



# Baldwin County Commission

## Legislation Text

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**File #:** 20-1473, **Version:** 1

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**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 9/1/2020

**Item Status:** New

**From:** Ron Cink, Budget Director

Heather Gwynn, Sales, Use, and License Tax Coordinator

Deidra Hanak, Personnel Director

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

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### **ITEM TITLE**

Sales, Use, and License Tax Department - Position Changes

### **STAFF RECOMMENDATION**

Take the following actions:

- 1) Approve the employment of Beverly Moon to fill the Audit Compliance Officer Trainee position (PID #5530) at a grade EC-06 (\$37,063.00 annually) to be effective no sooner than September 8, 2020; and
- 2) Create an Audit Compliance Officer Trainee position (PID #TBD) (EC-06 range: \$37,063 - \$58,709 annually) ; and
- 3) Approve the employment of Blake Blair to fill the Audit Compliance Officer Trainee position (PID #TBD) at a grade EC-06 (\$37,063.00 annually) to be effective no sooner than September 8, 2020; and
- 4) Abolish the Audit Compliance Officer position (PID #1013) (EC-07 range: \$44,476 - \$70,450 annually) to be effective no sooner than October 1, 2020.

### **BACKGROUND INFORMATION**

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

**Background:** The Audit Compliance Officer Trainee position was vacated in March 2020 due to the termination previous employee and the Audit Compliance Officer position will be vacated in October 2020, due to the retirement of the current employee. The Sales, Use, and License Tax Coordinator, with the concurrence of the Budget Director, respectfully requests that the above recommendations are approved.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$74,126.00 - budgeted

**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