



# Baldwin County Commission

## Legislation Text

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**File #:** 20-0669, **Version:** 1

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**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 2/4/2020  
**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 Changes

### **STAFF RECOMMENDATION**

Take the following actions:

- 1) Reclassify the Accounts Payable Supervisor (PID #126) from a grade I (grade I range: \$32,508.32 - \$53,239.68 annually) to a grade L (grade L range: \$43,103.84 - \$70,626.40 annually); and
- 2) Reclassify the Assistant Accounts Payable Supervisor (PID #4089) from a grade H (grade H range: \$29,631.68 - \$48,642.88 annually) to a grade K (grade K range: \$39,220.48 - \$64,274.08 annually); and
- 3) Approve the promotion of Robin Benson from the Assistant Accounts Payable Supervisor (PID #4089) grade H-15 (\$20.659 per hour / \$42,970.72 annually) to fill the Accounts Payable Supervisor (PID #126) at a grade L-03 (\$22.318 per hour / \$46,421.44 annually); and
- 4) Approve the promotion of Amanda Cunningham from the Accounts Payable Technician (PID #1064) grade G-01 (\$13.287 per hour / \$27,636.96 annually) to fill the Assistant Accounts Payable Supervisor (PID #4089) at a grade K-EL (\$18.856 per hour / \$39,220.48 annually); and
- 5) Approve the updated position descriptions for the Assistant Accounts Payable Supervisor and Accounts Payable Supervisor; and
- 6) Approve the updated organizational chart for the Finance and Accounting Department.

These actions will be effective no sooner than February 17, 2020.

### **BACKGROUND INFORMATION**

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

**Background:** In an effort to realign the Accounts Payable Supervisor and Assistant Accounts Payable Supervisor position duties, which have significantly grown in the past several years, the Clerk Treasurer requests that the above recommendations are approved.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** approximately \$8,003.84 savings

**Budget line item(s) to be used:** 51700.5113

**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

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

**Additional instructions/notes:** N/A