



# Baldwin County Commission

## Legislation Details (With Text)

**File #:** 20-1546 **Version:** 1  
**Type:** Consent **Status:** Agenda Ready  
**File created:** 9/1/2020 **In control:** Baldwin County Commission Regular  
**On agenda:** 9/15/2020 **Final action:**  
**Title:** Approval of Updated Organizational Charts and Position Descriptions

### Indexes:

**Attachments:** 1. Updated Organizational Chart and Position Description for Finance and Accounting, 2. Updated Organizational Charts and Position Descriptions for Departments Reporting to County Administrator, 3. Updated Organizational Chart and Position Description for Building Inspections, 4. Updated Organizational Chart and Position Description for CIS Department, 5. Updated Organizational Chart and Position Descriptions for EMA, 6. Updated Organizational Chart and Position Description for Highway Departments, 7. Updated Organizational Chart and Position Description for Personnel Department, 8. Updated Organizational Chart and Position Descriptions for Revenue Commission-Re-Appraisal, 9. Updated Organizational Charts and Position Descriptions for Budgeting and Purchasing and Sales Tax Departments, 10. Updated Organizational Chart and Position Descriptions for Solid Waste Departments, 11. Updated Organizational Chart for Board of Registrars, 12. Updated Organizational Chart for JDC, 13. Updated Organizational Chart for Probate Office

Date	Ver.	Action By	Action	Result
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**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 9/15/2020  
**Item Status:** New  
**From:** Deidra Hanak, Personnel Director  
**Submitted by:** Deidra Hanak, Personnel Director

### ITEM TITLE

Approval of Updated Organizational Charts and Position Descriptions

### STAFF RECOMMENDATION

Approve the following to coincide with the approval of the Fiscal Year 2020-2021 Budget changes:

- 1) Updated organizational chart for the Finance and Accounting Department; and
- 2) Updated position description for Staff Accountant (Grants); and
- 3) Updated organizational chart for the departments reporting to the County Administrator; and
- 3) Updated position descriptions for Archives Specialist, Customer Service Representative II Baldwin Regional Area Transit System (BRATS), Billing Account Specialist II (BRATS), Administrative Support Specialist I (BRATS), Training Manager (BRATS), Natural Resource Planner; and

- 4) Updated organizational chart for the Building Department; and
- 5) Updated position description for Plans Examiner; and
- 6) Updated organizational chart for the Communications and Information Systems Department; and
- 7) Updated position description for the Telephony Technician; and
- 8) Updated organizational chart for the Emergency Management Agency; and
- 9) Updated position descriptions for the Emergency Management Officer, Emergency Management Specialist, Planning and Grants Division Manager, and Facilities Coordinator/Environmental Services; and
- 10) Updated organizational chart for the Highway Departments; and
- 11) Updated position description for the Operator Technician Trainee; and
- 12) Updated organizational chart for the Personnel Department; and
- 13) Updated position description for the Personnel Specialist; and
- 14) Updated organizational chart for the Revenue Commission/Re-Appraisal; and
- 15) Updated position descriptions for the Administrative Support Specialist IV, Collections Bookkeeper II, GIS Coordinator, Real Property Analyst II, and Real Property Specialist II; and
- 16) Updated organizational chart for the Budgeting and Purchasing Department and Sales, Use, and License Tax Department; and
- 17) Updated position descriptions for the Chief Deputy License Inspector, Deputy License Inspector I, Deputy License Inspector II, and Deputy License Inspector III; and
- 18) Updated organizational chart for the Solid Waste Department; and
- 19) Updated position descriptions for the Deputy Solid Waste Officer II, Landfill Gas Technician, Scale Attendant II, Staff Accountant, and Senior Billing Account Specialist (Customer Service); and
- 20) Updated organizational chart for the Board of Registrars; and
- 21) Updated organizational chart for the Juvenile Detention Center; and
- 22) Updated organizational chart for the Probate Office.

## **BACKGROUND INFORMATION**

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

**Background:** N/A

**FINANCIAL IMPACT**

**Total cost of recommendation:** N/A

**Budget line item(s) to be used:** N/A

**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