



# Baldwin County Commission

## Legislation Details (With Text)

**File #:** 21-0156 **Version:** 1  
**Type:** Consent **Status:** Passed  
**File created:** 10/30/2020 **In control:** Baldwin County Commission Regular  
**On agenda:** 11/17/2020 **Final action:** 11/17/2020  
**Title:** Building Inspection Department - Position Change

**Indexes:**

**Attachments:**

Date	Ver.	Action By	Action	Result
11/17/2020	1	Baldwin County Commission Regular	Approved	

**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 11/17/2020

**Item Status:** New

**From:** Eddie Harper, Building Official

Deidra Hanak, Personnel Director

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

### ITEM TITLE

Building Inspection Department - Position Change

### STAFF RECOMMENDATION

Take the following actions:

- 1) Approve the reclassification of the Plans Examiner from salary grade S313 to hourly grade 315; and
- 2) Approve the updated position description for the Plans Examiner.

### BACKGROUND INFORMATION

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

**Background:** The Plans Examiner position was created during the FY20/21 Budget Cycle and is currently vacant. The position should be classified in the same pay grade as a Building Inspector III. The Building Official respectfully requests that the above recommendations are approved.

### FINANCIAL IMPACT

**Total cost of recommendation:** The cost to FY21 is TBD. The position was budgeted at \$44,477 for FY21. The cost depends on when the position is filled and on the salary of the new employee. If it is filled at the Grade 315 base of \$49,982.40, it could cost approximately \$5,500 (salary only; does not include additional fringe costs). Grade S313 is a salary exempt position with a range of \$44,470.40 to \$72,883.20, and Grade 315 is an hourly position with a range of \$49,982.40 to \$81,889.60. Grade 315 allows for overtime expenses that are not normally incurred with a salary exempt position.

**Budget line item(s) to be used:** 52710 salary/fringe accounts

**If this is not a budgeted expenditure, does the recommendation create a need for funding?**

Yes. The FY21 budget included a salary budget for the Plans Examiner of \$44,477 (total payroll budget of \$58,032). Moving the position to Grade 315 will change the budget going forward, at minimum, to the base Grade 315 salary of \$49,982 (total payroll budget of \$64,377), i.e. a minimum cost of approximately \$6,345. Until a start date and salary are determined, Budget staff cannot provide exact numbers. If a budget amendment is needed to accommodate this change, it will be brought to the Commission for approval at a later date.

### **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

