



Baldwin County Commission

Legislation Text

File #: 21-1339, **Version:** 1

Meeting Type: BCC Regular Meeting

Meeting Date: 9/21/2021

Item Status: New

From: Deidra Hanak, Personnel Director

Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Approval of Updated Organizational Charts and Position Descriptions

STAFF RECOMMENDATION

Approve the following to coincide with the approval of the FY2021-2022 Budget changes:

- 1) Updated organizational chart for the Accounting Department; and
- 2) Updated position description for Chief Compliance Officer; and
- 3) Updated organizational chart for the Animal Shelter; and
- 4) Updated position description for Animal Shelter Manager; and
- 5) Updated organizational chart for BRATS Department; and
- 6) Position description for Mechanic I; and
- 7) Updated organizational chart for the Building Maintenance Department; and
- 8) Position description for the Administrative Support Specialist III; and
- 9) Updated organizational chart for the Citizen Service Center; and
- 10) Position description for the Marketing and Public Outreach Coordinator; and
- 11) Updated organizational chart for the Council on Aging; and
- 12) Position description for the Senior Program Support Specialist; and
- 13) Updated organizational chart for the Personnel Department; and

- 14) Position description for the Personnel Specialist II; and
- 15) Updated organizational chart for the Planning and Zoning Department; and
- 16) Position description for the Deputy Planning and Zoning Director; and
- 17) Updated organizational chart for the Solid Waste Department; and
- 18) Updated position description for the Deputy Development and Environmental Director; and
- 19) Updated organizational chart for the Archives and History Department; and
- 20) Position descriptions for Administrative Support Specialist III (Records) and Administrative Support Specialist III (Office); and
- 21) Updated organizational chart for the Budgeting and Purchasing Department; and
- 22) Updated position descriptions for the Buyer I, Buyer II, and Buyer III; and
- 23) Updated organizational chart for the Emergency Management Agency; and
- 24) Position descriptions for the Public Information and Communications Specialist and Office Assistant III; and
- 25) Updated organizational chart for the Revenue Commission/Re-Appraisal; and
- 26) Updated position descriptions for the Assistant Administrator of Collections, Assistant Administrator of Assessment, Administrator of Personal Property, Personal Property Appraiser I, Personal Property Appraiser II, and Personal Property Appraiser Trainee; and
- 27) Updated organizational chart for the CIS Department; and
- 28) Updated organizational chart for the Parks Department; and
- 29) Updated organizational chart for the Probate Office; and
- 30) Updated organizational chart for the Highway Departments; and
- 31) Position descriptions for the Staff Engineer and Right-of-Way Manager.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: N/A

FINANCIAL IMPACT

Total cost of recommendation: N/A

Budget line item(s) to be used: N/A

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: N/A

Action required (list contact persons/addresses if documents are to be mailed or emailed):
N/A

Additional instructions/notes: N/A