



Baldwin County Commission

Legislation Text

File #: 20-0984, **Version:** 1

Meeting Type: BCC Regular Meeting

Meeting Date: 4/7/2020

Item Status: New

From: Cian Harrison, Clerk Treasurer

Deidra Hanak, Personnel Director

Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Finance/Accounting Department - Position Change

STAFF RECOMMENDATION

Take the following actions:

- 1) Reclassify the Payroll Technician position (PID #4062) hourly grade I (grade I range: \$32,508.32 - \$53,239.68 annually) to a Junior Staff Accountant (PID #TBD) at a salary grade EC-06 (EC-06 range: \$37,063 - \$58,709 annually); and
- 2) Approve the updated organizational chart for the Finance/Accounting Department.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The Payroll Technician position was vacated in January 2020 due to the resignation of the previous employee. The Clerk Treasurer respectfully requests that the above recommendations are approved.

FINANCIAL IMPACT

Total cost of recommendation: TBD - potential 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