



Baldwin County Commission

Legislation Details (With Text)

File #: 20-0522 **Version:** 1

Type: Work Session **Status:** Agenda Ready

File created: 1/8/2020 **In control:** Baldwin County Commission Work Session

On agenda: 1/14/2020 **Final action:**

Title: Probate Office - Position Changes

Indexes:

Attachments: 1. Updated Organizational Chart for Probate Office

Date	Ver.	Action By	Action	Result
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Meeting Type: BCC Work Session
Meeting Date: 1/14/2020
Item Status: New
From: Honorable Harry D'Olive, Probate Judge
Deidra Hanak, Personnel Director
Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Probate Office - Position Changes

STAFF RECOMMENDATION

Take the following actions:

- 1) Abolish the License Revenue Officer II position (PID #797) grade H (grade H range: \$29,631.68 - \$48,642.88 annually); and
- 2) Create a Recording Officer position (PID #TBD) grade G (grade G range: \$26,971.36 - \$44,231.20 annually); and
- 3) Approve the updated organizational chart for the Probate Office.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The License Revenue Officer II position was vacated in December 2019, due to the retirement of the previous employee. The Probate Judge respectfully requests that the above recommendations are approved.

FINANCIAL IMPACT

Total cost of recommendation: \$11,918.40 savings from budgeted amount

Budget line item(s) to be used: 51300.5113

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