



Baldwin County Commission

Legislation Text

File #: 23-0423, Version: 1

Meeting Type: BCC Regular Meeting

Meeting Date: 1/3/2023

Item Status: New

From: Terri Graham, Development and Environmental Director

Deidra Hanak, Personnel Director

Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Solid Waste Department (Collections Administration) - Employment of Three (3) Billing Account Specialist I Positions

STAFF RECOMMENDATION

Take the following actions:

- 1) Approve the employment of Amanda Brannan to fill the open Billing Account Specialist I position (#2082) at a grade 306 (\$14.90 per hour / \$30,992.00 annually); and
- 2) Approve the employment of Melody Parker to fill the open Billing Account Specialist I position (#5330) at a grade 306 (\$14.90 per hour / \$30,992.00 annually); and
- 3) Approve the employment of Erica Lay to fill the open Billing Account Specialist I position (#598) at a grade 306 (\$14.90 per hour / \$30,992.00 annually).

These actions shall be effective no sooner than January 9, 2023.

BACKGROUND INFORMATION

Background: The Billing Account Specialist I positions were vacated due to the promotion / resignation of the previous employees. The Development and Environmental Director respectfully requests that the above recommendations are approved.

Previous Commission action/date: N/A

FINANCIAL IMPACT

Total cost of recommendation: \$92,976.00 - Budgeted

Budget line item(s) to be used: 51154801.51130

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

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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