



# Baldwin County Commission

## Legislation Details (With Text)

**File #:** 21-1339      **Version:** 1  
**Type:** Consent      **Status:** Passed  
**File created:** 9/10/2021      **In control:** Baldwin County Commission Regular  
**On agenda:** 9/21/2021      **Final action:** 9/21/2021  
**Title:** Approval of Updated Organizational Charts and Position Descriptions

**Indexes:**

**Attachments:** 1. Updated Organizational Chart and Position Description for Accounting Department, 2. Updated Organizational Chart and Position Description for Animal Shelter, 3. Updated Organizational Chart and Position Description for BRATS Department, 4. Updated Organizational Chart and Position Description for Building Maintenance Department, 5. Updated Organizational Chart and Position Description for Citizen Service Center Department, 6. Updated Organizational Chart and Position Description for Council on Aging Department, 7. Updated Organizational Chart and Position Description for Personnel Department, 8. Updated Organizational Chart and Position Description for Planning and Zoning Department, 9. Updated Organizational Chart and Position Description for Solid Waste Department, 10. Updated Organizational Chart and Position Descriptions for Archives Department, 11. Updated Organizational Chart and Position Descriptions for Budget-Purchasing Department, 12. Updated Organizational Chart and Position Descriptions for EMA, 13. Updated Organizational Chart and Position Descriptions for Revenue Commission, 14. Updated Organizational Chart for CIS Department, 15. Updated Organizational Chart for Parks Department, 16. Updated Organizational Chart for Probate, 17. Updated Organizational Chart and Position Descriptions for Highway Department

Date	Ver.	Action By	Action	Result
9/21/2021	1	Baldwin County Commission Regular	Approved	

**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 9/21/2021  
**Item Status:** New  
**From:** Deidra Hanak, Personnel Director  
**Submitted by:** Deidra Hanak, Personnel Director

### ITEM TITLE

Approval of Updated Organizational Charts and Position Descriptions

### STAFF RECOMMENDATION

Approve the following to coincide with the approval of the FY2021-2022 Budget changes:

- 1) Updated organizational chart for the Accounting Department; and
- 2) Updated position description for Chief Compliance Officer; and
- 3) Updated organizational chart for the Animal Shelter; and
- 4) Updated position description for Animal Shelter Manager; and

- 5) Updated organizational chart for BRATS Department; and
- 6) Position description for Mechanic I; and
- 7) Updated organizational chart for the Building Maintenance Department; and
- 8) Position description for the Administrative Support Specialist III; and
- 9) Updated organizational chart for the Citizen Service Center; and
- 10) Position description for the Marketing and Public Outreach Coordinator; and
- 11) Updated organizational chart for the Council on Aging; and
- 12) Position description for the Senior Program Support Specialist; and
- 13) Updated organizational chart for the Personnel Department; and
- 14) Position description for the Personnel Specialist II; and
- 15) Updated organizational chart for the Planning and Zoning Department; and
- 16) Position description for the Deputy Planning and Zoning Director; and
- 17) Updated organizational chart for the Solid Waste Department; and
- 18) Updated position description for the Deputy Development and Environmental Director; and
- 19) Updated organizational chart for the Archives and History Department; and
- 20) Position descriptions for Administrative Support Specialist III (Records) and Administrative Support Specialist III (Office); and
- 21) Updated organizational chart for the Budgeting and Purchasing Department; and
- 22) Updated position descriptions for the Buyer I, Buyer II, and Buyer III; and
- 23) Updated organizational chart for the Emergency Management Agency; and
- 24) Position descriptions for the Public Information and Communications Specialist and Office Assistant III; and
- 25) Updated organizational chart for the Revenue Commission/Re-Appraisal; and
- 26) Updated position descriptions for the Assistant Administrator of Collections, Assistant Administrator of Assessment, Administrator of Personal Property, Personal Property Appraiser I,

Personal Property Appraiser II, and Personal Property Appraiser Trainee; and

27) Updated organizational chart for the CIS Department; and

28) Updated organizational chart for the Parks Department; and

29) Updated organizational chart for the Probate Office; and

30) Updated organizational chart for the Highway Departments; and

31) Position descriptions for the Staff Engineer and Right-of-Way Manager.

### **BACKGROUND INFORMATION**

**Previous Commission action/date:** N/A

**Background:** N/A

### **FINANCIAL IMPACT**

**Total cost of recommendation:** N/A

**Budget line item(s) to be used:** N/A

**If this is not a budgeted expenditure, does the recommendation create a need for funding?**

N/A

### **LEGAL IMPACT**

**Is legal review necessary for this staff recommendation and related documents?**

N/A

**Reviewed/approved by:** N/A

**Additional comments:** N/A

### **ADVERTISING REQUIREMENTS**

**Is advertising required for this recommendation?** N/A

**If the proof of publication affidavit is not attached, list the reason:** N/A

### **FOLLOW UP IMPLEMENTATION**

**For time-sensitive follow up, select deadline date for follow up:** N/A

**Individual(s) responsible for follow up:** N/A

**Action required (list contact persons/addresses if documents are to be mailed or emailed):**  
N/A

**Additional instructions/notes:** N/A