

GOVERNOR

ADMINISTRATOR AND ADVISORY BOARD

FUNCTION: INSPECTIONS

DISTRICT #		DISTRICT #	
2	MIZE	13	VACANT
3	VACANT	15	TYNER
4	MCDANIEL	16	GILLILAND
5	T. DAVIS	18	MANGUM
8	CHAMBLESS	19	HAYES
9	VACANT	21	PATRICK
10	VACANT	22	NORTHAM
11	VACANT	23	SHEPERD
12	VACANT	24	VACANT

- TASKS:
1. SETUP INSPECTIONS (TOP PRIORITY FOR ALL)

2. CONSUMER COMPLAINTS (ASKEW & PINCKARD)

3. PLANT OVERVIEWS (CHAMBLESS & ASKEW)

4. DEALER LOT INSPECTIONS (ALL INSPECTORS)

5. MODULAR IN-PLANT INSPECTIONS (WHITE & THOMPSON)

CROSS TRANINING/INTERCHANGEABLE DUTIES

M. DAVIS	WHITE
ROYE	M. DAVIS
PINCKARD	HARRIS
WHITE	THOMPSON
HARRIS	PINCKARD
PINEGAR	DAVIS
JACKSON	CLARK
CLARK	LANE
LANE	JACKSON
DUNNING	LANE
HARTZOG	PINCKARD
THOMPSON	WHITE
ROSS	LANE

FUNCTION: ADMINISTRATION/MANAGEMENT/PROGRAMS

1. SECRETARIAL & PERSONNEL (PINEGAR)

EXECUTIVE OFFICE FILES

SUSPENSE FILES

TELECOMMUNICATIONS COORDINATOR (BECKI)

PERFORMANCE APPRAISIALS

PAYROLL & LEAVE

TRAVEL FOR ADM & BOARD

REIMBURSEMENT FOR TRAVEL

EEO, ADA, & SEXUAL HARRASSMENT

DRUG FREE WORKPLACE COORDINATOR

REFERENCE LIBRARY
2. FINANCIAL (ROYE)

ACCOUNTING FOR DAILY RECEIPTS

RECORDING ON CHECK REGISTER

FINANCIAL STATEMENTS

BUDGETING

FACILITIES MAINTENANCE/PURCHASING

PROPERTY ACCOUNTABILITY

FLEET COORDINATOR

EXPENDABLE SUPPLIES

RISK MANAGEMENT
3. RECYCLING (ROYE)
4. ADMINISTRATION (DUNNING)

MAIL DISTRIBUTION (DUNNING)

TELEPHONE RECEPTIONIST (DUNNING)

PUBLIC RECORDS OFFICER (PINEGAR)
5. CONSUMER COMPLAINTS (ASKEW)
6. MODULAR PROGRAM (WHITE, THOMPSON & DAVIS)
7. TIEDOWN DEVICES/SYSTEMS (PINCKARD)
8. INSTALLER PROGRAM (J. JACKSON & ROSS)

CERTIFICATION

SET-UP INSPECTION REPORTS
- DECAL SALES

MONTHLY REPORTS

INSPECTOR ACTIVITY LOG (PINCKAKRD)

RECORDING OF FINES
9. TRAINING (PINCKARD, ASKEW, WHITE & JACKSON)
10. RECEIVING & FAX LOCATORS/REPORTS (ROSS)
11. DAILY RECEIPTS LOG (DAVIS)

INSURANCE FOR LICENSEES (WHITE, DAVIS, JACKSON & LANE)

SAFETY
12. SECURITY/CONSERVATION /FIRE PREVENTION (PINCKARD)
13. MANUFACTURER PROGRAM (PINCKARD & CLARK)

LICENSING, SALES REPORTS
14. RETAILER PROGRAM (LANE, DAVIS, WHITE & CLARK)

LICENSING, SALES REPORTS

RESALE DECALS, SALEPERSONS
15. SAA RESPONSIBILITIES (PINCKARD & CLARK)

STATISTICAL REPORTING TO HUD

PROCESS IPIA REPORTS

DEALER LOT NON-COMFORMANCE REPORTS
16. SENIOR AGENCY INFORMATION TECHNOLOGY AUTHORITY (DAVIS)
17. CUSTODIAN OF RECORDS (DAVIS & PINEGAR)
18. MANUFACTURED HOUSING PROGRAMS MANAGER FOR STATE & FEDERAL PROGRAMS (PINCKARD & CLARK)
19. DIASTER RECOVERY PLAN COORDINATOR (M.DAVIS)
20. LEGAL ADVISOR (HARTZOG)

DRAFT RULES AND REGULATIONS

REVIEW LEGISLATION