



# Baldwin County Commission

## Legislation Text

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**File #:** 22-0161, **Version:** 1

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**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 11/2/2021

**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 - Personnel Changes

### **STAFF RECOMMENDATION**

Take the following actions:

- 1) Approve the promotion of Karen Smith from the Senior Billing Account Specialist (Landfill) position (PID #5194), grade 311 (\$22.73 per hour / \$47,288.21 annually), in Solid Waste Administration (51054100), to fill the open Accounts Receivable Manager (Landfill) position (PID #5614), at a grade 312 (\$24.55 per hour / \$51,071.27 annually), in Solid Waste Magnolia Landfill (51054300); and
- 2) Approve the promotion of Allison Owens from the Chief Administrative Assistant position (PID #5499), grade 310 (\$19.21 per hour / \$39,956.80 annually), to fill the open Operations Support Manager position (PID #5580), at a grade 312 (\$21.64 per hour / \$45,011.20 annually), in Solid Waste Administration (51054100); and
- 3) Approve the promotion of Megan McKee from the Senior Dispatcher - Carts position (PID #5199), grade 308 (\$19.82 per hour / \$41,225.60 annually), to fill the open Operations Support Specialist III position (#5508), at a grade 309 (\$21.41 per hour / \$44,532.80 annually), in the Solid Waste Collections Department (51154800); and
- 4) Approve the promotion of M. Alicia Lassitter from the Senior Billing Account Specialist (Compliance) position (PID #5419), grade 310 (\$18.87 per hour / \$39,249.60 annually), to fill the open Billing Specialist and Customer Relations Manager position (PID #5615), grade 312 (\$21.64 per hour / \$45,011.20 annually), in the Solid Waste Collections Administration Department (51154801); and
- 5) Approve the promotion of Madison Lowry from the Billing Account Specialist I position (PID #5330), grade 306 (\$15.20 per hour / \$31,616.00 annually), to fill the open Billing Account Specialist II position (PID #5314), at a grade 307 (\$16.42 per hour / \$34,153.60 annually), in the Solid Waste Collections Administration Department (51154801); and

6) Approve the promotion of Megan Biggs from the Billing Account Specialist I position (PID #5509), grade 306 (\$15.20 per hour / \$31,616.00 annually), to fill the open Billing Account Specialist II position (PID #5205), at a grade 307 (\$16.42 per hour / \$34,153.60 annually), in the Solid Waste Collections Administration Department (51154801); and

7) Approve the promotion of Anna Loper from the Billing Account Specialist II position (PID #5205), grade 307 (\$15.95 per hour / \$33,176.00 annually), to fill the open Deputy Solid Waste Officer I position (PID #5391), at a grade 310 (\$18.10 per hour / \$37,648.00 annually), in the Solid Waste Collections Administration Department (51154801); and

8) Reclassify the Senior Billing Account Specialist (Compliance) position (PID #5419), grade 310, in the Solid Waste Collections Administration Department (51154801) to an Operations Support Specialist II position, grade 307, in the Solid Waste Collections Department (51154800); and

9) Approve the lateral transfer of Brianna Davis from the Scale Attendant II position (PID #5643), grade 307 (\$17.85 per hour / \$37,128.00 annually), in Solid Waste Magnolia Landfill (51054300), to fill the open Operations Support Specialist II position (PID #5419), with no change in pay, in the Solid Waste Collections Department (51154800); and

10) Reclassify the Scale Attendant II position (PID #5643), grade 307, to a Scale Attendant I position, grade 306; and

11) Approve the employment of Charles Miniard to fill the open Landfill Equipment Operator III position (PID #1050) at a grade 309 (\$17.08 per hour / \$35,526.40 annually) in Solid Waste Magnolia Landfill (51054300); and

12) Abolish the Senior Dispatcher (Carts) position (PID #5199); and

13) Abolish the Senior Billing Account Specialist (Landfill) position (PID #5194); and

14) Approve the updated organizational chart for the Solid Waste Department.

These actions will be effective no sooner than November 8, 2021.

## **BACKGROUND INFORMATION**

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

**Background:** The Development and Environmental Director respectfully requests that the above recommendations are approved.

## **FINANCIAL IMPACT**

**Total cost of recommendation:** \$225,095.06 - Budgeted

**Budget line item(s) to be used:** 51054300.51130, 51054100.51130, 51154800.51130, 51154801.51130

**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