



Baldwin County Commission

Legislation Details (With Text)

File #: 24-0888 **Version:** 1
Type: Consent **Status:** Agenda Ready
File created: 6/21/2024 **In control:** Baldwin County Commission Regular
On agenda: 7/2/2024 **Final action:**
Title: Probate Office - Employment of Two (2) Recording Officer I Positions
Indexes:
Attachments:

Date	Ver.	Action By	Action	Result
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Meeting Type: BCC Regular Meeting
Meeting Date: 7/2/2024
Item Status: New
From: Harry D'Olive, Probate Judge
Deidra Hanak, Personnel Director
Submitted by: Bo Bonner, Assistant Personnel Director

ITEM TITLE

Probate Office - Employment of Two (2) Recording Officer I Positions

STAFF RECOMMENDATION

Take the following actions:

- 1) Approve the employment of Dana McLeod to fill the open Recording Officer I position (#560) grade 306 (\$16.54 per hour / \$34,403.20 annually); and
- 2) Approve the employment of Alyssa Pendley to fill the open Recording Officer I position (#5208) grade 306 (\$16.54 per hour / \$34,403.20 annually).

These actions shall be effective no sooner than July 8, 2024.

BACKGROUND INFORMATION

Background: The Recording Officer I positions were vacated by the retirement and resignation of the previous employees. The Probate Judge respectfully requests that the above recommendations are approved.

Previous Commission action/date: N/A

FINANCIAL IMPACT

Total cost of recommendation: \$68,806.40 - budgeted

Budget line item(s) to be used: 10051300.51130 - Salaries and Wages

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