



Baldwin County Commission

Legislation Details (With Text)

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Title: Personnel - Budget Changes for Fiscal Year 2018-2019

Indexes:

Attachments: 1. Updated Organizational Chart and Position Description for Juvenile Detention.pdf, 2. Updated Organizational Chart and Position Descriptions for Animal Control.pdf, 3. Updated Organizational Chart and Position Descriptions for Building Maintenance Department.pdf, 4. Updated Organizational Chart and Position Descriptions for CIS Department .pdf, 5. Updated Organizational Chart and Position Descriptions for Coroner's Office.pdf, 6. Updated Organizational Chart and Position Descriptions for Council on Aging Department.pdf, 7. Updated Organizational Chart and Position Descriptions for Highway Department.pdf, 8. Updated Organizational Chart and Position Descriptions for Revenue Commission.pdf, 9. Updated Organizational Chart and Position Descriptions for Solid Waste.pdf, 10. Updated Organizational Chart for Probate Office.pdf, 11. Updated Organizational Chart for Sales, Use, and License Tax.pdf, 12. Updated Organizational Chart for Budgeting and Purchasing.pdf, 13. Updated Organizational Chart for Commission Administration.pdf, 14. Updated Organization Chart and Position Descriptions for Personnel Department.pdf

Date	Ver.	Action By	Action	Result
9/18/2018	1	Baldwin County Commission Regular	Approved	

Meeting Type: BCC Regular Meeting

Meeting Date: 9/18/2018

Item Status: New

From: Ron Cink, County Administrator
Andrea Roberson, Personnel Director

Submitted by: Deidra Hanak, Assistant Personnel Director

ITEM TITLE

Personnel - Budget Changes for Fiscal Year 2018-2019

STAFF RECOMMENDATION

Take the following actions:

PROBATE OFFICE (51300)

1) Create a License Revenue Officer I position (#TBD) (grade G range: \$26,971.36 - \$44,231.20 annually); and

2) Approve the updated organizational chart for the Probate Office.

REVENUE COMMISSION (51810)

1) Create a Personal Property Appraiser Trainee position (#TBD) (grade G range: \$26,971.36 -

\$44,231.20 annually); and

2) Create a Personal Property Appraiser I position (#TBD) (grade H range: \$29,631.68 - \$48,642.88 annually); and

3) Approve the updated position descriptions for: Property Appraiser Trainee, Property Appraiser I, and Administrator of Personal Property; and

4) Approve the updated organizational chart for the Revenue Commission/Personal Property.

JUVENILE DETENTION CENTER (52610)

1) Create a Chief Administrative Assistant position (#TBD) (grade I range: \$32,508.32 - \$53,239.68 annually); and

2) Promote Dana Graham from the Office Manager position (#1074) grade G-20 (\$21.265 per hour / \$44,231.20 annually) to fill the Chief Administrative Assistant position (#TBD) at a grade I-15 (\$22.626 per hour / \$47,062.08 annually); and

3) Abolish the Office Manager position (#1074); and

4) Approve the position descriptions for the Chief Administrative Assistant; and

5) Approve the updated organizational chart for the Juvenile Detention Center.

PERSONNEL DEPARTMENT (51962)

1) Create a Workers Comp Coordinator (#TBD) (grade J range: \$35,726.08 - \$58,489.60 annually); and

2) Promote Andrea Crenshaw from the Personnel/Safety Technician position (#5280) grade G-08 (\$15.806 per hour / \$32,876.48 annually) to the Workers Comp Coordinator (#TBD) at a grade J-EL (\$17.176 per hour / \$35,726.08 annually); and

3) Abolish the Personnel/Safety Technician position (#5280); and

4) Create an Administrative Support Specialist II position #TBD) (grade H range: \$29,631.68 - \$48,642.88 annually); and

4) Approve the position descriptions for: Administrative Support Specialist II, Workers Comp Coordinator, Risk Manager, Personnel Director and Assistant Personnel Director; and

5) Approve the updated organizational chart for the Personnel Department.

CIS DEPARTMENT (51965)

1) Create a Physical Security Administrator position (#TBD) (EC-08 range: \$53,372 - \$84,542 annually); and

2) Promote Will Nix from the Communications Technician III position (#5147) grade L-08 (\$25.251 per hour / \$52,522.08 annually) to the Physical Security Administrator position (#TBD) at a grade EC-08 (\$55,148.18 annually); and

3) Create a Knowledgebase and Multi-Media Coordinator position (#TBD) (grade J range: \$35,726.08 - \$58,489.60 annually); and

- 4) Abolish the Communications Technician II position (#2086); and
- 5) Abolish the Radio Systems Administrator position (#5319); and
- 6) Approve the position descriptions for: Physical Security Administrator, Knowledgebase and Multi-Media Coordinator, Customer Relationship Manager, and Information Systems Manager; and
- 7) Approve the updated organizational chart for the CIS Department.

