



# Baldwin County Commission

## Legislation Text

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File #: 24-0888, Version: 1

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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

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### **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