



# Baldwin County Commission

## Legislation Text

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File #: 21-1216, Version: 1

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**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 9/7/2021  
**Item Status:** New  
**From:** Teddy Faust, Revenue Commissioner  
Deidra Hanak, Personnel Director  
**Submitted by:** Deidra Hanak, Personnel Director

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### **ITEM TITLE**

Revenue Commission (Assessment) - Reclassification of Position

### **STAFF RECOMMENDATION**

Take the following actions:

- 1) Approve the re-title and reclassification of the vacant Assessment Specialist I position (PID #5513) grade 309, to an Assessment Support Technician I position at a grade 305; and
- 2) Approve the updated organizational chart for the Revenue Commission, Assessment Division.

### **BACKGROUND INFORMATION**

**Previous Commission action/date:** N/A

**Background:** The Assessment Specialist I position was vacated in July 2021, due to the retirement of the previous employee. The Revenue Commissioner respectfully requests that the above recommendations are approved.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** Approximately \$6,240.00 savings

**Budget line item(s) to be used:** 10051600.51130

**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