



# Baldwin County Commission

## Legislation Text

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File #: 19-0076, Version: 1

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**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 10/16/2018  
**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**

Building Maintenance Department - Position Changes

### **STAFF RECOMMENDATION**

Take the following actions:

- 1) Abolish the part-time Office Assistant III position (PID #PT49) grade E (grade E range: \$10.781 - \$17.661 per hour); and
- 2) Create a full-time Administrative Support Specialist II position (PID #TBD) (grade H range: \$14.246 - \$23.386 per hour); and
- 3) Approve the updated organizational chart for Building Maintenance; and
- 4) Approve the position description for Administrative Support Specialist II.

### **BACKGROUND INFORMATION**

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

**Background:** The part-time Office Assistant III position was created during the FY18/19 Budget Cycle. The County Administrator respectfully requests the above recommendations are approved.

### **FINANCIAL IMPACT**

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

**Budget line item(s) to be used:** 51995.5113

**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