



# Baldwin County Commission

## Legislation Text

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**File #:** 19-0620, **Version:** 1

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**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 2/5/2019  
**Item Status:** New  
**From:** Kim Creech, Clerk/Treasurer  
Deidra Hanak, Interim Personnel Director  
**Submitted by:** Deidra Hanak, Interim Personnel Director

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### **ITEM TITLE**

Sales, Use, and License Tax Department - Position Change

### **STAFF RECOMMENDATION**

Take the following actions:

- 1) Abolish the Deputy License Inspector II position (PID #900) grade J (grade J range: \$35,726.08 - \$58,489.60 annually); and
- 2) Create a Revenue Compliance Officer position (PID #TBD) at a grade I (grade I range: \$32,508.32 - \$53,239.68 annually); and
- 3) Approve the position description for the Revenue Compliance Officer; and
- 4) Approve the updated organizational chart for the Sales, Use, and License Tax Department.

### **BACKGROUND INFORMATION**

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

**Background:** The Deputy License Inspector II position was vacated in December 2018, due to the retirement of the previous employee. The Clerk/Treasurer respectfully requests that the above recommendations are approved.

### **FINANCIAL IMPACT**

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

**Budget line item(s) to be used:** 51750.5113

**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:** 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