



# Baldwin County Commission

## Legislation Text

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**File #:** 21-0504, **Version:** 1

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**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 2/17/2021

**Item Status:** New

**From:** Terri Graham, Development and Environmental Director

Deidra Hanak, Personnel Director

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

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### **ITEM TITLE**

Solid Waste Department (Collections) - Position Changes

### **STAFF RECOMMENDATION**

Take the following actions:

- 1) Retitle the vacant Junior Dispatcher position (PID #5507) grade 307 (grade 307 range: \$15.33 - \$25.13 per hour) to an Operations Support Specialist II, with no change in pay grade; and
- 2) Reclassify/retitle the vacant Senior Dispatcher position (PID #5508) grade 308 (grade 308 range: \$16.10 - \$26.38 per hour) to Operations Support Specialist III grade 309 (grade 309 range: \$16.91 - \$27.70 per hour); and
- 3) Abolish the vacant Billing Account Specialist II position (PID #5585) grade 307 (grade 307 range: \$15.33 - \$25.13 per hour) in Solid Waste Collections Administration (54801); and
- 4) Create an Operations Support Specialist II position (PID #5585) grade 307 (grade 307 range: \$15.33 - \$25.13 per hour) in Solid Waste Collections (54800); and
- 5) Approve the reclassification of Suzanne Doughty from the Senior Accountant (PID #385) from grade S317 (\$82,767.36 annually) (grade S317 range: \$56,410.00 - \$92,439.00 annually) to Accounting Manager grade 319 (\$84,836.54 annually) (grade 319 range: \$63,676.00 - \$104,341.00 annually); and
- 6) Approve the position descriptions for Accounting Manager, Operations Support Specialist II and Operations Support Specialist III; and
- 7) Approve the updated organizational chart for the Solid Waste Department.

### **BACKGROUND INFORMATION**

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

**Background:** In an effort to reorganize the department for efficiency, the Development and Environmental Director respectfully requests that the above recommendations are approved.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$3,752.98 - additional cost

**Budget line item(s) to be used:** 51154800.51130

**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