



# Baldwin County Commission

## Legislation Details (With Text)

**File #:** 21-0253 **Version:** 1  
**Type:** Consent **Status:** Passed  
**File created:** 11/23/2020 **In control:** Baldwin County Commission Regular  
**On agenda:** 12/1/2020 **Final action:** 12/1/2020  
**Title:** Planning and Zoning Department - Reclassification of Position

**Indexes:**

**Attachments:**

| Date      | Ver. | Action By                         | Action   | Result |
|-----------|------|-----------------------------------|----------|--------|
| 12/1/2020 | 1    | Baldwin County Commission Regular | Approved |        |

**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 12/1/2020

**Item Status:** New

**From:** Wayne Dyess, County Administrator

Deidra Hanak, Personnel Director

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

### ITEM TITLE

Planning and Zoning Department - Reclassification of Position

### STAFF RECOMMENDATION

Reclassify the Office Administrator position (PID #1091) grade 307, to Planning Technician at a grade 309, to be effective no sooner than December 31, 2020.

### BACKGROUND INFORMATION

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

**Background:** The Office Administrator position will be vacated in December 2020, due to the retirement of the current employee. The County Administrator respectfully requests that the above recommendation is approved.

### FINANCIAL IMPACT

**Total cost of recommendation:** No additional budget cost

**Budget line item(s) to be used:** 52730.5113

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

Current salary funding for PID #1091 is \$45,149. The salary range for Grade 307 is \$31,886.40 - \$52,270.40 , and the salary range for Grade 309 is \$35,172.80 - 57,616.00. If a Planning Technician is hired in above \$45,149 then a budget adjustment may be needed 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