



Baldwin County Commission

Legislation Details (With Text)

File #: 24-0878 **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:** 7/2/2024
Title: Commission Administration - Employment of One (1) Administrative Support Specialist IV Position

Indexes:

Attachments:

Date	Ver.	Action By	Action	Result
7/2/2024	1	Baldwin County Commission Regular	Approved	

Meeting Type: BCC Regular Meeting

Meeting Date: 7/2/2024

Item Status: New

From: Roger Rendleman, County Administrator

Deidra Hanak, Personnel Director

Submitted by: Bo Bonner, Assistant Personnel Director

ITEM TITLE

Commission Administration - Employment of One (1) Administrative Support Specialist IV Position

STAFF RECOMMENDATION

Approve the employment of Braylee Austin to fill the open Administrative Support Specialist IV position (#5463) at a grade 311 (\$20.94 per hour / \$43,555.20 annually) to be effective no sooner than July 8, 2024.

BACKGROUND INFORMATION

Background: The Commission Administration position was vacated due to the promotion of the previous employee. The County Administrator respectfully requests that the above recommendation is approved.

Previous Commission action/date: N/A

FINANCIAL IMPACT

Total cost of recommendation: \$43,555.20 - budgeted

Budget line item(s) to be used: 10051125.51130 - 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