



# Baldwin County Commission

## Legislation Text

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**File #:** 18-0278, **Version:** 1

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**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 6/5/2018  
**Item Status:** New  
**From:** Ron Cink, County Administrator  
Andrea Roberson, Personnel Director  
**Submitted by:** Deidra Hanak, Assistant Personnel Director

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### **ITEM TITLE**

Commission Administration - Re-organization of the Bay Minette Custodial Department

### **STAFF RECOMMENDATION**

Take the following actions:

- 1) Approve the reporting change for Bay Minette Custodial employees (PID #370, #549, #581, and #352) to report to the Administration/Records Manager, with no change in cost center; and
- 2) Approve the reporting change for Bay Minette Custodial employees (PID #1043, #142, #815, and #631) to report to the Purchasing Director, with no change in cost center; and
- 3) Approve the updated position descriptions for Custodian (Bay Minette), Facilities Maintenance Coordinator, Administration/Records Manager, and Purchasing Director; and
- 4) Approve the updated organizational charts for the Commission Administration Department, Budgeting and Purchasing Department, and Building Maintenance Department.

### **BACKGROUND INFORMATION**

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

**Background:** The County Administrator respectfully requests that the above recommendations are approved.

### **FINANCIAL IMPACT**

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

**Budget line item(s) to be used:** 51996.5113

**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** Click or tap to enter a date.

**Individual(s) responsible for follow up:** N/A

**Action required (list contact persons/addresses if documents are to be mailed or emailed):**  
N/A

**Additional instructions/notes:** Personnel - Implement Changes