SOLID WASTE DEPARTMENT (54801 AND 54800)

- 1) Create an Assistant Customer Service Manager position (#TBD) (grade I range: \$32,508.32 - \$53,239.68 annually) in the Solid Waste Collections Administration Department (54801); and
- 2) Create two (2) Solid Waste Driver I positions (#TBD) (grade H range: \$29,631.68 - \$48,642.88 annually); and
- 3) Create one (1) Solid Waste Driver II position (#TBD) (grade I range: \$32,508.32 - \$53,239.68 annually); and
- 4) Abolish three (3) Solid Waste Technician positions (#TBD) upon promotion into Solid Waste Driver I and II positions; and
- 5) Approve the position descriptions for Billing Account Specialist I, Billing Account Specialist II, Assistant Customer Service Manager, Customer Service Manager, and Office Assistant III - Solid Waste positions; and
- 6) Approve the updated organizational chart for the Solid Waste Department.

SALES, USE, AND LICENSE TAX DEPARTMENT (51750)

- 1) Create a Senior Revenue Clerk position (#TBD) (grade I range: \$32,508.32 - \$53,239.68 annually); and
- 2) Promote Ashlie Emerson from the Revenue Clerk II position (#5207) grade H-06 (\$16.503 per hour / \$34,326.24 annually) to the Senior Revenue Clerk position (#TBD) at a grade I-05 (\$17.70 per hour / \$36,809.76 annually); and
- 3) Promote Crystal Rice from the Revenue Clerk I position (#3081) grade G-09 (\$16.195 per hour / \$33,685.00 annually) to fill the Revenue Clerk II position (#5207) at a grade H-08 (\$17.35 per hour / \$36,096.32 annually); and
- 4) Abolish the Revenue Clerk I position (#3081); and
- 5) Create an Audit Compliance Officer (#TBD) (EC-07 range: \$44,476 - \$70,450 annually); and
- 6) Create a part-time Deputy License Inspector position (#TBD) (grade J range: \$17.176 - \$28.120 per hour); and
- 7) Approve the updated organizational chart for the Sales, Use, and License Tax Department.

COMMISSION ADMINISTRATION (51125)

- 1) Create an Administrative Support Specialist I position (#TBD) (grade G range: \$26,971.36 - \$44,231.20 annually); and

2) Approve the updated organizational chart for Commission Administration.

ANIMAL SHELTER/CONTROL (55410)

1) Create an Animal Resource Supervisor position (#TBD) (grade I range: \$32,508.32 - \$53,239.68 annually); and

2) Approve position descriptions for Animal Control Officer, Animal Control Technician, Animal Placement Specialist, Animal Resource Supervisor, County Humane Officer, Kennel Technician, Office Manager, Senior Animal Control Officer, Senior Animal Control Technician; and

3) Approve the updated organizational chart for the Animal Shelter/Control Department.

BAY MINETTE CUSTODIAL DEPARTMENT (51996)

1) Create a part-time Custodian (#TBD) (grade E range: \$10.781 - \$17.661 per hour); and

2) Approve the updated organizational chart for Budgeting and Purchasing Department.

CORONER (52400)

1) Create an Administrative Support Specialist I position (#TBD) (grade G range: \$26,971.36 - \$44,231.20 annually); and

2) Approve the position description for the Administrative Support Specialist I and Administrative Support Specialist III; and

3) Approve the updated organizational chart for the Coroner's Office.

BUILDING MAINTENANCE (51995)

1) Create a part-time Office Assistant III (#TBD) (grade E range: \$10.781 - \$17.661 per hour); and

2) Approve the position descriptions for the part-time Office Assistant III and Facilities Maintenance Coordinator; and

3) Approve the updated organizational chart for Building Maintenance.

COUNCIL ON AGING (56200)

1) Create a part-time Program Support Specialist (#TBD) (grade E range: \$10.781 - \$17.661 per hour); and

2) Promote Yolanda Parnell from the part-time SAINTS Driver (#PT22) grade D-04 (\$10.852 per hour) to the part-time Program Support Specialist (#TBD) at a grade E-03 (\$11.609 per hour); and

3) Abolish the part-time SAINTS Driver (#PT22); and

4) Approve the position descriptions for the part-time Program Support Specialist and Council on Aging Coordinator; and

5) Approve the updated organizational chart for Council on Aging.

