



Baldwin County Commission

Legislation Details (With Text)

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Title: Approval of Organizational Charts and Position Descriptions

Indexes:

Attachments: 1. Updated Org Chart and Pos Desc for EMA, 2. Updated Org Chart and Pos Desc for Finance and Accounting, 3. Updated Org Chart and Pos Desc for Probate, 4. Updated Org Chart and Pos Desc for Building Inspections, 5. Updated Org Chart and Pos Desc for CIS, 6. Updated Org Chart and Pos Desc for JDC, 7. Updated Org Chart and Pos Desc for Personnel, 8. Updated Org Chart and Pos Desc for Revenue Commission, 9. Updated Org Chart and Pos Desc for Solid Waste, 10. Updated Org Charts and Pos Des for Budget and Purchasing-Sales, Use, and License Tax, 11. Updated Org Charts and Pos Des for HWY Dept, 12. Updated Orgl Charts for Dep Reporting to Com. Admin, 13. Updated Pos Des for Animal Control-Shelter, 14. Updated Pos Des for Archives and History, 15. Updated Pos Des for BRATS, 16. Updated Pos Des for Building Maintenance, 17. Updated Pos Des for Commission Administration, 18. Updated Pos Des for Council on Aging, 19. Updated Pos Des for Parks, 20. Updated Pos Des for Planning and Zoning

Date	Ver.	Action By	Action	Result
10/1/2019	1	Baldwin County Commission Regular	Approved	Pass

Meeting Type: BCC Regular Meeting
Meeting Date: 10/1/2019
Item Status: Addendum
From: Deidra Hanak, Personnel Director
Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Approval of Organizational Charts and Position Descriptions

STAFF RECOMMENDATION

Take the following actions:

Departments reporting to Budgeting and Purchasing

- 1) Approve the updated organizational charts for the Budgeting and Purchasing and the Sales, Use, and License Tax departments; and
- 2) Approve the updated position descriptions for: Purchasing Director and Assistant Purchasing Director; and

Building Inspections

- 3) Approve the updated organizational chart for the Building Inspections department; and
- 4) Approve the updated position descriptions for: Building Inspector III, Hazard Mitigation Coordinator, Office Manager, Office Assistant IV; and

Communications and Information Systems

- 5) Approve the updated organizational chart for the Communications and Information Systems department; and
- 6) Approve the updated position descriptions for: Application and Database Services Manager and Audio Visual and Teleconference Administrator; and

Emergency Management Agency

- 7) Approve the updated organizational chart for the Emergency Management Agency; and
- 8) Approve the updated position description for Deputy EMA Director; and

Finance and Accounting Department

- 9) Approve the updated organizational chart for the Finance and Accounting Department; and
- 10) Approve the updated position description for the Chief Compliance Officer; and

Highway Departments

- 11) Approve the updated organizational charts for the Highway Departments; and
- 12) Approve the updated position descriptions for: Master Mechanic, Mechanic II, Operations Support Specialist I (Administration), Operations Support Specialist I (Maintenance Barn), Operations Support Specialist I (Traffic Operations), Traffic Control Technician I (Stripe Crew Option), Traffic Control Technician II (Sign Option), Traffic Control Technician II (Stripe Crew Option), Traffic Control Technician III (Sign Option), Traffic Control Technician III (Stripe Crew Option), Traffic Control Technician IV (Signal Crew Option), and Traffic Control Technician IV (Stripe Crew Option).

Juvenile Detention Center

- 13) Approve the updated organizational chart for the Juvenile Detention Center; and
- 14) Approve the updated position descriptions for: Detention Technician, Detention Worker I, Detention Worker II, Administrative Support Specialist IV; and

Personnel

- 15) Approve the updated organizational chart for the Personnel Department; and

16) Approve the updated position description for Employee Relations and Training Administrator; and

Probate

17) Approve the updated organizational chart for the Probate Office; and

18) Approve the updated position descriptions for: Deputy Chief Clerk, License Revenue Administrator, License Revenue Manager, License Revenue Officer I, License Revenue Officer II, Probate Court Administrator III, Recording Officer, and Administrator of Motor Vehicle, Tags, and License; and

Revenue Commission

19) Approve the updated organizational chart for the Revenue Commission; and

20) Approve the updated position descriptions for: Administrator of Assessments, Administrator of Collections, Assessment Support Technician I, II, Specialist I and II, Assistant Chief Appraiser, and Chief Clerk of Collections; and

Solid Waste

21) Approve the updated organizational chart for the Solid Waste Departments; and

22) Approve the updated position descriptions for: Chief Administrative Assistant (Administration), Chief Administrative Assistant (Maintenance), Senior Billing Account Specialist - Compliance/Debt, Solid Waste Driver III/Trainer, Mechanic II, and Master Mechanic.

Departments Reporting to Commission Administration

23) Approve the updated organizational charts for: Commission Administration, Animal Control, Archives and History, Council on Aging, Planning and Zoning, Parks, BRATS, and Building Maintenance department; and

24) Approve the updated position descriptions for: Administrative Services Manager, Assistant Administrative Services Manager, Administrative Support Specialist II, Administrative Support Specialist IV, and Commission Executive Assistant; and

25) Approve the updated position descriptions for: Animal Shelter Manager, Animal Control Officer, Animal Control Technician, Animal Placement Specialist, Animal Resource Supervisor, Office Assistant III, Office Manager, Senior Animal Control Officer, and Senior Animal Control Technician; and

26) Approve the updated position descriptions for: Archives Specialist and Director of Archives and History/Special Historic Project Coordinator; and

27) Approve the updated position descriptions for: Director of Transportation, Mechanic II, and

Customer Service Representative I; and

28) Approve the updated position descriptions for: Administrative Support Specialist IV, Case Manager, Case Worker, and Council on Aging Coordinator; and

29) Approve the updated position descriptions for: Horticulturist, Landscape Technician I, Landscape Technician II, Mechanic II, and Parks Supervisor; and

30) Approve the updated position descriptions for: Office Administrator, Permit/Subdivision Coordinator, and Senior Planner.

BACKGROUND INFORMATION

Previous Commission action/date: These actions correspond with the approval of the Fiscal Year 2019-2020 Budget changes approved during the September 20, 2019 Regular Meeting. The Personnel Director respectfully requests that the above recommendations are approved.

Background: N/A

FINANCIAL IMPACT

Total cost of recommendation: N/A

Budget line item(s) to be used: N/A

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

Action required (list contact persons/addresses if documents are to be mailed or emailed): N/A

Additional instructions/notes: N/A