

BALDWIN COUNTY COMMISSION AGENDA ACTION FORM

Meeting Type:	Baldwin County Commission – Regular
Meeting Date:	11/17/2015
Placement of Item on the Agenda:	CONSENT AGENDA: - PERSONNEL
Item Status:	New
Submitted By:	Deidra B. Hanak
From:	Cal Markert, County Engineer Ron Cink, County Administrator Felisha Anderson, Archives Director Andrea Roberson, Personnel Director
ITEM TITLE	
Archives Department - Transfer of Part-Time Gate Attendant Position from Archives Department to Highway (Parks) Department	
STAFF RECOMMENDATION	
<p>Take the following actions:</p> <p>1) Approve the transfer of the part-time Gate Attendant position (PID #PT35) from the Archives Department (00106/51906) to the Highway Department (Parks) (00144/57200P); and</p> <p>2) Approve the updated position description for the part-time Gate Attendant.</p>	
BACKGROUND INFORMATION	
Previous Commission Action/Background Information:	No
<p>The part-time Gate Attendant position will transition to be more focused on park maintenance and care than historical tours. In this transition, it will fall under the Highway Parks Department duties. The County Administrator and County Engineer respectfully request the above change is made.</p>	
FINANCIAL IMPACT	
Does the recommendation have a financial impact?	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
PERSONNEL IMPACT	
Does the recommendation have personnel impact?	Yes
Open funded position?	Yes
Position Number (PID):	PT35
Newly created position?	No
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. Updated - Gate Attendant Position Description.pdf	
APPROVALS	
Budget	
Personnel	Andrea Rider 11/10/2015 9:57:48 AM
Administration	Keri Green 11/10/2015 10:00:06 AM
Chairman and County Administrator	Keri Green 11/12/2015 1:45:15 PM