



Baldwin County Commission

Legislation Text

File #: 21-0404, **Version:** 1

Meeting Type: BCC Regular Meeting

Meeting Date: 1/19/2021

Item Status: New

From: Cian Harrison, Clerk/Treasurer

Deidra Hanak, Personnel Director

Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Finance and Accounting Department - Position Changes

STAFF RECOMMENDATION

Take the following actions:

- 1) Approve the promotion of Christie Davis from the Senior Budget Accountant position (PID #5327) grade S317 (\$74,279.19 annually) in the Budgeting and Purchasing Department (51725) to fill the open Accounting Manager position (PID #5591) at a grade S319 (\$84,000.00 annually), with said salary due to specialized experience, in the Finance and Accounting Department (51700) to be effective no sooner than February 1, 2021; and
- 2) Abolish the Accounting Manager position (PID #5461), grade S319 (grade S319 range: \$63,676.00 - \$104,341.00 annually); and
- 3) Create a Senior Accountant position (PID #TBD), grade S317 (grade S317 range: \$56,410.00 - \$92,439.00 annually); and
- 4) Approve the updated organizational chart for the Finance and Accounting Department.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The Accounting Manager position was newly created in December 2020 and the additional Accounting Manager position will be vacated in January 2021 due to the resignation of the current employee. The Clerk/Treasurer respectfully requests that the above recommendations are approved.

FINANCIAL IMPACT

Total cost of recommendation: \$84,000.00 - budgeted

Budget line item(s) to be used: 51700.5113

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