #35144

Frank Arthur
Property Security Off - J
Pos. #35145

Jerry Nutter
Property Security Off - J
Pos. #35674

Garrett Parks
Property Security Off - J
Pos. #35675

Tamekia Pratt
Property Security Off - J
Pos. #35676

Contract Staff
Temporaries

Larry Riggsbee (Nights)
Property Security
Supervisor - J
Pos. #36502

Donald Burke, Jr.
Property Security Off - J
Pos. #35143

Dale Stearns
Property Security Off - J
Pos. #35146

Michael Alston
Property Security Off - J
Pos. #35615

Jeremy Surine
Property Security Off - J
Pos. #38089

David Stone
Property Security Off - J
Pos. #55948

Contract Staff
Temporaries

Pay Operations

Day

Chris Teague
Admin Support Sup - A
Pos. #04500

Jill Hinshaw
Admin Supp Spec - J
Pos. #36325

William Cooper
Admin Supp Spec - C
Pos. #19448

Edward Wotortsi
Admin Supp Spec - C
Pos. #36869

James Garner
Admin Supp Spec - C
Pos. #37281

Andrew Hains
Admin Supp Spec - C
Pos. #37282

Juliana Kwawu
Admin Supp Spec - C
Pos. #37877

Julia Farrar
Admin. Supp. Spec.
Pos. #53147

Amy Brooks
Admin Supp Spec - J
Pos. #51055

Melody Troncale
Admin Supp Spec - C
Pos. #04517

Song Kwak Tate
Admin Supp Spec - C
Pos. #30870

Mary Sumner
Admin Supp Spec - C
Pos. #32103

Melodee Wilson
Admin Supp Spec - C
Pos. #37878

James Manuel
Admin Supp Spec - C
Pos. #51061

Linda Herring
Admin Supp Spec - C
Pos. #51063

Wallace Wood
Admin Supp Spec - C
Pos. #53148

Shari Patterson
Admin Supp Spec - C
Pos. #55688

Night

Jeff Lewis
Admin Support Sup - A
Pos. #31165

Marco Principio
Admin Supp Spec - J
Pos. #38082

Edgar Garner
Admin Supp Spec - C
Pos. #04504

Jennifer Moreland
Admin Supp Spec - C
Pos. #36871

VACANT
Admin Supp Spec - C
Pos. #37879

Ruth Kouakam
Admin Supp Spec - C
Pos. #51062

Richard Dennis
Admin Supp Spec - J
Pos. #51011

Quint Sturdivant
Admin Supp Spec - C
Pos. #03855

Lester Warren
Admin Supp Spec - C
Pos. #36868

Carolyn Tetteh
Admin Supp Spec - C
Pos. #36870

Construction Parking

Edward Cox
Facility Planner - J
Pos. #34589

Point to Point

Seasonal
PT Help

Lee McRae
Admin Support Sup - A
(P2P Manager)
Pos. #36394

Day

Monica Jackson
Vehicle/Equip Oper - J
Pos. #35772

Byron Tripp
Vehicle/Equip Oper - J
Pos. #36386

Ed Gibson
