



Baldwin County Commission

Legislation Details (With Text)

File #: 20-0727 **Version:** 1

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

File created: 2/5/2020 **In control:** Baldwin County Commission Work Session

On agenda: 2/11/2020 **Final action:**

Title: Finance and Accounting Department- Position Changes

Indexes:

Attachments: 1. Updated Organizational Chart for Finance and Accounting, 2. Updated Position Description for Accounts Payable Technician

Date	Ver.	Action By	Action	Result
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Meeting Type: BCC Work Session
Meeting Date: 2/11/2020
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) Approve the reclassification the Accounts Payable Technician positions (#845 and #1064) from grade G (grade G range: \$26,971.36 - \$44,231.20 annually) to Grade I (grade I range: \$32,508.32 - \$53,239.68 annually); and
- 2) Approve the reclassification of Alice Bonner, Accounts Payable Technician, from G-19 (\$20.746 per hour / \$43,151.68 annually) to grade I-12 (\$21.007 per hour / \$43,694.56 annually) to be effective no sooner than March 3, 2020; and
- 3) Approve the employment of Judy Jones to fill the open Accounts Payable Technician position (PID #1064) at a grade I-EL (\$15.629 per hour / \$32,508.32 annually); and
- 5) Approve the updated organizational chart for the Finance and Accounting Department; and
- 6) Approve the updated position descriptions for the Accounts Payable Technician.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: In an effort to recruit and retain employees for this position, the Clerk Treasurer respectfully requests that the above recommendations are approved.

FINANCIAL IMPACT

Total cost of recommendation: \$2,589.60 overall savings (cost of \$5,414.24 with previous savings of \$8,003.84)

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 - Implement Changes

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

Additional instructions/notes: N/A