



Baldwin County Commission

Legislation Details (With Text)

File #: 19-1808 **Version:** 1

Type: Consent **Status:** Passed

File created: 8/9/2019 **In control:** Baldwin County Commission Regular

On agenda: 8/20/2019 **Final action:** 8/20/2019

Title: Planning and Zoning Department - Promotion of Employee

Indexes:

Attachments:

Date	Ver.	Action By	Action	Result
8/20/2019	1	Baldwin County Commission Regular	Approved	

Meeting Type: BCC Regular Meeting

Meeting Date: 8/20/2019

Item Status: New

From: Vince Jackson, Planning Director

Wayne Dyess, County Administrator

Deidra Hanak, Personnel Director

Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Planning and Zoning Department - Promotion of Employee

STAFF RECOMMENDATION

Approve the promotion of Brenda Brock from the Office Assistant III position (PID #620) grade E-01 (\$11.055 per hour / \$22,994.40 annually) at the Board of Registrars (51920), to fill the open Administrative Support Specialist I position (PID #2069) at a grade G-EL (\$12.967 per hour / \$26,971.36 annually) in the Planning and Zoning Department, to be effective no sooner than September 2, 2019.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The Administrative Support Specialist I position was vacated in April 2019, due to the promotion of the previous employee. The Planning Director respectfully requests that the above recommendation is approved.

FINANCIAL IMPACT

Total cost of recommendation: N/A

Budget line item(s) to be used: 52730.5113

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