



Baldwin County Commission

Legislation Text

File #: 21-0253, **Version:** 1

Meeting Type: BCC Regular Meeting
Meeting Date: 12/1/2020
Item Status: New
From: Wayne Dyess, County Administrator
Deidra Hanak, Personnel Director
Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Planning and Zoning Department - Reclassification of Position

STAFF RECOMMENDATION

Reclassify the Office Administrator position (PID #1091) grade 307, to Planning Technician at a grade 309, to be effective no sooner than December 31, 2020.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The Office Administrator position will be vacated in December 2020, due to the retirement of the current employee. The County Administrator respectfully requests that the above recommendation is approved.

FINANCIAL IMPACT

Total cost of recommendation: No additional budget cost

Budget line item(s) to be used: 52730.5113

If this is not a budgeted expenditure, does the recommendation create a need for funding?
Current salary funding for PID #1091 is \$45,149. The salary range for Grade 307 is \$31,886.40 - \$52,270.40, and the salary range for Grade 309 is \$35,172.80 - 57,616.00. If a Planning Technician is hired in above \$45,149 then a budget adjustment may be needed at a later date.

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