



# Baldwin County Commission

## Legislation Text

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File #: 22-0209, Version: 1

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**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 11/16/2021  
**Item Status:** New  
**From:** Teddy Faust, Revenue Commissioner  
Deidra Hanak, Personnel Director  
**Submitted by:** Deidra Hanak, Personnel Director

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### **ITEM TITLE**

Revenue Commission - Position Changes

### **STAFF RECOMMENDATION**

- 1) Abolish the vacant Real Property Appraiser I positions (#5349 and #5517) in the Re-Appraisal division (51810); and
- 2) Create an Appraisal Clerk Supervisor position (grade S313) in the Re-Appraisal division (51810); and
- 3) Re-Title the Appraisal Clerk Coordinator (PID #2067) to Re-Appraisal Coordinator; and
- 4) Reclassify the vacant Assessment Specialist II position (#5572) grade 310, to an Assessment Support Technician I position, grade 305, in the Revenue Commission (51600); and
- 5) Approve the updated position descriptions for the Re-Appraisal Coordinator and Appraisal Clerk Supervisor; and
- 6) Approve the updated organizational chart for the Revenue Commission.

### **BACKGROUND INFORMATION**

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

**Background:** In an effort to prepare for succession planning, the Revenue Commissioner respectfully requests the above recommendations are approved.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$53,352 - approximate savings

**Budget line item(s) to be used:** 10051600.51130, 12051810.51130

**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