



# Baldwin County Commission

## Legislation Details (With Text)

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**File #:** 21-0881      **Version:** 1

**Type:** Addenda      **Status:** Agenda Ready

**File created:** 5/14/2021      **In control:** Baldwin County Commission Regular

**On agenda:** 5/18/2021      **Final action:**

**Title:** County Administration (Citizen Service Center) - Position Change

**Indexes:**

**Attachments:** 1. Director of Public and Government Affairs Position Description, 2. Updated Organizational Chart for Commission Administration-Citizen Service Center

Date	Ver.	Action By	Action	Result
5/18/2021	1	Baldwin County Commission Regular	Approved	Pass

**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 5/18/2021  
**Item Status:** Addendum  
**From:** Wayne Dyess, County Administrator  
Deidra Hanak, Personnel Director  
**Submitted by:** Deidra Hanak, Personnel Director

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### ITEM TITLE

County Administration (Citizen Service Center) - Position Change

### STAFF RECOMMENDATION

Take the following actions:

- 1) Approve the reclassification and retitle of Sherry-Lea Botop from the Community Engagement Manager/PIO (#5454) grade S316 (\$83,224.96 annually), to the Director of Public and Government Affairs at a grade S319 (\$87,500.00 annually); and
- 2) Approve the position description for the Director of Public and Government Affairs; and
- 3) Approve the updated organizational chart for Commission Administration and Citizen Service Center.

These actions shall be effective no sooner than May 24, 2021.

### BACKGROUND INFORMATION

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

**Background:** Due to the increase in responsibilities of this position, the County Administrator

respectfully requests the above recommendations are approved.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$4,275.04 - above currently budgeted amount

**Budget line item(s) to be used:** 10051130.51130

**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