



Baldwin County Commission

Legislation Text

File #: 23-1134, **Version:** 1

Meeting Type: BCC Regular Meeting

Meeting Date: 5/16/2023

Item Status: New

From: Cian Harrison, Clerk/Treasurer

Deidra Hanak, Personnel Director

Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Finance and Accounting Department - Position and Personnel Changes

STAFF RECOMMENDATION

Take the following actions:

- 1) Abolish the vacant Accounts Payable Technician position (#845) grade 308 (grade 308 range: \$34,153.60 - \$55,972.80 annually), and
- 2) Retitle Katrina Taylor, Grants Coordinator position (#5548), grade S316 (\$57,006.75 annually) to Compliance Analyst at a grade S316 (\$67,000.00); and
- 3) Approve the position description for Compliance Analyst; and
- 4) Approve the updated organizational chart for the Finance and Accounting Department.

BACKGROUND INFORMATION

Background: The Clerk/Treasurer respectfully requests the Grants Coordinator position be revised to Compliance Analyst to better reflect the duties of the position within the Finance and Accounting Department. This position was originally created to be a liaison between the Finance and Accounting Department and other Departments assisting in tracking, monitoring, and support. This position has taken on much more complex duties to include the implementation and oversight of various federal grant programs. The position's role has transitioned since the creation of a Grants Department and has been assigned additional tasks more aligned with compliance. The Clerk Treasurer respectfully requests that the above recommendations be approved.

Previous Commission action/date: N/A

FINANCIAL IMPACT

Total cost of recommendation: \$24,153.60 - budgeted savings

Budget line item(s) to be used: 10051700.51130

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

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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