



Baldwin County Commission

Legislation Text

File #: 22-0161, Version: 1

Meeting Type: BCC Regular Meeting

Meeting Date: 11/2/2021

Item Status: New

From: Terri Graham, Development and Environmental Director

Deidra Hanak, Personnel Director

Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Solid Waste Department - Personnel Changes

STAFF RECOMMENDATION

Take the following actions:

- 1) Approve the promotion of Karen Smith from the Senior Billing Account Specialist (Landfill) position (PID #5194), grade 311 (\$22.73 per hour / \$47,288.21 annually), in Solid Waste Administration (51054100), to fill the open Accounts Receivable Manager (Landfill) position (PID #5614), at a grade 312 (\$24.55 per hour / \$51,071.27 annually), in Solid Waste Magnolia Landfill (51054300); and
- 2) Approve the promotion of Allison Owens from the Chief Administrative Assistant position (PID #5499), grade 310 (\$19.21 per hour / \$39,956.80 annually), to fill the open Operations Support Manager position (PID #5580), at a grade 312 (\$21.64 per hour / \$45,011.20 annually), in Solid Waste Administration (51054100); and
- 3) Approve the promotion of Megan McKee from the Senior Dispatcher - Carts position (PID #5199), grade 308 (\$19.82 per hour / \$41,225.60 annually), to fill the open Operations Support Specialist III position (#5508), at a grade 309 (\$21.41 per hour / \$44,532.80 annually), in the Solid Waste Collections Department (51154800); and
- 4) Approve the promotion of M. Alicia Lassitter from the Senior Billing Account Specialist (Compliance) position (PID #5419), grade 310 (\$18.87 per hour / \$39,249.60 annually), to fill the open Billing Specialist and Customer Relations Manager position (PID #5615), grade 312 (\$21.64 per hour / \$45,011.20 annually), in the Solid Waste Collections Administration Department (51154801); and
- 5) Approve the promotion of Madison Lowry from the Billing Account Specialist I position (PID #5330), grade 306 (\$15.20 per hour / \$31,616.00 annually), to fill the open Billing Account Specialist II position (PID #5314), at a grade 307 (\$16.42 per hour / \$34,153.60 annually), in the Solid Waste Collections Administration Department (51154801); and

6) Approve the promotion of Megan Biggs from the Billing Account Specialist I position (PID #5509), grade 306 (\$15.20 per hour / \$31,616.00 annually), to fill the open Billing Account Specialist II position (PID #5205), at a grade 307 (\$16.42 per hour / \$34,153.60 annually), in the Solid Waste Collections Administration Department (51154801); and

7) Approve the promotion of Anna Loper from the Billing Account Specialist II position (PID #5205), grade 307 (\$15.95 per hour / \$33,176.00 annually), to fill the open Deputy Solid Waste Officer I position (PID #5391), at a grade 310 (\$18.10 per hour / \$37,648.00 annually), in the Solid Waste Collections Administration Department (51154801); and

8) Reclassify the Senior Billing Account Specialist (Compliance) position (PID #5419), grade 310, in the Solid Waste Collections Administration Department (51154801) to an Operations Support Specialist II position, grade 307, in the Solid Waste Collections Department (51154800); and

9) Approve the lateral transfer of Brianna Davis from the Scale Attendant II position (PID #5643), grade 307 (\$17.85 per hour / \$37,128.00 annually), in Solid Waste Magnolia Landfill (51054300), to fill the open Operations Support Specialist II position (PID #5419), with no change in pay, in the Solid Waste Collections Department (51154800); and

10) Reclassify the Scale Attendant II position (PID #5643), grade 307, to a Scale Attendant I position, grade 306; and

11) Approve the employment of Charles Miniard to fill the open Landfill Equipment Operator III position (PID #1050) at a grade 309 (\$17.08 per hour / \$35,526.40 annually) in Solid Waste Magnolia Landfill (51054300); and

12) Abolish the Senior Dispatcher (Carts) position (PID #5199); and

13) Abolish the Senior Billing Account Specialist (Landfill) position (PID #5194); and

14) Approve the updated organizational chart for the Solid Waste Department.

These actions will be effective no sooner than November 8, 2021.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The Development and Environmental Director respectfully requests that the above recommendations are approved.

FINANCIAL IMPACT

Total cost of recommendation: \$225,095.06 - Budgeted

Budget line item(s) to be used: 51054300.51130, 51054100.51130, 51154800.51130, 51154801.51130

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