



Baldwin County Commission

Legislation Text

File #: 23-1081, **Version:** 1

Meeting Type: BCC Regular Meeting

Meeting Date: 5/2/2023

Item Status: New

From: Teddy Faust, Revenue Commissioner

Deidra Hanak, Personnel Director

Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Revenue Commission - Personnel and Position Changes

STAFF RECOMMENDATION

Take the following actions:

- 1) Abolish the Assessment Support Specialist II position (#5514), grade 310 (grade 310 range: \$18.28 - \$29.95 per hour); and
- 2) Create two (2) Assessment Support Technician I positions at a grade 305 (grade 305 range: \$14.19 - \$23.25 per hour); and
- 3) Approve the lateral transfer of V. Tonya Ireland from the Real Property Support Technician I position (#5525) grade 305 (\$15.21 per hour / \$31,636.80 annually), to fill the Assessment Support Technician I position (#TBD), with no change in salary, to be effective no sooner than May 8, 2023; and
- 4) Approve the updated organizational chart for the Revenue Commission - Assessment Division.

BACKGROUND INFORMATION

Background: The Assessment Support Specialist II position was vacated by the retirement of the previous employee. The Revenue Commissioner respectfully requests that the above recommendations are approved.

Previous Commission action/date: N/A

FINANCIAL IMPACT

Total cost of recommendation: \$1,144 - annual budgeted savings

Budget line item(s) to be used: 10051600.51130

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