



# Baldwin County Commission

## Legislation Details (With Text)

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**File #:** 20-0729      **Version:** 1  
**Type:** Work Session      **Status:** Agenda Ready  
**File created:** 2/5/2020      **In control:** Baldwin County Commission Work Session  
**On agenda:** 2/11/2020      **Final action:**  
**Title:** Building Inspection Department - Creation of Positions  
**Indexes:**  
**Attachments:** 1. Chief Building Inspector and Permit Administrator Position Descriptions, 2. Updated Organizational Chart for Building Inspections

Date	Ver.	Action By	Action	Result
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**Meeting Type:** BCC Work Session  
**Meeting Date:** 2/11/2020  
**Item Status:** New  
**From:** Eddie Harper, Building Official  
Deidra Hanak, Personnel Director  
**Submitted by:** Deidra Hanak, Personnel Director

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### ITEM TITLE

Building Inspection Department - Creation of Positions

### STAFF RECOMMENDATION

Take the following actions :

- 1) Create a Chief Building Inspector (PID #TBD) grade EC-07 (EC-07 range: \$44,476 - \$70,450 annually); and
- 2) Create a Permit Administrator (PID #TBD) grade EC-06 (EC-06 range: \$37,063 - \$58,709 annually); and
- 3) Approve the updated organizational chart for the Building Inspections Department; and
- 4) Approve the position descriptions for the Chief Building Inspector and Permit Administrator.

### BACKGROUND INFORMATION

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

**Background:** In an effort to reorganize and build the Building Inspections Department, the Building Official respectfully requests that the above recommendations are approved.

**FINANCIAL IMPACT**

**Total cost of recommendation:** approximate salaries \$104,000.00 not currently budgeted.

**Budget line item(s) to be used:** 52710.5113

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

Yes

**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:** Personnel - Implement Changes

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

N/A

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