

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 TRAINING/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 APPRAISALS
 - PAYROLL & LEAVE
 - TRAVEL FOR ADM & BOARD
 - REIMBURSEMENT FOR TRAVEL
 - EEO, ADA, & SEXUAL HARASSMENT
 - 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
- 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