



# Baldwin County Commission

## Legislation Details (With Text)

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**File #:** 19-1384      **Version:** 1

**Type:** Consent      **Status:** Passed

**File created:** 5/29/2019      **In control:** Baldwin County Commission Regular

**On agenda:** 6/4/2019      **Final action:** 6/4/2019

**Title:** Highway Department (Administration) - Employment of One (1) Office Manager Position

**Indexes:**

**Attachments:**

Date	Ver.	Action By	Action	Result
6/4/2019	1	Baldwin County Commission Regular	Approved	

**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 6/4/2019

**Item Status:** New

**From:** Joey Nunnally, County Engineer

Deidra Hanak, Personnel Director

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

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### ITEM TITLE

Highway Department (Administration) - Employment of One (1) Office Manager Position

### STAFF RECOMMENDATION

Approve the employment of Kristen Rawson to fill the open Office Manager position (PID #5012) at a grade G-03 (\$13.962 per hour / \$29,040.96 annually), with said salary due to experience, to be effective no sooner than June 10, 2019.

### BACKGROUND INFORMATION

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

**Background:** The Office Manager position was vacated in April 2019, due to the promotion of the previous employee. The County Engineer respectfully requests that the above recommendation is approved.

### FINANCIAL IMPACT

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

**Budget line item(s) to be used:** 53120.5113

**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