



Baldwin County Commission

Legislation Details (With Text)

File #: 21-0724 **Version:** 1
Type: Consent **Status:** Passed
File created: 3/26/2021 **In control:** Baldwin County Commission Regular
On agenda: 4/6/2021 **Final action:** 4/6/2021
Title: Sales, Use, and License Tax Department - Position Changes
Indexes:
Attachments: 1. Updated Position Description for Revenue Clerk I, 2. Updated Organizational Chart for Sales, Use, and License Tax Department

Date	Ver.	Action By	Action	Result
4/6/2021	1	Baldwin County Commission Regular	Approved	

Meeting Type: BCC Regular Meeting
Meeting Date: 4/6/2021
Item Status: New
From: Ron Cink, Budget Director
Deidra Hanak, Personnel Director
Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Sales, Use, and License Tax Department - Position Changes

STAFF RECOMMENDATION

Take the following actions:

- 1) Approve the promotion of Samulyn Parker from the Revenue Clerk II position (PID #5370) at a grade 309 (\$19.356 per hour / \$40,260.48 annually) to fill the open Audit Compliance Officer Trainee position (PID #5588) at a grade S312 (\$43,481.32 annually) to be effective no sooner than April 12, 2021; and
- 2) Abolish the Revenue Clerk II position (PID #5370); and
- 3) Create a Revenue Clerk I position (PID #TBD); and
- 4) Approve the updated position description for Revenue Clerk I; and
- 5) Approve the updated organizational chart for the Sales, Use, and License Tax Department.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The Audit Compliance Officer Trainee position was vacated in February 2021. The Budget Director respectfully requests that the above recommendation is approved.

FINANCIAL IMPACT

Total cost of recommendation: \$43,481.32 - budgeted

Budget line item(s) to be used: 10051750.51130

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