



# Baldwin County Commission

## Legislation Details (With Text)

---

**File #:** 19-1696      **Version:** 1  
**Type:** Work Session      **Status:** Agenda Ready  
**File created:** 7/16/2019      **In control:** Baldwin County Commission Work Session  
**On agenda:** 7/23/2019      **Final action:**  
**Title:** Personnel Department - Personnel Changes  
**Indexes:**  
**Attachments:** 1. Updated Position Descriptions for Assistant Personnel Director, Benefits Specialist, Administrative Support Specialist I, 2. Updated Organizational Chart for Personnel Department

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

**Meeting Type:** BCC Work Session  
**Meeting Date:** 7/23/2019  
**Item Status:** New  
**From:** Deidra Hanak, Personnel Director  
**Submitted by:** Deidra Hanak, Personnel Director

---

### ITEM TITLE

Personnel Department - Personnel Changes

### STAFF RECOMMENDATION

Take the following actions:

- 1) Approve the promotion of Robert Bonner from the Benefits Coordinator position (PID #5336) grade J-07 (\$20.404 per hour / \$42,440.32 annually) to fill the open Assistant Personnel Director position (PID #4091) at a grade EC-08 (\$53,372.00 annually); and
- 2) Approve the reclassification/re-title of the Benefits Coordinator position (#5336) from a grade J (grade J range: \$35,726.08 - \$58,489.60 annually) to Benefits Specialist in a grade H (grade H range: \$29,631.68 - \$48,642.88 annually); and
- 3) Approve the lateral transfer of Brittney Vaughn from the Administrative Support Specialist II position (PID #5416) grade H-EL (\$14.246 per hour / \$29,631.68 annually) to fill the Benefits Specialist position (PID #5336), with no change in pay; and
- 4) Abolish the Administrative Support Specialist II position (PID #5416) grade H (grade H range: \$29,631.68 - \$48,642.88 annually); and
- 5) Create an Administrative Support Specialist I position (PID #TBD) grade G (grade G range: \$26,971.36 - \$44,231.20 annually); and

6) Approve the updated position descriptions for the Assistant Personnel Director, Benefits Specialist, and Administrative Support Specialist I; and

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

### **BACKGROUND INFORMATION**

#### **Previous Commission action/date:**

**Background:** The Assistant Personnel Director was vacated in March 2019 by the appointment of the previous employee. After analyzing positions and duties within the department, the Personnel Director respectfully requests that the above recommendations are approved.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** N/A

**Budget line item(s) to be used:** 51962.5113

**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