



# Baldwin County Commission

## Legislation Details (With Text)

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**File #:** 22-0204      **Version:** 1

**Type:** Consent      **Status:** Passed

**File created:** 11/4/2021      **In control:** Baldwin County Commission Regular

**On agenda:** 11/16/2021      **Final action:** 11/16/2021

**Title:** Budgeting and Purchasing Department - Position Change

**Indexes:**

**Attachments:** 1. Budget Assistant Position Description, 2. Updated Organizational Chart for Budget and Purchasing Department

Date	Ver.	Action By	Action	Result
11/16/2021	1	Baldwin County Commission Regular	Approved	

**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 11/16/2021

**Item Status:** New

**From:** Ron Cink, Budget Director

Deidra Hanak, Personnel Director

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

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### **ITEM TITLE**

Budgeting and Purchasing Department - Position Change

### **STAFF RECOMMENDATION**

Take the following actions:

- 1) Reclassify the full-time Senior Budget Accountant position (PID #5327) grade S317, to a part-time Budget Assistant at a grade 301; and
- 2) Approve the position description for Budget Assistant; and
- 3) Approve the updated organizational chart for the Budgeting and Purchasing Department.

### **BACKGROUND INFORMATION**

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

**Background:** The Budget Director respectfully requests that the above recommendations are approved.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$42,974 - approximate savings

**Budget line item(s) to be used:** 10051725.51130

**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