



# Baldwin County Commission

## Legislation Text

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File #: 24-0878, Version: 1

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**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

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### 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