



Baldwin County Commission

Legislation Details (With Text)

File #: 22-0149 **Version:** 1

Type: Consent **Status:** Passed

File created: 10/21/2021 **In control:** Baldwin County Commission Regular

On agenda: 11/2/2021 **Final action:** 11/2/2021

Title: Finance and Accounting Department - Reclassification of Position

Indexes:

Attachments: 1. Position Description for Administrative Support Specialist II - Finance and Accounting, 2. Updated Organizational Chart for the Finance and Accounting Department

Date	Ver.	Action By	Action	Result
11/2/2021	1	Baldwin County Commission Regular	Approved	

Meeting Type: BCC Regular Meeting

Meeting Date: 11/2/2021

Item Status: New

From: Cian Harrison, Clerk Treasurer

Deidra Hanak, Personnel Director

Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Finance and Accounting Department - Reclassification of Position

STAFF RECOMMENDATION

Take the following actions:

- 1) Reclassify the Accounting Manager position (PID #5460) grade S319, to an Administrative Support Specialist II position, at a grade 307; and
- 2) Approve the position description for the Administrative Support Specialist II position; and
- 3) Approve the updated organizational chart for the Finance and Accounting Department.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The Clerk/Treasurer respectfully requests that the above recommendations are approved.

FINANCIAL IMPACT

Total cost of recommendation: approx. \$69,000 savings

Budget line item(s) to be used: 10051700.51130

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