



# Baldwin County Commission

## Legislation Text

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File #: 24-0926, Version: 1

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**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 7/16/2024  
**Item Status:** New  
**From:** George Majors, Animal Shelter Manager  
Deidra Hanak, Personnel Director  
**Submitted by:** Bo Bonner, Assistant Personnel Director

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### **ITEM TITLE**

Animal Shelter - Employment of One (1) Office Assistant IV Position

### **STAFF RECOMMENDATION**

Approve the employment of Nicholas August to fill the open Office Assistant IV position (#5526) at a grade 305 (\$15.75 per hour / \$32,760.00 annually) to be effective no sooner than July 22, 2024.

### **BACKGROUND INFORMATION**

**Background:** The Office Assistant IV position was vacated due to the resignation of the previous employee. The Animal Shelter Manager respectfully requests that the above recommendation is approved.

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

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$32,760.00 - budgeted

**Budget line item(s) to be used:** 10955410.51130 - 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**