



Baldwin County Commission

Legislation Text

File #: 20-1225, Version: 1

Meeting Type: BCC Regular Meeting
Meeting Date: 7/7/2020
Item Status: New
From: Eddie Harper, Building Official
Deidra Hanak, Personnel Director
Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Building Inspection - Position Changes

STAFF RECOMMENDATION

Action Item with discussion needed for the Commission to take action at the following regular meeting.

Take the following actions:

- 1) Reclassify the Hazard Mitigation Coordinator (PID #347) from an hourly grade H (grade H range: \$29,631.68 - \$48,642.88 annually) to a salary grade EC-07 (EC-07 range: \$44,476 - \$70,450 annually); and
- 2) Reclassify the Permit Administrator (PID #5538) from salary grade EC-06 (EC-06 range: \$37,063 - \$58,709 annually) to salary grade EC-07 (EC-07 range: \$44,476 - \$70,450 annually), with a \$2,000.00 in increase in pay due to added responsibilities; and
- 3) Re-title the Office Manager position (PID #5472) to Bookkeeper, with no change in grade or pay; and
- 4) Re-title the Office Assistant IV positions (PID #5470 and #5471) to Permit Technician I, with no change in grade or pay; and
- 5) Approve the updated organizational chart for the Building Inspections Department; and
- 6) Approve the updated position descriptions for Hazard Mitigation Coordinator, Permit Administrator, Bookkeeper, and Permit Technician I.

These recommendations will be effective no sooner than July 20, 2020.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The Hazard Mitigation Coordinator position was vacated in June 2020, due to the retirement of the previous employee. In an effort to realign and restructure duties within the department, the Building Official respectfully requests that the above recommendations are approved.

FINANCIAL IMPACT

Total cost of recommendation: \$2,000.00

Budget line item(s) to be used: 52710.5113

If this is not a budgeted expenditure, does the recommendation create a need for funding?
NA

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