



# Baldwin County Commission

## Legislation Text

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File #: 21-0157, Version: 1

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**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 11/17/2020  
**Item Status:** New  
**From:** Wayne Dyess, County Administrator  
Deidra Hanak, Personnel Director  
**Submitted by:** Deidra Hanak, Personnel Director

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### **ITEM TITLE**

Commission Administration - Promotion of Employee into Assistant Administrative Services Manager Position

### **STAFF RECOMMENDATION**

Approve the promotion of Kristen Rawson from the Personnel Specialist position (PID #5456) grade 307 (\$15.487 per hour / \$32,212.96 annually) in the Personnel Department (51962) to fill the open Assistant Administrative Services Manager position (PID #5550) at a grade S314 (\$47,153.60 annually) in the Commission Administration Department (51125) to be effective no sooner than November 23, 2020.

### **BACKGROUND INFORMATION**

**Previous Commission action/date:** N/A

**Background:** The Assistant Administrative Services Manager position will be vacated due to the retirement of the current employee. The County Administrator and Personnel Director respectfully requests that the above recommendations are approved.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$47,153.60 - budgeted

**Budget line item(s) to be used:** 51125.5113

**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**

**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