



Baldwin County Commission

Legislation Details (With Text)

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Type: Consent **Status:** Passed
File created: 10/30/2020 **In control:** Baldwin County Commission Regular
On agenda: 11/17/2020 **Final action:** 11/17/2020
Title: Building Inspection Department - Position Change

Indexes:

Attachments:

Date	Ver.	Action By	Action	Result
11/17/2020	1	Baldwin County Commission Regular	Approved	

Meeting Type: BCC Regular Meeting
Meeting Date: 11/17/2020
Item Status: New
From: Eddie Harper, Building Official
Deidra Hanak, Personnel Director
Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Building Inspection Department - Position Change

STAFF RECOMMENDATION

Take the following actions:

- 1) Approve the reclassification of the Plans Examiner from salary grade S313 to hourly grade 315; and
- 2) Approve the updated position description for the Plans Examiner.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The Plans Examiner position was created during the FY20/21 Budget Cycle and is currently vacant. The position should be classified in the same pay grade as a Building Inspector III. The Building Official respectfully requests that the above recommendations are approved.

FINANCIAL IMPACT

Total cost of recommendation: The cost to FY21 is TBD. The position was budgeted at \$44,477 for FY21. The cost depends on when the position is filled and on the salary of the new employee. If it is filled at the Grade 315 base of \$49,982.40, it could cost approximately \$5,500 (salary only; does not include additional fringe costs). Grade S313 is a salary exempt position with a range of \$44,470.40 to \$72,883.20, and Grade 315 is an hourly position with a range of \$49,982.40 to \$81,889.60. Grade 315 allows for overtime expenses that are not normally incurred with a salary exempt position.

Budget line item(s) to be used: 52710 salary/fringe accounts

If this is not a budgeted expenditure, does the recommendation create a need for funding?

Yes. The FY21 budget included a salary budget for the Plans Examiner of \$44,477 (total payroll budget of \$58,032). Moving the position to Grade 315 will change the budget going forward, at minimum, to the base Grade 315 salary of \$49,982 (total payroll budget of \$64,377), i.e. a minimum cost of approximately \$6,345. Until a start date and salary are determined, Budget staff cannot provide exact numbers. If a budget amendment is needed to accommodate this change, it will be brought to the Commission for approval at a later date.

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

