



Baldwin County Commission

Legislation Text

File #: 22-0204, Version: 1

Meeting Type: BCC Regular Meeting
Meeting Date: 11/16/2021
Item Status: New
From: Ron Cink, Budget Director
Deidra Hanak, Personnel Director
Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Budgeting and Purchasing Department - Position Change

STAFF RECOMMENDATION

Take the following actions:

- 1) Reclassify the full-time Senior Budget Accountant position (PID #5327) grade S317, to a part-time Budget Assistant at a grade 301; and
- 2) Approve the position description for Budget Assistant; and
- 3) Approve the updated organizational chart for the Budgeting and Purchasing Department.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The Budget Director respectfully requests that the above recommendations are approved.

FINANCIAL IMPACT

Total cost of recommendation: \$42,974 - approximate savings

Budget line item(s) to be used: 10051725.51130

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