HIGHWAY DEPARTMENT

1) Create an Administrative Support Specialist IV position (#TBD) (grade J range: \$35,726.08 -

\$58,489.60 annually) in the Highway Administration Department (53100); and

2) Promote Lisa Sangster from the Chief Administrative Assistant position (#5019) grade I-11 (\$20.499 per hour / \$42,637.92 annually) to fill the Administrative Support Specialist IV position (#TBD) at a grade J-10 (\$21.956 per hour / \$45,668.48 annually); and

3) Abolish the Chief Administrative Assistant position (#5019); and

4) Create a Right-of-Way Technician II position (#TBD) (grade J range: \$35,726.08 - \$58,489.60 annually) in the Highway Pre-Construction Department (53600); and

5) Promote Gayle Pierce from the Right-of-Way Technician I position (#4076) grade H-11 (\$18.697 per hour / \$38,889.76 annually) to fill the Right-of-Way Technician II position (#TBD) at a grade J-06 (\$19.907 per hour / \$41,406.56 annually); and

6) Abolish the Right-of-Way Technician I position (#4076);

7) Create an Operations Support Specialist II position (#TBD) (grade H range: \$29,631.68 - \$48,642.88 annually) in the Parks Department (57200P); and

8) Create an Permit/Subdivision Coordinator position (#TBD) (EC-07 range: \$44,476 - \$70,450 annually) in the Highway Subdivision Department (53150); and

9) Re-title the Permit/Subdivision Manager (#4050) to Construction Development Manager; and

10) Create an Engineer Technician I position (#TBD) (grade H range: \$29,631.68 - \$48,642.88 annually) in the Highway Maintenance Department (53130); and

11) Abolish the part-time Bridge Inspector position (#PT36) in the Highway Construction Engineering Department (53120); and

12) Abolish the ROW Coordinator/Highway Administrator position (#1026) in the Highway Right-of-Way Department (53101); and

13) Approve a \$5,470.40 increase in pay for the MPO Coordinator; and

14) Approve a title change for the Engineering Technician II (#5018) to Right-of-Way Technician II, in the Highway Pre-Construction Department (53600); and

15) Create three (3) vacant, unfunded Laborer positions in the Bay Minette Highway Department (53111); and

16) Create four (4) vacant, unfunded Laborer positions in the Silverhill Highway Department (53112); and

17) Create two (2) vacant, unfunded Laborer positions in the Foley Highway Department (53113); and

18) Create two (2) Operator Technician I positions (#TBD) (grade G range: \$26,971.36 - \$44,231.20 annually) in the Foley Highway Department (53113); and

19) Approve the cost center change of the Geospatial Operations Manager (#5409), GIS Coordinator (#813), and Survey Manager (#1099) from Highway Pre-Construction (53600) to Highway Geospatial (53151); and

- 20) Approve the cost center change of the Traffic Operations Manager (#5174), Traffic Control Technician IV (#5382 and #5383), Traffic Control Technician III (#914, #842, #393, #2093), Traffic Control Technician II (#5173, #5172, #5384, #503), and Laborer (#4047) from Highway Maintenance (53130) to Traffic Operations (53135); and
- 21) Approve the cost center change of the Right-of-Way Technician III (#5169), Right-of-Way Technician II (#4076 and #5018), Right-of-Way Technician I (#3016 and #3046), and Office Manager - Highway Option (#5012) from Highway Right-of-Way (53101) to Highway Pre-Construction (53600); and
- 22) Re-title the Design Engineer position (#2077) to Pre-Construction Manager; and
- 23) Approve the position descriptions for: Administrative Support Specialist IV, Bridge/Project Coordinator, Construction Development Manager, Construction Manager, Design Technician I, Design Technician II, Design Technician III, Engineering Technician I (Construction), Engineering Technician II (Construction), Engineering Technician III (Construction), Engineering Technician I (Permits), Engineering Technician II (Permits), Engineering Technician III (Permits), Geospatial Operations Manager, GIS Coordinator, Laborer (Stripe Crew), Office Administrator (Permits), Office Manager - Highway Option, Operations Support Specialist II (Parks), Operator Technician I (BBE-Paving), Operator Technician II (BBE-Paving), Operator Technician III (BBE-Paving), Operator Technician IV (BBE-Paving), Permit/Subdivision Coordinator, Pre-Construction Manager, Right-of-Way Technician I, Right-of-Way Technician II, Right-of-Way Technician III, Survey Manager, Traffic Control Technician IV (Signal and Stripe Options), Traffic Control Technician III (Sign and Stripe Options), Traffic Control Technician II (Sign and Stripe Options), and Traffic Operations Manager; and
- 24) Approve the updated organizational chart for the Highway Department.

BALDWIN REGIONAL AREA TRANSIT SERVICE (BRATS) (51935)

- 1) Abolish three (3) part-time Bus Drivers (#PT12, PT13, PT15); and
- 2) Approve the updated organizational chart for BRATS.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: FY 18-19 Budget Requests

FINANCIAL IMPACT

Total cost of recommendation: N/A

Budget line item(s) to be used: 51300.5113, 51810.5113, 52610.5113, 51962.5113, 51965.5113, 54801.5113, 54800.5113, 51750.5113, 51125.5113, 55410.5113, 51996.5113, 51995.5113, 56200.5113, 51935.5113, 53100.5113, 53600.5113, 57200P.5113, 53150.5113, 53130.5113,

53120.5113, 53111.5113, 53112.5113, 53113.5113, 53151.5113, 53135.5113

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: Personnel - Implement Changes

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

Additional instructions/notes: N/A