



# Baldwin County Commission

## Legislation Details (With Text)

**File #:** 19-0153 **Version:** 1  
**Type:** Consent **Status:** Passed  
**File created:** 10/24/2018 **In control:** Baldwin County Commission Regular  
**On agenda:** 11/6/2018 **Final action:** 11/6/2018  
**Title:** Personnel Department - Promotion of Employee into Administrative Support Specialist II Position  
**Indexes:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
11/6/2018	1	Baldwin County Commission Regular	Approved	

**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 11/6/2018  
**Item Status:** New  
**From:** Andrea Roberson, Personnel Director  
**Submitted by:** Deidra Hanak, Assistant Personnel Director

### ITEM TITLE

Personnel Department - Promotion of Employee into Administrative Support Specialist II Position

### STAFF RECOMMENDATION

Approve the promotion of Brittany Vaughn from the Office Manager position (PID #5352) grade G-01 (\$13.287 per hour / \$27,636.96 annually), in the Animal Control Department (55410), to fill the open Administrative Support Specialist II position (PID #5416) at a grade H-EL (\$14.246 per hour / \$29,631.68 annually), in the Personnel Department (51962) to be effective no sooner than November 12, 2018.

### BACKGROUND INFORMATION

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

**Background:** The Administrative Support Specialist II position was created during the FY17-18 Budget cycle. 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 - Implement Changes

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

**Additional instructions/notes:** N/A