



Baldwin County Commission

Legislation Details (With Text)

File #: 22-0209 **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: Revenue Commission - Position Changes

Indexes:

Attachments: 1. Updated Organizational Chart for the Revenue Commission, 2. Updated Position Descriptions for Re-Appraisal Positions

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: Teddy Faust, Revenue Commissioner
Deidra Hanak, Personnel Director
Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Revenue Commission - Position Changes

STAFF RECOMMENDATION

- 1) Abolish the vacant Real Property Appraiser I positions (#5349 and #5517) in the Re-Appraisal division (51810); and
- 2) Create an Appraisal Clerk Supervisor position (grade S313) in the Re-Appraisal division (51810); and
- 3) Re-Title the Appraisal Clerk Coordinator (PID #2067) to Re-Appraisal Coordinator; and
- 4) Reclassify the vacant Assessment Specialist II position (#5572) grade 310, to an Assessment Support Technician I position, grade 305, in the Revenue Commission (51600); and
- 5) Approve the updated position descriptions for the Re-Appraisal Coordinator and Appraisal Clerk Supervisor; and
- 6) Approve the updated organizational chart for the Revenue Commission.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: In an effort to prepare for succession planning, the Revenue Commissioner respectfully requests the above recommendations are approved.

FINANCIAL IMPACT

Total cost of recommendation: \$53,352 - approximate savings

Budget line item(s) to be used: 10051600.51130, 12051810.51130

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