



Baldwin County Commission

Legislation Text

File #: 21-0951, **Version:** 2

Meeting Type: BCC Regular Meeting
Meeting Date: 6/15/2021
Item Status: Replacement
From: Eddie Harper, Building Official
Deidra Hanak, Personnel Director
Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

*Building Inspection Department - Personnel and Position Changes

STAFF RECOMMENDATION

Take the following actions:

- 1) Reclassify Murray Authement from the Chief Building Inspector position (PID #5539) grade S316 (\$59,490.64 annually) to a Deputy Building Official, grade S318 (\$68,685.00 annually); and
- 2) Reclassify Mindy Smith, Permit Administrator, from grade S313 (\$51,898.49 annually) to grade S316 (\$58,000.00 annually); and
- 3) Reclassify Danielle Brazwell, Permit Technician I, from grade 305 (\$17.536 per hour / \$36,474.88 annually) to grade 306 (\$17.974 per hour / \$37,385.92 annually); and
- 4) Reclassify Fabia Waters, Permit Technician I, from grade 305 (\$14.898 per hour / \$30,987.84 annually) to grade 306 (\$15.270 per hour / \$31,761.60 annually); and
- 5) Approve the promotion of Ashley Anderson from the Building Inspector II position (PID #5595), grade 310 (\$20.00 per hour / \$41,600.00 annually), to fill the open Building Inspector III position (PID #5278) grade 315 (\$24.030 per hour / \$49,982.40 annually); and
- 6) Create two (2) Building Inspector III positions (PIDs #TBD), grade 315; and
- 7) Create one (1) Chief Permit Technician position (PID #TBD), grade 312; and
- 8) Abolish the Building Inspector II position (PID #5595); and
- 10) Approve the updated organizational chart for the Building Inspections Department; and
- 11) Approve the updated position descriptions for Chief Permit Technician, Deputy Building Official,

Permit Administrator, and Permit Technician I.

These actions will be effective no sooner than June 21, 2021.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background:

This item was replaced due to a previously incorrect salary grade on item #1 and the applicant for hire was removed due to acceptance of position being rescinded.

Due to Senate Bill 107 the Building Department territory coverage will increase substantially starting July 27, 2021. The workload and the responsibilities will increase for our entire staff and above some original job descriptions. Adding a second Deputy Building Official is necessary to allow each office to have a qualified staff member in the office that can approve documentation and make code decisions in addition to and in the absence of the Building Official. The Permit Administrator will have additional duties in assisting the Planning and Zoning Department and the Highway Department with implementing, merge and maintaining new software to meet the additional workload created by SB107.

FINANCIAL IMPACT

Total cost of recommendation: Approximately \$125,597.47 - not currently budgeted

Budget line item(s) to be used: 10052710.51130

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

Yes, this increase in departmental expenses offset by increased revenues generated by building permits issued in the expanded geographic area's.

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