



# Baldwin County Commission

## Legislation Text

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**File #:** 20-0796, **Version:** 1

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**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 2/18/2020

**Item Status:** New

**From:** Betty Sweet, Board of Registrars Chairman  
Deidra Hanak, Personnel Director

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

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### **ITEM TITLE**

Board of Registrars - Position Changes

### **STAFF RECOMMENDATION**

Take the following actions:

- 1) Approve the reclassification/re-title of Max Huffman, from the Office Manager position (PID #851) from grade G-04 (\$14.314 per hour / \$29,773.12 annually) to Administrative Support Specialist III (#TBD) grade I-EL (\$15.629 per hour / \$32,508.32 annually); and
- 2) Approve the reclassification/re-title of Cynthia Lamberth, from the Office Assistant III position (PID #852) from grade E-11 (\$14.140 per hour / \$29,411.20 annually) to Administrative Support Specialist I (#TBD) grade G-04 (\$14.314 per hour / \$29,773.12 annually); and
- 3) Approve the reclassification/re-title of Bobbi York, from the Office Assistant III position (PID #624) from grade E-10 (\$13.795 per hour / \$28,693.60 annually) to Administrative Support Specialist I (#TBD) grade G-03 (\$13.962 per hour / \$29,040.96 annually); and
- 4) Approve the reclassification/re-title of the Office Assistant III positions (PID #620) from grade E (grade E range: \$22,424.48 - \$36,734.88 annually) to Administrative Support Specialist I (#TBD) grade G (grade G range: \$26,971.36 - \$44,231.20 annually); and
- 5) Approve the updated organizational chart for the Board of Registrars; and
- 6) Approve the updated position descriptions for the Administrative Support Specialist I and Administrative Support Specialist III.

These actions will be effective no sooner than March 2, 2020.

### **BACKGROUND INFORMATION**

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

**Background:** The current job descriptions for these positions were updated in 1990, with revisions in 1995 and 2011. Neither of the current classifications account for technological advances (requiring specialized knowledge, training and skill); the entirety of the positions' scope/responsibility or the positions' far-reaching impact. The actual responsibility, training, knowledge and skills are better classified as Administrative Support Specialist I and Administrative Support Specialist III.

We have included Montgomery, Jefferson, and Shelby counties for comparison. The three offices have comparable (or lower) populations and workload. Also, the counties have employees with the same responsibilities and have salary ranges in line with the proposed reclassification. The part-time position has not been filled in two years and all work requirements have been met despite the shortfall. This reclassification will help recruit and retain qualified employees in these critical positions. This is especially important as the board members, including myself, are political appointees, while the county employees represent subject matter expertise and longevity (the county employees end up training the newly appointed board members).

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$8,266.52 savings (based on Fiscal Year 2020 budgeted salaries due to the promotion/transfer of a previous Board of Registrars employee)

**Budget line item(s) to be used:** 51920.5113

**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