



# Baldwin County Commission

## Legislation Details (With Text)

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<b>File #:</b>	23-1132	<b>Version:</b>	1
<b>Type:</b>	Consent	<b>Status:</b>	Agenda Ready
<b>File created:</b>	5/5/2023	<b>In control:</b>	Baldwin County Commission Regular
<b>On agenda:</b>	5/16/2023	<b>Final action:</b>	
<b>Title:</b>	Budget and Purchasing Department - Position Changes		
<b>Indexes:</b>			
<b>Attachments:</b>	1. Updated Position Description for Senior Budget Accountant, 2. Updated Organizational Chart for Budgeting and Purchasing		

Date	Ver.	Action By	Action	Result
5/16/2023	1	Baldwin County Commission Regular		

**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 5/16/2023

**Item Status:** New

**From:** Beth Hodges, Budget Director

Deidra Hanak, Personnel Director

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

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### ITEM TITLE

Budget and Purchasing Department - Position Changes

### STAFF RECOMMENDATION

Take the following actions:

- 1) Reclassify / retitle the Buyer II position (#5159), grade 310 (grade 310 range: \$18.28 - \$29.95 per hour) to a Senior Budget Accountant, grade S317 (\$57,544.00 - \$94,297.00 annually); and
- 2) Approve the updated position description for Senior Budget Accountant; and
- 3) Approve the updated organizational chart for the Budget and Purchasing Department.

### BACKGROUND INFORMATION

**Background:** In an effort to have succession planning, the Budget Director respectfully requests that the above recommendations are approved.

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

### FINANCIAL IMPACT

**Total cost of recommendation:** \$19,521.60 - annual budgeted increase

**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**

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**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