



Baldwin County Commission

Legislation Text

File #: 20-0728, Version: 1

Meeting Type: BCC Work Session

Meeting Date: 2/11/2020

Item Status: New

From: Betty Sweet, Board of Registrars Chairman

Deidra Hanak, Personnel Director

Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Board of Registrars - Position Changes

STAFF RECOMMENDATION

Take the following actions:

- 1) Approve the reclassification/re-title of Max Huffman, from the Office Manager position (PID #851) from grade G-04 (\$14.314 per hour / \$29,773.12 annually) to Administrative Support Specialist III (#TBD) grade I-EL (\$15.629 per hour / \$32,508.32 annually); and
- 2) Approve the reclassification/re-title of Cynthia Lamberth, from the Office Assistant III position (PID #852) from grade E-11 (\$14.140 per hour / \$29,411.20 annually) to Administrative Support Specialist I (#TBD) grade G-04 (\$14.314 per hour / \$29,773.12 annually); and
- 3) Approve the reclassification/re-title of Bobbi York, from the Office Assistant III position (PID #624) from grade E-10 (\$13.795 per hour / \$28,693.60 annually) to Administrative Support Specialist I (#TBD) grade G-03 (\$13.962 per hour / \$29,040.96 annually); and
- 4) Approve the reclassification/re-title of the Office Assistant III positions (PID #620) from grade E (grade E range: \$22,424.48 - \$36,734.88 annually) to Administrative Support Specialist I (#TBD) grade G (grade G range: \$26,971.36 - \$44,231.20 annually); and
- 5) Approve the updated organizational chart for the Board of Registrars; and
- 6) Approve the updated position descriptions for the Administrative Support Specialist I and Administrative Support Specialist III.

These actions will be effective no sooner than March 2, 2020.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The current job descriptions for these positions were updated in 1990, with revisions in 1995 and 2011. Neither of the current classifications account for technological advances (requiring specialized knowledge, training and skill); the entirety of the positions' scope/responsibility or the positions' far-reaching impact. The actual responsibility, training, knowledge and skills are better classified as Administrative Support Specialist I and Administrative Support Specialist III.

We have included Montgomery, Jefferson, and Shelby counties for comparison. The three offices have comparable (or lower) populations and workload. Also, the counties have employees with the same responsibilities and have salary ranges in line with the proposed reclassification. The part-time position has not been filled in two years and all work requirements have been met despite the shortfall. This reclassification will help recruit and retain qualified employees in these critical positions. This is especially important as the board members, including myself, are political appointees, while the county employees represent subject matter expertise and longevity (the county employees end up training the newly appointed board members).

FINANCIAL IMPACT

Total cost of recommendation: \$8,266.52 savings (based on Fiscal Year 2020 budgeted salaries due to the promotion/transfer of a previous Board of Registrars employee)

Budget line item(s) to be used: 51920.5113

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