Vehicle/Equip Oper - J
Pos. #36387

Brennan Stabler
Vehicle/Equip Oper - J
Pos. #36390

VACANT
Vehicle/Equip Oper - J
Pos. #36856

Hope Stevenson
Vehicle/Equip Oper - J
Pos. #37177

Linda Faye Noell
Vehicle/Equip Oper - J
Pos. #54675

VACANT
Vehicle/Equip Oper - J
Pos. #56783

Night

Allen Dark
Admin Support Sup - C
Pos. #36393

Napoleon Brown
Vehicle/Equip Oper - J
Pos. #36388

James Allred
Vehicle/Equip Oper - J
Pos. #36855

James Wrenn
Vehicle/Equip Oper - J
Pos. #37273

Grandison Wells
Vehicle/Equip Oper - J
Pos. #37274

Vickie West-Riggsbee
Vehicle/Equip Oper - J
Pos. #37284

Billy Noah
Vehicle/Equip Oper - J
Pos. #54606

Parking Services

Karen Cheek
Business Officer - C
Pos. #32166

VACANT
Admin Supp Spec - A
Pos. #30616

Kay Ray
Admin Supp Spec - J
Pos. #31747

Michael McGowan
Admin Supp Spec – J
Pos. #32440

Brittney Davis
Admin Supp Spec – J
Pos. #34595

VACANT
Admin Supp Spec – J
Pos. #35064

Lisa Stout
Admin Supp Spec – J
Pos. #35154

Janet Carden
Admin Supp Spec – J
Pos. #35571

Paulette Pegram
Admin Supp Spec – J
Pos. #38037

Event Services

Nancy Fearrington
Bus Srv Coord - A
Pos. #34281

Facilities Maintenance

Adrian Naylor
Facility Maintenance
Supervisor - A
Pos. #32186

Thomas Harris
Fac Maint Tech/
Mechanical - J
Pos. #35993

Calvin Watson
Fac Maint Tech/
Mechanical - C
Pos. #51183

William Tuck, Jr.
Fac Maint Tech/
Mechanical - C
Pos. #52234

Bruce Echelberry
Bldg Envir Tech - J
Pos. #60131

Timothy Johnson
Facility Maintenance
Supervisor - C
Pos. #35112

Paul Zettel
Fac Maint Tech/
Mechanical - J
Pos. #52133

Reggie Penny
Fac Maint Tech/
Mechanical - C
Pos. #56624

Robert Lowe
Facility Maintenance
Supervisor - C
Pos. #30648

Johnny Beeson
Fac Maint Tech/
Mechanical - C
Pos. #51184

John Garland
Bldg Envir Tech - J
Pos. #51798

Jonathan Edwards
Bldg Envir Tech - J
Pos. #51799

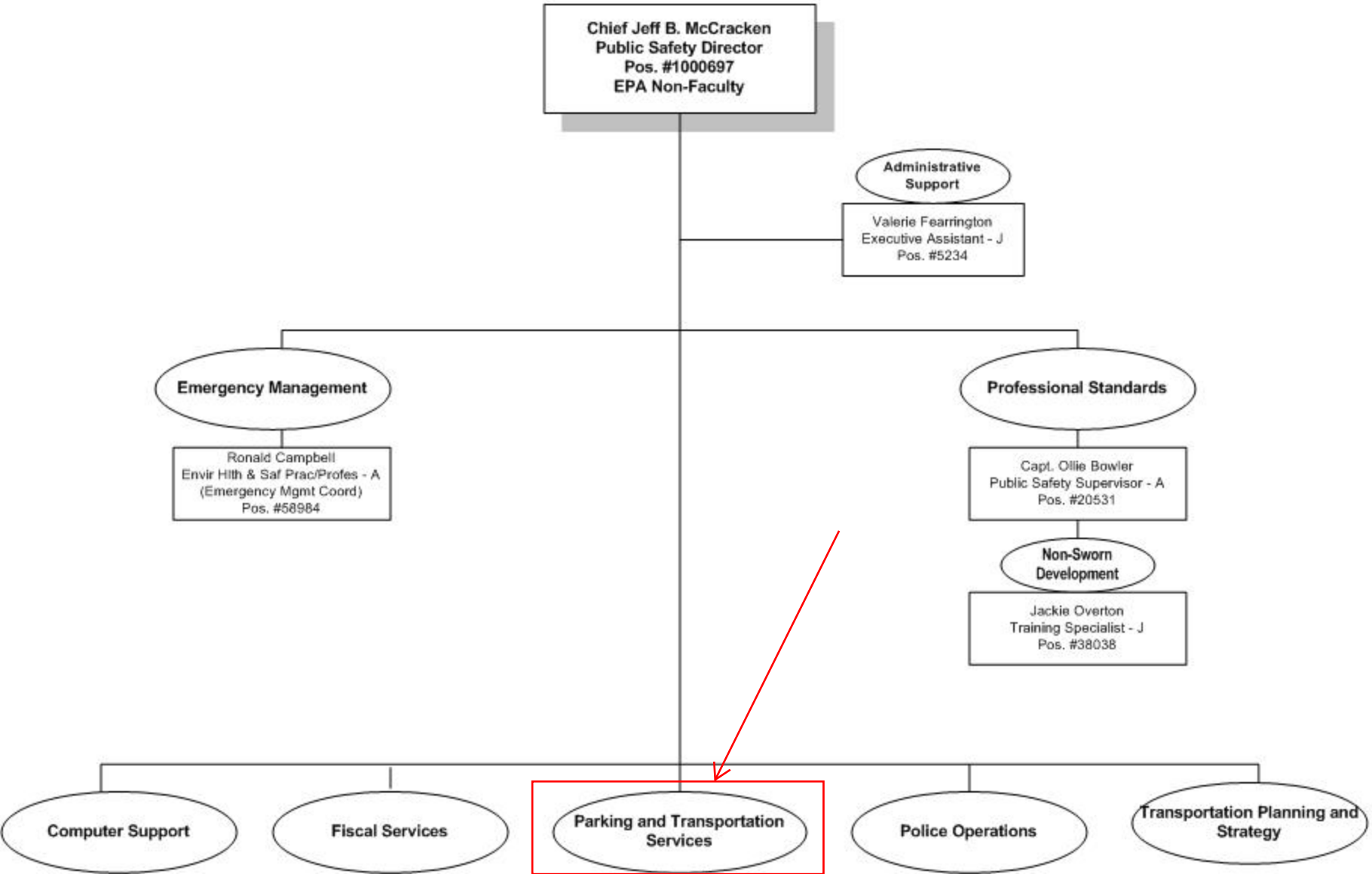
Eric Westbrook
Bldg Envir Tech – J
Pos. #51800

Roy Wilkins
Bldg Envir Tech - J
Pos. #51801

Kenneth Parker
Bldg Envir Tech – J
Pos. #51802

James Lee
Fac Maint Tech/
Mechanical - C
Pos. #57193

Randy Brim
Bldg Envir Tech – J
Pos. #57194

Updated: June 7, 2013

UNC-Chapel Hill Department of Public Safety Organizational Chart