



# Baldwin County Commission

## Legislation Details (With Text)

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**File #:** 19-1810      **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:** Archives Department - Employment of Two (2) Part-Time Office Assistant III Positions

**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:** Felisha Anderson, Director of Archives and History

Wayne Dyess, County Administrator

Deidra Hanak, Personnel Director

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

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### **ITEM TITLE**

Archives Department - Employment of Two (2) Part-Time Office Assistant III Positions

### **STAFF RECOMMENDATION**

Take the following actions:

- 1) Approve the employment of Dorothy Grace to fill the open part-time Office Assistant III position (PID #PT39) at a grade E-EL (\$10.781 per hour); and
- 2) Approve the employment of Haileigh Linton to fill the open part-time Office Assistant III position (PID #PT38) at a grade E-EL (\$10.781 per hour).

These actions will be effective no sooner than August 26, 2019.

### **BACKGROUND INFORMATION**

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

**Background:** The Part-Time Office Assistant III positions were vacated in April 2019, due to the promotion of the previous employee and July 2019, due to the resignation of the previous employee. The Director of Archives and History respectfully request the above recommendations are approved.

### **FINANCIAL IMPACT**

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

**Budget line item(s) to be used:** 51906.5113

**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