



# Baldwin County Commission

## Legislation Details (With Text)

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**File #:** 20-0731      **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:** Solid Waste Department - Position Change

**Indexes:**

**Attachments:** 1. Updated Position Description for Customer Service Manager

Date	Ver.	Action By	Action	Result
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**Meeting Type:** BCC Work Session

**Meeting Date:** 2/11/2020

**Item Status:** New

**From:** Terri Graham, Development and Environmental Director  
Deidra Hanak, Personnel Director

**Submitted by:** Deidra Hanak, Personnel Director

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### ITEM TITLE

Solid Waste Department - Position Change

### STAFF RECOMMENDATION

Take the following actions:

1) Approve a 5% increase in pay for Susan Kilby, Customer Service Manager (#5193) grade EC-07 (\$52,835.80 annually) to EC-07 (\$55,477.59 annually), due to increase in position duties, to be effective no sooner than March 2, 2020; and

2) Approve the updated position description for Customer Service Manager.

### BACKGROUND INFORMATION

**Previous Commission action/date:** N/A

**Background:** The Customer Service Manager position has had an increase in duties over time. The Development and Environmental Director respectfully requests that the above recommendation is approved.

### FINANCIAL IMPACT

**Total cost of recommendation:** \$2,641.79 over budgeted amount

**Budget line item(s) to be used:** 54801.5113

**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