

**BALDWIN COUNTY COMMISSION
AGENDA ACTION FORM**

Meeting Type:	Baldwin County Commission – Regular
Meeting Date:	11/15/2016
Placement of Item on the Agenda:	CONSENT AGENDA: - PERSONNEL
Item Status:	New
Submitted By:	Deidra B. Hanak
From:	Teddy Faust, Revenue Commissioner Andrea Roberson, Personnel Director
ITEM TITLE	
Revenue Commission - Personnel Changes	
STAFF RECOMMENDATION	
<p>Take the following actions:</p> <p>1) Abolish the Imaging Specialist position (PID #4096) (grade G range: \$26,314.08 - \$41,071.68 annually); and</p> <p>2) Create a Real Property Appraiser II position (PID #TBD) (grade K range: \$38,263.68 - \$59,683.52 annually); and</p> <p>3) Approve the promotion of Alison Stanford from the Real Property Appraiser I position (PID #4099) grade J-10 (\$21.420 per hour / \$44,553.60 annually) to fill the Real Property Appraiser II position (PID #TBD) at a grade K-09 (\$22.975 per hour / \$47,788.00 annually) to be effective no sooner than November 28, 2016; and</p> <p>4) Approve the promotion of Brenda Hinote from the Real Property Support Technician I position (PID #965) grade G-11 (\$16.597 / per hour / \$34,521.76 annually) to fill the Real Property Sales Analyst position (PID #4006) at a grade J-02 (\$17.600 per hour / \$36,608.00 annually) to be effective no sooner than November 28, 2016.</p>	
BACKGROUND INFORMATION	
Previous Commission Action/Background Information:	No

The Real Property Sales Analyst was vacated due to the transfer of the previous employee. The Revenue Commissioner respectfully requests the above changes are approved. The Revenue Commissioner respectfully requests the above changes are approved.	
FINANCIAL IMPACT	
Does the recommendation have a financial impact?	Yes
Total cost of recommendation?	
Are there funds budgeted for this recommendation?	Yes
Budget line item(s) to be used:	51810.5113
Balance remaining in the line item after recommended expenditure:	
Does the recommendation create a need for continued funding which is not included in the current budget?	No
LEGAL IMPACT	
Are there any legal documents required to be executed if this recommendation is approved?	No
ADVERTISING REQUIREMENTS	
Is advertising required for this recommendation?	No
CONSISTENCY WITH B.C. STRATEGIC PLAN - 2006-2016	
Is the recommendation applicable to the goals set forth in the Strategic Plan?	Yes
POLICY IMPACT	
Is the recommendation consistent with Commission Policy?	Yes
Which Commission policy is applicable to this recommendation?	Personnel Policy <i>I.F. Job Classifications</i> Personnel Policy <i>II.R. Promotions</i>
PERSONNEL IMPACT	
Does the recommendation have personnel impact?	Yes
Open funded position?	Yes
Position Number (PID):	PID #TBD and #4006
Newly created position?	Yes
Is the position description attached?	No
Comments:	Abolish PID #4096 Vacate PID#4099 Vacate PID #965

IMPLEMENTATION	
Is implementation for this item time sensitive?	No
Department(s)/Individual(s) responsible for follow up activities and specific actions required:	Personnel - Implement Changes
ATTACHMENTS	
1. Recommendation and Application for Real Property Sales Analyst Applicant (CONFIDENTIAL).pdf	
APPROVALS	
Budget	Christie Davis 11/9/2016 9:40:17 AM
Personnel	Andrea Rider 11/9/2016 9:33:37 AM
Administration	Keri Green 11/9/2016 11:48:20 AM
Chairman and County Administrator	Chris Elliott 11/10/2016 8:23:11 AM