



Baldwin County Commission

Legislation Details (With Text)

File #: 18-0278 **Version:** 1

Type: Consent **Status:** Passed

File created: 5/31/2018 **In control:** Baldwin County Commission Regular

On agenda: 6/5/2018 **Final action:** 6/5/2018

Title: Commission Administration - Re-organization of the Bay Minette Custodial Department

Indexes:

Attachments: 1. Updated Bay Minette Custodian Position Description, 2. Updated Facilities Maintenance Coordinator Position Description, 3. Updated Administration-Records Manager Position Description, 4. Updated Purchasing Director Position Description, 5. Update Organizational Chart for Commission Administration-Budget-Building Maintenance

| Date | Ver. | Action By | Action | Result |
|----------|------|-----------------------------------|----------|--------|
| 6/5/2018 | 1 | Baldwin County Commission Regular | Approved | Pass |

Meeting Type: BCC Regular Meeting

Meeting Date: 6/5/2018

Item Status: New

From: Ron Cink, County Administrator

Andrea Roberson, Personnel Director

Submitted by: Deidra Hanak, Assistant Personnel Director

ITEM TITLE

Commission Administration - Re-organization of the Bay Minette Custodial Department

STAFF RECOMMENDATION

Take the following actions:

- 1) Approve the reporting change for Bay Minette Custodial employees (PID #370, #549, #581, and #352) to report to the Administration/Records Manager, with no change in cost center; and
- 2) Approve the reporting change for Bay Minette Custodial employees (PID #1043, #142, #815, and #631) to report to the Purchasing Director, with no change in cost center; and
- 3) Approve the updated position descriptions for Custodian (Bay Minette), Facilities Maintenance Coordinator, Administration/Records Manager, and Purchasing Director; and
- 4) Approve the updated organizational charts for the Commission Administration Department, Budgeting and Purchasing Department, and Building Maintenance Department.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The County Administrator respectfully requests that the above recommendations are approved.

FINANCIAL IMPACT

Total cost of recommendation: N/A

Budget line item(s) to be used: 51996.5113

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 Click or tap to enter a date.

Individual(s) responsible for follow up: N/A

Action required (list contact persons/addresses if documents are to be mailed or emailed):
N/A

Additional instructions/notes: Personnel - Implement Changes