



Baldwin County Commission

Legislation Text

File #: 20-0581, **Version:** 1

Meeting Type: BCC Regular Meeting
Meeting Date: 1/21/2020
Item Status: New
From: Deidra Hanak, Personnel Director
Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Personnel Department - Transfer of Employee into Administrative Support Specialist I Position

STAFF RECOMMENDATION

Approve the transfer of Kristen Rawson from the Office Manager position (PID #5456) grade G-03 (\$13.962 per hour / \$29,040.96 annually) in the Highway Construction Department (111/53120) to fill the open Administrative Support Specialist I position (PID #5456), with no change in pay, in the Personnel Department (0001/51962) to be effective no sooner than February 3, 2020.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The Administrative Support Specialist I position was vacated in December 2019, by the resignation of the previous employee. The Personnel Director respectfully requests that the above recommendation is approved.

FINANCIAL IMPACT

Total cost of recommendation: \$29,040.96 - budgeted

Budget line item(s) to be used: 51962.5113

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