



Baldwin County Commission

Legislation Text

File #: 19-0436, **Version:** 1

Meeting Type: BCC Regular Meeting
Meeting Date: 1/2/2019
Item Status: New
From: Ron Cink, County Administrator
Deidra Hanak, Interim Personnel Director
Submitted by: Deidra Hanak, Interim Personnel Director

ITEM TITLE

Commission Administration - Employment of One (1) Administrative Support Specialist III Position

STAFF RECOMMENDATION

Approve the employment of Michelle Howard to fill the open Administrative Support Specialist III position (PID #5436) at a grade I-EL (\$15.629 per hour / \$32,508.32 annually) to be effective no sooner than January 7, 2019.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The Administrative Support Specialist III position was newly created in November 2018. 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

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