



Baldwin County Commission

Legislation Details (With Text)

File #: 20-0638 **Version:** 1

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

File created: 1/22/2020 **In control:** Baldwin County Commission Work Session

On agenda: 1/28/2020 **Final action:**

Title: Finance and Accounting Department - Position Changes

Indexes:

Attachments: 1. Updated Organizational Chart for Finance and Accounting Department, 2. Updated Position Descriptions for Accounts Payable Supervisor and Assistant Accounts Payable Supervisor

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
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Meeting Type: BCC Work Session
Meeting Date: 1/28/2020
Item Status: New
From: Cian Harrison, Clerk Treasurer
Deidra Hanak, Personnel Director
Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Finance and Accounting Department - Position Changes

STAFF RECOMMENDATION

Take the following actions:

- 1) Reclassify the Accounts Payable Supervisor (PID #126) from a grade I (grade I range: \$32,508.32 - \$53,239.68 annually) to a grade L (grade L range: \$43,103.84 - \$70,626.40 annually); and
- 2) Reclassify the Assistant Accounts Payable Supervisor (PID #4089) from a grade H (grade H range: \$29,631.68 - \$48,642.88 annually) to a grade K (grade K range: \$39,220.48 - \$64,274.08 annually); and
- 3) Approve the promotion of Robin Benson from the Assistant Accounts Payable Supervisor (PID #4089) grade H-15 (\$20.659 per hour / \$42,970.72 annually) to fill the Accounts Payable Supervisor (PID #126) at a grade L-03 (\$22.318 per hour / \$46,421.44 annually); and
- 4) Approve the promotion of Amanda Cunningham from the Accounts Payable Technician (PID #1064) grade G-01 (\$13.287 per hour / \$27,636.96 annually) to fill the Assistant Accounts Payable Supervisor (PID #4089) at a grade K-EL (\$18.856 per hour / \$39,220.48 annually); and
- 5) Approve the updated position descriptions for the Assistant Accounts Payable Supervisor and

Accounts Payable Supervisor; and

6) Approve the updated organizational chart for the Finance and Accounting Department.

These actions will be effective no sooner than February 17, 2020.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: In an effort to realign the Accounts Payable Supervisor and Assistant Accounts Payable Supervisor position duties, which have significantly grown in the past several years, the Clerk Treasurer requests that the above recommendations are approved.

FINANCIAL IMPACT

Total cost of recommendation: approximately \$8,003.84 savings

Budget line item(s) to be used: 51700.5113

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

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

Additional instructions/notes: N/A