



# Baldwin County Commission

## Legislation Details (With Text)

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<b>File #:</b>	21-1218	<b>Version:</b>	1
<b>Type:</b>	Consent	<b>Status:</b>	Passed
<b>File created:</b>	8/18/2021	<b>In control:</b>	Baldwin County Commission Regular
<b>On agenda:</b>	9/7/2021	<b>Final action:</b>	9/7/2021
<b>Title:</b>	Solid Waste Department - Personnel and Position Changes		
<b>Indexes:</b>			
<b>Attachments:</b>	1. Updated Position Descriptions for Solid Waste Department, 2. Updated Organizational Chart for Solid Waste Department		

Date	Ver.	Action By	Action	Result
9/7/2021	1	Baldwin County Commission Regular	Approved	

**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 9/7/2021

**Item Status:** New

**From:** Terri Graham, Development and Environmental Director

Deidra Hanak, Personnel Director

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

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### ITEM TITLE

Solid Waste Department - Personnel and Position Changes

### STAFF RECOMMENDATION

Take the following actions:

- 1) Approve the employment of Donald Wilson to fill the open Solid Waste Technician position (PID #5229) grade 304 (\$13.25 per hour / \$27,560.00 annually), at the Magnolia Landfill (51054300) to be effective no sooner than September 13, 2021; and
- 2) Create an Accounts Receivable Manager (Landfill) position (PID #TBD), grade 312, at the Magnolia Landfill (51054300); and
- 3) Reclassify/Retitle the Staff Accountant position (PID #5580) grade S313, to an Operations Support Manager position, grade 312, in Solid Waste Administration (51054100); and
- 4) Create a Billing Specialist and Customer Relations Manager position (PID #TBD), grade 312, in Solid Waste Collections (51154800); and
- 5) Abolish the Customer Service Manager position (PID #5193), grade S314, in Solid Waste Collections Administration (51154801); and

- 6) Approve the position descriptions for the Billing Specialist and Customer Relations Manager, Accounts Receivable Manager (Landfill), and Operations Support Manager; and
- 7) Approve the updated organizational chart for the Solid Waste Department.

### **BACKGROUND INFORMATION**

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

**Background:** The Development and Environmental Director respectfully requests that the above recommendations are approved.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** Approximately \$33,987.20 not currently budgeted

**Budget line item(s) to be used:** 51054300.51130, 51054100.51130, 51154800.51130, 51154801.51130

**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