



# Baldwin County Commission

## Legislation Details (With Text)

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**File #:** 20-0795      **Version:** 1

**Type:** Consent      **Status:** Passed

**File created:** 2/12/2020      **In control:** Baldwin County Commission Regular

**On agenda:** 2/18/2020      **Final action:** 2/18/2020

**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
2/18/2020	1	Baldwin County Commission Regular	Approved	

**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 2/18/2020  
**Item Status:** New  
**From:** Cian Harrison, Clerk Treasurer  
Deidra Hanak, Personnel Director  
**Submitted by:** Deidra Hanak, Personnel Director

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### 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