



# Baldwin County Commission

## Legislation Details (With Text)

**File #:** 21-0404      **Version:** 1  
**Type:** Consent      **Status:** Passed  
**File created:** 1/11/2021      **In control:** Baldwin County Commission Regular  
**On agenda:** 1/19/2021      **Final action:** 1/19/2021  
**Title:** Finance and Accounting Department - Position Changes  
**Indexes:**  
**Attachments:** 1. Updated Organizational Chart for Finance and Accounting Department

| Date      | Ver. | Action By                            | Action   | Result |
|-----------|------|--------------------------------------|----------|--------|
| 1/19/2021 | 1    | Baldwin County Commission<br>Regular | Approved |        |

**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 1/19/2021  
**Item Status:** New  
**From:** Cian Harrison, Clerk/Treasurer  
Deidra Hanak, Personnel Director  
**Submitted by:** Deidra Hanak, Personnel Director

### ITEM TITLE

Finance and Accounting Department - Position Changes

### STAFF RECOMMENDATION

Take the following actions:

- 1) Approve the promotion of Christie Davis from the Senior Budget Accountant position (PID #5327) grade S317 (\$74,279.19 annually) in the Budgeting and Purchasing Department (51725) to fill the open Accounting Manager position (PID #5591) at a grade S319 (\$84,000.00 annually), with said salary due to specialized experience, in the Finance and Accounting Department (51700) to be effective no sooner than February 1, 2021; and
- 2) Abolish the Accounting Manager position (PID #5461), grade S319 (grade S319 range: \$63,676.00 - \$104,341.00 annually); and
- 3) Create a Senior Accountant position (PID #TBD), grade S317 (grade S317 range: \$56,410.00 - \$92,439.00 annually); and
- 4) Approve the updated organizational chart for the Finance and Accounting Department.

### BACKGROUND INFORMATION

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

**Background:** The Accounting Manager position was newly created in December 2020 and the additional Accounting Manager position will be vacated in January 2021 due to the resignation of the current employee. The Clerk/Treasurer respectfully requests that the above recommendations are approved.

**FINANCIAL IMPACT**

**Total cost of recommendation:** \$84,000.00 - budgeted

**Budget line item(s) to be used:** 51700.5113

**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