



Baldwin County Commission

Legislation Text

File #: 21-0220, Version: 1

Meeting Type: BCC Regular Meeting
Meeting Date: 12/1/2020
Item Status: New
From: Cian Harrison, Clerk Treasurer
Deidra Hanak, Personnel Director
Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Finance and Accounting Department - Position Changes

STAFF RECOMMENDATION

Take the following actions:

- 1) Approve the employment of Kara Brooks to fill the open Accounts Payable Technician position (PID #5549) at a grade 308 (\$16.10 per hour / \$33,488.00 annually) to be effective no sooner than December 7, 2020; and
- 2) Approve the creation of an Accounting Manager position (PID #TBD) grade S319 (S319 range: \$63,676.00 - \$104,341.00 annually); and
- 3) Approve the updated organizational chart for the Finance and Accounting Department.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The Accounts Payable Technician position was created during the FY20/21 Budget Cycle. The Clerk Treasurer respectfully requests that the above recommendation is approved.

FINANCIAL IMPACT

Total cost of recommendation: \$33,488.00 for Accounts Payable Technician - budgeted; TBD for Accounting Manager position

Budget line item(s) to be used: 51700.5113

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

yes

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