



# Baldwin County Commission

## Legislation Text

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File #: 19-0154, Version: 1

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**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 11/6/2018

**Item Status:** New

**From:** Ron Cink, County Administrator

Andrea Roberson, Personnel Director

**Submitted by:** Deidra Hanak, Assistant Personnel Director

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### **ITEM TITLE**

Commission Administration Department - Personnel Changes

### **STAFF RECOMMENDATION**

Take the following actions:

- 1) Approve the transfer of Keri Green from the Administrative Support Specialist III position (PID #5362) in the Commission Administration Department (51125) to the Administrative Support Specialist III position (#5152) at Commission Administration Central Annex (51992); and
- 2) Approve the transfer of Christel Carpenter from the Administrative Support Specialist III position (#5152) grade I-14, at Commission Administration Central Annex (51992) to fill the open Administrative Support Specialist II (#5435) at a grade H-18, in the Building Maintenance Department (51995).

These actions will be effective no sooner than November 12, 2018.

### **BACKGROUND INFORMATION**

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

**Background:** The County Administrator respectfully requests that the above recommendations are approved.

### **FINANCIAL IMPACT**

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

**Budget line item(s) to be used:** 51125.5113; 51992.5113

**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