



# Baldwin County Commission

## Legislation Details (With Text)

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<b>File #:</b>	23-1155	<b>Version:</b>	1
<b>Type:</b>	Consent	<b>Status:</b>	Agenda Ready
<b>File created:</b>	5/10/2023	<b>In control:</b>	Baldwin County Commission Regular
<b>On agenda:</b>	5/16/2023	<b>Final action:</b>	
<b>Title:</b>	Planning and Zoning Department - Position Changes		
<b>Indexes:</b>			
<b>Attachments:</b>	1. Position Descriptions for Part Time and Full Time Associate Planner, 2. Updated Organizational Chart for Planning and Zoning		

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:** Matthew Brown, Planning Director

Deidra Hanak, Personnel Director

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

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### ITEM TITLE

Planning and Zoning Department - Position Changes

### STAFF RECOMMENDATION

Take the following actions:

- 1) Retitle the Subdivision Coordinator position (#5431) to an Associate Planner position; and
- 2) Reclassify the Planning Technician II position (#5345) grade 311 (grade 311 range: \$19.38 - \$31.75 per hour) to a Planning Technician I position at a grade 310 (grade 310 range: \$18.28 - \$29.95 per hour); and
- 3) Create a Part-time Associate Planner position (#TBD) at a grade 313 (grade 313 range: \$21.81 - \$35.74 per hour); and
- 4) Approve the updated position descriptions for Associate Planner and Part-time Associate Planner; and

5) Approve the updated organizational chart for the Planning and Zoning Department.

### **BACKGROUND INFORMATION**

**Background:** In an effort to restructure due to the retirement and resignation of employees in these positions, the Planning Director respectfully requests that the above recommendations are approved.

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

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$16,741.98 - approximate annual budgeted increase

**Budget line item(s) to be used:** 10052730.51130

**If this is not a budgeted expenditure, does the recommendation create a need for funding?**

No. Unfilled positions during the fiscal year leaves sufficient budget to cover all changes.

### **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