



Baldwin County Commission

Legislation Details (With Text)

File #: 21-0881 **Version:** 1

Type: Addenda **Status:** Agenda Ready

File created: 5/14/2021 **In control:** Baldwin County Commission Regular

On agenda: 5/18/2021 **Final action:**

Title: County Administration (Citizen Service Center) - Position Change

Indexes:

Attachments: 1. Director of Public and Government Affairs Position Description, 2. Updated Organizational Chart for Commission Administration-Citizen Service Center

Date	Ver.	Action By	Action	Result
5/18/2021	1	Baldwin County Commission Regular	Approved	Pass

Meeting Type: BCC Regular Meeting
Meeting Date: 5/18/2021
Item Status: Addendum
From: Wayne Dyess, County Administrator
Deidra Hanak, Personnel Director
Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

County Administration (Citizen Service Center) - Position Change

STAFF RECOMMENDATION

Take the following actions:

- 1) Approve the reclassification and retitle of Sherry-Lea Botop from the Community Engagement Manager/PIO (#5454) grade S316 (\$83,224.96 annually), to the Director of Public and Government Affairs at a grade S319 (\$87,500.00 annually); and
- 2) Approve the position description for the Director of Public and Government Affairs; and
- 3) Approve the updated organizational chart for Commission Administration and Citizen Service Center.

These actions shall be effective no sooner than May 24, 2021.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: Due to the increase in responsibilities of this position, the County Administrator

respectfully requests the above recommendations are approved.

FINANCIAL IMPACT

Total cost of recommendation: \$4,275.04 - above currently budgeted amount

Budget line item(s) to be used: 10051130.51130

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