



# Baldwin County Commission

## Legislation Text

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**File #:** 19-1384, **Version:** 1

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**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 6/4/2019  
**Item Status:** New  
**From:** Joey Nunnally, County Engineer  
Deidra Hanak, Personnel Director  
**Submitted by:** Deidra Hanak, Personnel Director

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### **ITEM TITLE**

Highway Department (Administration) - Employment of One (1) Office Manager Position

### **STAFF RECOMMENDATION**

Approve the employment of Kristen Rawson to fill the open Office Manager position (PID #5012) at a grade G-03 (\$13.962 per hour / \$29,040.96 annually), with said salary due to experience, to be effective no sooner than June 10, 2019.

### **BACKGROUND INFORMATION**

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

**Background:** The Office Manager position was vacated in April 2019, due to the promotion of the previous employee. The County Engineer respectfully requests that the above recommendation is approved.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** N/A

**Budget line item(s) to be used:** 53120.5113

**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