



Baldwin County Commission

Legislation Text

File #: 19-0545, **Version:** 1

Meeting Type: BCC Regular Meeting
Meeting Date: 1/15/2019
Item Status: Addendum
From: Commissioner James E. Ball
Submitted by: Anu Gary, Administration/Records Manager

ITEM TITLE

Discussion Regarding Appointed Contract Employees - County Administrator, Personnel Director and Emergency Management Agency Director Positions

STAFF RECOMMENDATION

Discuss the advertising and posting of the following appointed contract employee positions and the salary range for each position:

County Administrator
Personnel Director
Emergency Management Agency (EMA) Director

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: According to local legislation applicable to Baldwin County, a certain and limited number of Baldwin County Commission administrative positions shall be appointed contract employees. Section 45-2-120.12 of the Code of Alabama (1975) reads, in part, as follows:

One appointed employee position may be filled by the judge of probate which position shall be designated chief clerk.

Two appointed employee positions may be filled by the revenue commissioner which positions shall be designated chief clerk of collections and chief appraiser.

Three appointed employee positions may be filled by the sheriff which positions shall be designated chief deputy, chief jailer, and chief of the civil division.

The following shall be appointed contract employees: county administrator, emergency management director, juvenile detention director, personnel director, building official, clerk/treasurer, county engineer, development and environmental director, budget director, and

communication and information systems director.

Each of the appointed contract employees shall be employed under contract with the commission. Each contract shall include at a minimum the following provisions:

- 1) A provision for termination and severance.
- 2) A job description for the position.
- 3) An annual written evaluation to be reviewed with the employee and retained by the commission in the employee's personnel file.
- 4) A provision that the contract will be nonbinding on the successor commission after each four-year election; however, the contracts must be cancelled or continued within 90 days of the successor commission taking office.
- 5) A provision that any appointed contract employee employed by the county commission may not be subject to any action to cancel or not to renew the contract or in any other manner dismiss or terminate the contract employee except by a three-fourths vote of the elected members of the county commission.

Commissioner James E. Ball would like to discuss the posting, advertising and salary range for the for the following appointed contract employees:

County Administrator
Personnel Director
Emergency Management Agency (EMA) Director

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 Department / Administration Department

Action required (list contact persons/addresses if documents are to be mailed or emailed): As directed by the Commission.

Additional instructions/notes: N/A