



# Baldwin County Commission

## Legislation Text

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**File #:** 19-1489, **Version:** 1

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**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 6/18/2019

**Item Status:** New

**From:** Wayne Dyess, County Administrator

Kelly Childress, Council on Aging Coordinator

Deidra Hanak, Personnel Director

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

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### **ITEM TITLE**

Council on Aging - Employment of One (1) Office Assistant IV Position

### **STAFF RECOMMENDATION**

Approve the employment of Melinda Boggs to fill the open Office Assistant IV position (PID #5121) at a grade F-EL (\$11.810 per hour / \$24,564.80 annually) to be effective no sooner than June 24, 2019.

### **BACKGROUND INFORMATION**

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

**Background:** The Office Assistant IV position was vacated in May 2019, due to the termination of the previous employee. The Council on Aging Director respectfully requests that the above recommendation is approved.

### **FINANCIAL IMPACT**

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

**Budget line item(s) to be used:** 56200.5113

**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