



# Baldwin County Commission

## Legislation Text

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**File #:** 21-0220, **Version:** 1

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**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 12/1/2020

**Item Status:** New

**From:** Cian Harrison, Clerk Treasurer

Deidra Hanak, Personnel Director

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

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### **ITEM TITLE**

Finance and Accounting Department - Position Changes

### **STAFF RECOMMENDATION**

Take the following actions:

- 1) Approve the employment of Kara Brooks to fill the open Accounts Payable Technician position (PID #5549) at a grade 308 (\$16.10 per hour / \$33,488.00 annually) to be effective no sooner than December 7, 2020; and
- 2) Approve the creation of an Accounting Manager position (PID #TBD) grade S319 (S319 range: \$63,676.00 - \$104,341.00 annually); and
- 3) Approve the updated organizational chart for the Finance and Accounting Department.

### **BACKGROUND INFORMATION**

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

**Background:** The Accounts Payable Technician position was created during the FY20/21 Budget Cycle. The Clerk Treasurer respectfully requests that the above recommendation is approved.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$33,488.00 for Accounts Payable Technician - budgeted; TBD for Accounting Manager position

**Budget line item(s) to be used:** 51700.5113

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

yes

### **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