



# Baldwin County Commission

## Legislation Text

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File #: 21-0724, Version: 1

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**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 4/6/2021  
**Item Status:** New  
**From:** Ron Cink, Budget Director  
Deidra Hanak, Personnel Director  
**Submitted by:** Deidra Hanak, Personnel Director

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### **ITEM TITLE**

Sales, Use, and License Tax Department - Position Changes

### **STAFF RECOMMENDATION**

Take the following actions:

- 1) Approve the promotion of Samulyn Parker from the Revenue Clerk II position (PID #5370) at a grade 309 (\$19.356 per hour / \$40,260.48 annually) to fill the open Audit Compliance Officer Trainee position (PID #5588) at a grade S312 (\$43,481.32 annually) to be effective no sooner than April 12, 2021; and
- 2) Abolish the Revenue Clerk II position (PID #5370); and
- 3) Create a Revenue Clerk I position (PID #TBD); and
- 4) Approve the updated position description for Revenue Clerk I; and
- 5) Approve the updated organizational chart for the Sales, Use, and License Tax Department.

### **BACKGROUND INFORMATION**

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

**Background:** The Audit Compliance Officer Trainee position was vacated in February 2021. The Budget Director respectfully requests that the above recommendation is approved.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$43,481.32 - budgeted

**Budget line item(s) to be used:** 10051750.51130

**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