



# Baldwin County Commission

## Legislation Text

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**File #:** 23-1155, **Version:** 1

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**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 5/16/2023

**Item Status:** New

**From:** Matthew Brown, Planning Director

Deidra Hanak, Personnel Director

**Submitted by:** Deidra Hanak, Personnel Director

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### **ITEM TITLE**

Planning and Zoning Department - Position Changes

### **STAFF RECOMMENDATION**

Take the following actions:

- 1) Retitle the Subdivision Coordinator position (#5431) to an Associate Planner position; and
- 2) Reclassify the Planning Technician II position (#5345) grade 311 (grade 311 range: \$19.38 - \$31.75 per hour) to a Planning Technician I position at a grade 310 (grade 310 range: \$18.28 - \$29.95 per hour); and
- 3) Create a Part-time Associate Planner position (#TBD) at a grade 313 (grade 313 range: \$21.81 - \$35.74 per hour); and
- 4) Approve the updated position descriptions for Associate Planner and Part-time Associate Planner; and
- 5) Approve the updated organizational chart for the Planning and Zoning Department.

### **BACKGROUND INFORMATION**

**Background:** In an effort to restructure due to the retirement and resignation of employees in these positions, the Planning Director respectfully requests that the above recommendations are approved.

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

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$16,741.98 - approximate annual budgeted increase

**Budget line item(s) to be used:** 10052730.51130

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

No. Unfilled positions during the fiscal year leaves sufficient budget to cover all changes.

### **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