



# Baldwin County Commission

## Legislation Details (With Text)

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**File #:** 23-1134      **Version:** 1

**Type:** Consent      **Status:** Agenda Ready

**File created:** 5/5/2023      **In control:** Baldwin County Commission Regular

**On agenda:** 5/16/2023      **Final action:**

**Title:** Finance and Accounting Department - Position and Personnel Changes

**Indexes:**

**Attachments:** 1. Position Description for Compliance Analyst, 2. Updated Organizational Chart for Finance and Accounting

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:** Cian Harrison, Clerk/Treasurer  
Deidra Hanak, Personnel Director  
**Submitted by:** Deidra Hanak, Personnel Director

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### **ITEM TITLE**

Finance and Accounting Department - Position and Personnel Changes

### **STAFF RECOMMENDATION**

Take the following actions:

- 1) Abolish the vacant Accounts Payable Technician position (#845) grade 308 (grade 308 range: \$34,153.60 - \$55,972.80 annually), and
- 2) Retitle Katrina Taylor, Grants Coordinator position (#5548), grade S316 (\$57,006.75 annually) to Compliance Analyst at a grade S316 (\$67,000.00); and
- 3) Approve the position description for Compliance Analyst; and
- 4) Approve the updated organizational chart for the Finance and Accounting Department.

### **BACKGROUND INFORMATION**

**Background:** The Clerk/Treasurer respectfully requests the Grants Coordinator position be revised to Compliance Analyst to better reflect the duties of the position within the Finance and Accounting Department. This position was originally created to be a liaison between the Finance and Accounting Department and other Departments assisting in tracking, monitoring, and support. This position has taken on much more complex duties to include the implementation and oversight of various federal grant programs. The position's role has transitioned since the creation of a Grants Department and

has been assigned additional tasks more aligned with compliance. The Clerk Treasurer respectfully requests that the above recommendations be approved.

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

**FINANCIAL IMPACT**

**Total cost of recommendation:** \$24,153.60 - budgeted 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**

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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