



# Baldwin County Commission

## Legislation Details (With Text)

**File #:** 18-0545      **Version:** 1  
**Type:** Consent      **Status:** Passed  
**File created:** 6/27/2018      **In control:** Baldwin County Commission Regular  
**On agenda:** 7/3/2018      **Final action:** 7/3/2018  
**Title:** Probate Office - Personnel Changes

**Indexes:**

**Attachments:**

Date	Ver.	Action By	Action	Result
7/3/2018	1	Baldwin County Commission Regular	Approved	

**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 7/3/2018

**Item Status:** New

**From:** Judge Tim Russell, Probate Judge

Andrea Roberson, Personnel Director

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

### ITEM TITLE

Probate Office - Personnel Changes

### STAFF RECOMMENDATION

Take the following actions:

1) Approve the promotion of Susan Allen from the License Revenue Officer I position (PID #3055) grade G-08 (\$15.806 per hour / \$32,876.48 annually) to fill the open License Revenue Officer II position (PID #606) at a grade H-07 (\$16.930 per hour / \$35,314.40 annually); and

2) Approve the employment of Tamara Shoots to fill the open License Revenue Officer I position (PID #3055) at a grade G-EL (\$12.967 per hour / \$26,971.36 annually).

These actions shall not be effective until July 9, 2018.

### BACKGROUND INFORMATION

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

**Background:** The License Revenue Officer II position was vacated in June 2018, due to the promotion of the previous employee. The Probate Judge respectfully requests the above actions are approved.

### **FINANCIAL IMPACT**

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

**Budget line item(s) to be used:** 51300.5113

**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