



Baldwin County Commission

Legislation Text

File #: 19-2090, **Version:** 1

Meeting Type: BCC Regular Meeting
Meeting Date: 10/1/2019
Item Status: New
From: Deidra Hanak, Personnel Director
Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Personnel Department - Employment of One (1) Administrative Support Specialist I

STAFF RECOMMENDATION

Approve the employment of Holly Peacock to fill the open Administrative Support Specialist I position (PID #5456) at a grade G-EL (\$12.968 per hour / \$26,971.36 annually) to be effective no sooner than October 7, 2019.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The Administrative Support Specialist I position was newly created in August 2019, due to the abolishment of the Administrative Support Specialist II position. The Personnel Director respectfully requests that the above recommendation is approved.

FINANCIAL IMPACT

Total cost of recommendation: N/A

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

Action required (list contact persons/addresses if documents are to be mailed or emailed):
N/A

Additional instructions/notes: N/A