



# Baldwin County Commission

## Legislation Details (With Text)

**File #:** 22-1519 **Version:** 2  
**Type:** Consent **Status:** Agenda Ready  
**File created:** 9/9/2022 **In control:** Baldwin County Commission Regular  
**On agenda:** 9/20/2022 **Final action:**  
**Title:** \*Approval of Updated Organizational Charts and Position Descriptions  
**Indexes:**

**Attachments:** 1. Updated Organizational Chart and Position Description for Commission Administration, 2. Updated Organizational Chart and Position Descriptions for Animal Shelter, 3. \*Replacement Attachment-Updated Organizational Chart and Position Descriptions for Animal Shelter, 4. Updated Organizational Chart and Position Descriptions for Archives and History Department, 5. \*Replacement Attachment-Updated Organizational Chart and Position Descriptions for Archives and History Department, 6. Updated Organizational Chart and Position Description for BRATS, 7. Updated Organizational Chart and Position Description for Building Maintenance Department, 8. Updated Organizational Chart and Position Description for Citizen Service Center, 9. \*Replacement Attachment-Updated Organizational Chart and Position Description for Citizen Service Center, 10. \*Addendum Attachment-Updated Organizational Chart and Position Description for Council on Aging, 11. Updated Organizational Chart and Position Description for Planning and Zoning Department, 12. Updated Organizational Chart and Position Description for Sales, Use, and License Tax, 13. Updated Organizational Chart and Position Description for Coroner's Office, 14. Updated Organizational Chart and Position Description for Building Inspection Department, 15. Updated Organizational Chart for CIS Department, 16. Updated Organizational Chart and Position Description for Parks Department, 17. Updated Organizational Chart for Probate Office, 18. Updated Organizational Chart and Position Descriptions for Revenue Commission, 19. Updated Organizational Chart and Position Descriptions for Highway Department, 20. Updated Organizational Chart and Position Descriptions for Solid Waste Department

Date	Ver.	Action By	Action	Result
9/20/2022	1	Baldwin County Commission Regular		

**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 9/20/2022  
**Item Status:** Replacement  
**From:** Deidra Hanak, Personnel Director  
**Submitted by:** Deidra Hanak, Personnel Director

### ITEM TITLE

\*Approval of Updated Organizational Charts and Position Descriptions

### STAFF RECOMMENDATION

Approve the following to coincide with the approval of the FY2022-2023 Budget changes:

- 1) Updated organizational chart for the Commission Administration; and
- 2) Updated position description for the Administrative Support Specialist III for the Commission Administration Department; and

- 3) Updated organizational chart for the Animal Shelter; and
- 4) Updated position description for Animal Shelter Manager and Animal Control Officer; and
- 5) Updated organizational chart for the Archives and History Department; and
- 6) Position descriptions for the Archives Administrative Support Specialist III (Office), Archives Specialist, and Director of Archives and History/Special Historic Projects Coordinator; and
- 7) Updated organizational chart for BRATS Department; and
- 8) Position description for BRATS Mechanic II; and
- 9) Updated organizational chart for the Building Maintenance Department; and
- 10) Position description for the Building Maintenance Engineer I; and
- 11) Updated organizational chart for the Citizen Service Center; and
- 12) Position description for the Customer Relationship Manager; and
- 13) Updated organizational chart for the Council on Aging; and
- 14) Position description for the Council on Aging Coordinator; and
- 15) Updated organizational chart for the Planning and Zoning Department; and
- 16) Position descriptions for the Natural Resource Planner, Planning Technician I, Planning Technician II, and Planning Technician III; and
- 17) Updated organizational chart for the Sales, Use, and License Tax Department; and
- 18) Position descriptions for the Sales, Use, and License Tax Coordinator, Chief Deputy License Inspector, Senior Audit Compliance Officer, and Revenue Clerk I; and
- 19) Updated organizational chart for the Coroner's Office; and
- 20) Position descriptions for Chief Deputy Coroner, Death Investigator I, and Death Investigator II; and
- 21) Updated organizational chart for the Building Inspection Department; and
- 22) Position description for Permit Technician I and Bookkeeper II; and
- 23) Updated organizational chart for the CIS Department; and
- 24) Updated organizational chart for the Parks Department; and

- 25) Position description for the Parks Mechanic II position; and
- 26) Updated organizational chart for the Probate Office; and
- 27) Updated organizational chart for the Revenue Commission/Re-Appraisal; and
- 28) Position descriptions for Assistant Administrator of Personal Property, Personal Property Appraiser I, Personal Property Appraiser II, Personal Property Appraiser III, Personal Property Appraiser Trainee, Personal Property Specialist, and Real Property Specialist I; and
- 29) Updated organizational chart for the Highway Department; and
- 30) Position descriptions for Highway Mechanic II (Maintenance), Mechanic II (Traffic Operations), Operator Technician I, Operator Technician I (BBE/Paving), Operator Technician II, Operator Technician II (BBE/Paving), Operator Technician III, Operator Technician III (BBE/Paving), Operator Technician IV, Operator Technician IV (BBE/Paving), Operator Technician IV/CDL Instructor, Operator Technician Trainee, Permit/Subdivision Manager, Traffic Control Technician I (Stripe), Traffic Control Technician II (Sign), Traffic Control Technician II (Stripe), Traffic Control Technician III (Sign), Traffic Control Technician III (Stripe), Traffic Control Technician IV (Signal), Traffic Control Technician IV (Stripe), Assistant Traffic Operations Manager, Geospatial Technician, Operations Support Specialist II (Construction), Operations Support Specialist III (Accounting), and Operations Support Manager (Accounting); and
- 31) Updated organizational chart for the Solid Waste Department; and
- 32) Position descriptions for Assistant Collections Supervisor, Assistant Landfill Supervisor, Collections Supervisor, Environmental Projects Manager, Landfill Equipment Operator I, Landfill Equipment Operator II (Transfer), Landfill Equipment Operator II, Landfill Equipment Operator III, Landfill Equipment Operator III (Transfer), Landfill Equipment Operator IV, Landfill Equipment Operator IV (Transfer), Landfill Supervisor, Master Mechanic, Mechanic I, Mechanic II, Operations Support Coordinator/Trainer, Solid Waste Driver I, Solid Waste Driver II, Solid Waste Driver III, Solid Waste Technician, and Transfer Station Supervisor.

## **BACKGROUND INFORMATION**

**Background:** Per September 19, 2022, Work Session instructions, the following position descriptions will be added/updated to reflect a reclassification to salary grade S317: Customer Relationship Manager, Council on Aging Coordinator, Animal Shelter Manager, and Director of Archives and History/Special Historic Projects Coordinator. Additionally, the corresponding organizational charts for Citizen Service Center, Council on Aging, Animal Shelter, and Archives have also been added/updated to reflect those changes.

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

## **FINANCIAL IMPACT**

**Total cost of recommendation:** N/A

**Budget line item(s) to be used:** N/A

**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