



Baldwin County Commission

Legislation Text

File #: 20-1546, **Version:** 1

Meeting Type: BCC Regular Meeting

Meeting Date: 9/15/2020

Item Status: New

From: Deidra Hanak, Personnel Director

Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Approval of Updated Organizational Charts and Position Descriptions

STAFF RECOMMENDATION

Approve the following to coincide with the approval of the Fiscal Year 2020-2021 Budget changes:

- 1) Updated organizational chart for the Finance and Accounting Department; and
- 2) Updated position description for Staff Accountant (Grants); and
- 3) Updated organizational chart for the departments reporting to the County Administrator; and
- 3) Updated position descriptions for Archives Specialist, Customer Service Representative II Baldwin Regional Area Transit System (BRATS), Billing Account Specialist II (BRATS), Administrative Support Specialist I (BRATS), Training Manager (BRATS), Natural Resource Planner; and
- 4) Updated organizational chart for the Building Department; and
- 5) Updated position description for Plans Examiner; and
- 6) Updated organizational chart for the Communications and Information Systems Department; and
- 7) Updated position description for the Telephony Technician; and
- 8) Updated organizational chart for the Emergency Management Agency; and
- 9) Updated position descriptions for the Emergency Management Officer, Emergency Management Specialist, Planning and Grants Division Manager, and Facilities Coordinator/Environmental Services; and
- 10) Updated organizational chart for the Highway Departments; and

- 11) Updated position description for the Operator Technician Trainee; and
- 12) Updated organizational chart for the Personnel Department; and
- 13) Updated position description for the Personnel Specialist; and
- 14) Updated organizational chart for the Revenue Commission/Re-Appraisal; and
- 15) Updated position descriptions for the Administrative Support Specialist IV, Collections Bookkeeper II, GIS Coordinator, Real Property Analyst II, and Real Property Specialist II; and
- 16) Updated organizational chart for the Budgeting and Purchasing Department and Sales, Use, and License Tax Department; and
- 17) Updated position descriptions for the Chief Deputy License Inspector, Deputy License Inspector I, Deputy License Inspector II, and Deputy License Inspector III; and
- 18) Updated organizational chart for the Solid Waste Department; and
- 19) Updated position descriptions for the Deputy Solid Waste Officer II, Landfill Gas Technician, Scale Attendant II, Staff Accountant, and Senior Billing Account Specialist (Customer Service); and
- 20) Updated organizational chart for the Board of Registrars; and
- 21) Updated organizational chart for the Juvenile Detention Center; and
- 22) Updated organizational chart for the Probate Office.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: N/A

FINANCIAL IMPACT

Total cost of recommendation: N/A

Budget line item(s) to be used: N/A

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