



Baldwin County Commission

Legislation Details (With Text)

File #: 20-0521 **Version:** 1
Type: Work Session **Status:** Agenda Ready
File created: 1/8/2020 **In control:** Baldwin County Commission Work Session
On agenda: 1/14/2020 **Final action:**
Title: Sales, Use, and License Tax Department - Position Changes
Indexes:
Attachments: 1. Updated Organizational Chart for Sales, Use, and License Tax Department

| Date | Ver. | Action By | Action | Result |
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Meeting Type: BCC Work Session
Meeting Date: 1/14/2020
Item Status: New
From: Ron Cink, Budget Director
Heather Gwynn, Sales, Use, and License Tax Coordinator
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) Reclassify the Audit Compliance Officer position (PID #5329) (EC-07 range: \$44,476 - \$70,450 annually) to an Audit Compliance Officer Trainee position (PID #TBD) (EC-06 range: \$37,063 - \$58,709 annually) ; and
- 2) Approve the employment of Shelby Middleton to fill the Audit Compliance Officer Trainee position (PID #5523) at a grade EC-06 (\$46,500 annually), with said salary due to experience; and
- 3) Approve the employment of Raven Priolo to fill the Audit Compliance Officer Trainee position (PID #TBD) at a grade EC-06 (\$43,000 annually), with said salary due to experience; and
- 4) Approve the updated organizational chart for the Sales, Use, and License Tax Department.

These changes will be effective no sooner than January 27, 2020.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: Audit Compliance Officer positions were vacated due to the promotion and the resignation of the previous employees. The Sales, Use, and License Tax Coordinator, with the concurrence of the Budget Director, respectfully requests that the above recommendations are approved.

FINANCIAL IMPACT

Total cost of recommendation: \$9,428.00 savings from budgeted amount

Budget line item(s) to be used: 51750.5113

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