



Baldwin County Commission

Legislation Details (With Text)

File #: 19-1735 **Version:** 1

Type: Consent **Status:** Passed

File created: 7/23/2019 **In control:** Baldwin County Commission Regular

On agenda: 8/6/2019 **Final action:** 8/6/2019

Title: Personnel Department - Personnel Changes

Indexes:

Attachments: 1. Updated Position Descriptions for Assistant Personnel Director, Benefits Specialist, Administrative Support Specialist I, 2. Updated Organizational Chart for Personnel Department

Date	Ver.	Action By	Action	Result
8/6/2019	1	Baldwin County Commission Regular	Approved	

Meeting Type: BCC Regular Meeting
Meeting Date: 8/6/2019
Item Status: New
From: Deidra Hanak, Personnel Director
Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Personnel Department - Personnel Changes

STAFF RECOMMENDATION

Take the following actions:

- 1) Approve the promotion of Robert Bonner from the Benefits Coordinator position (PID #5336) grade J-07 (\$20.404 per hour / \$42,440.32 annually) to fill the open Assistant Personnel Director position (PID #4091) at a grade EC-08 (\$53,372.00 annually); and
- 2) Approve the reclassification/re-title of the Benefits Coordinator position (#5336) from a grade J (grade J range: \$35,726.08 - \$58,489.60 annually) to Benefits Specialist in a grade H (grade H range: \$29,631.68 - \$48,642.88 annually); and
- 3) Approve the lateral transfer of Brittney Vaughn from the Administrative Support Specialist II position (PID #5416) grade H-EL (\$14.246 per hour / \$29,631.68 annually) to fill the Benefits Specialist position (PID #5336), with no change in pay; and
- 4) Abolish the Administrative Support Specialist II position (PID #5416) grade H (grade H range: \$29,631.68 - \$48,642.88 annually); and
- 5) Create an Administrative Support Specialist I position (PID #TBD) grade G (grade G range: \$26,971.36 - \$44,231.20 annually); and

6) Approve the updated position descriptions for the Assistant Personnel Director, Benefits Specialist, and Administrative Support Specialist I; and

7) Approve the updated organizational chart for the Personnel Department.

BACKGROUND INFORMATION

Previous Commission action/date:

Background: The Assistant Personnel Director was vacated in March 2019 by the appointment of the previous employee. After analyzing positions and duties within the department, the Personnel Director respectfully requests that the above recommendations are approved.

FINANCIAL IMPACT

Total cost of recommendation: N/A

Budget line item(s) to be used: 51962.5113

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