



Baldwin County Commission

Legislation Details (With Text)

File #: 21-0499 **Version:** 1

Type: Consent **Status:** Passed

File created: 2/5/2021 **In control:** Baldwin County Commission Regular

On agenda: 2/17/2021 **Final action:** 2/17/2021

Title: Parks Department and Archives Department - Position Changes

Indexes:

Attachments: 1. Updated Position Description for BiCentennial Park Attendant, 2. Updated Organizational Charts for Archives and History and Parks Departments

| Date | Ver. | Action By | Action | Result |
|-----------|------|-----------------------------------|----------|--------|
| 2/17/2021 | 1 | Baldwin County Commission Regular | Approved | |

Meeting Type: BCC Regular Meeting
Meeting Date: 2/17/2021
Item Status: New
From: Wayne Dyess, County Administrator
Deidra Hanak, Personnel Director
Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Parks Department and Archives Department - Position Changes

STAFF RECOMMENDATION

Take the following actions:

- 1) Downgrade the vacant part-time Landscape Technician I position (PID# PT44) grade 306 (\$14.60 - \$23.93 per hour) to a part-time Park Attendant at a grade 303 (\$12.62 - \$20.67 per hour) in the Parks Department (57200P); and
- 2) Retitle the part-time Gate Attendant position (PID# PT35) to a part-time Park Attendant, in the Archives Department (51906); and
- 3) Approve the position description for the part-time Park Attendant (Bi-Centennial Park); and
- 4) Approve the updated organizational charts for the Parks Department and the Archives Department.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The County Administrator respectfully requests that the above changes are approved.

FINANCIAL IMPACT

Total cost of recommendation: N/A

Budget line item(s) to be used: 14457200.51130

If this is not a budgeted expenditure, does the recommendation create a need for funding? If the part-time Parks Attendant is going to be coded to 10651906.51130 (Archives Department), a budget adjustment may be necessary since the current budget for the position is in the Parks Department budget. Budget staff will evaluate the budget at mid-year to determine if an adjustment is necessary.

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