



Baldwin County Commission

Legislation Details (With Text)

File #: 20-0112 **Version:** 1
Type: Consent **Status:** Passed
File created: 10/28/2019 **In control:** Baldwin County Commission Regular
On agenda: 11/5/2019 **Final action:** 11/5/2019
Title: Board of Registrars - Transfer of Employee into Office Manager Position

Indexes:

Attachments:

Date	Ver.	Action By	Action	Result
11/5/2019	1	Baldwin County Commission Regular	Approved	

Meeting Type: BCC Regular Meeting
Meeting Date: 11/5/2019
Item Status: New
From: Betty Sweet, Board of Registrars
Deidra Hanak, Personnel Director
Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Board of Registrars - Transfer of Employee into Office Manager Position

STAFF RECOMMENDATION

Approve the voluntary demotion of Max Huffman from the part-time Detention Technician position (PID #PT42) grade H-02 (\$14.967 per hour) at the Juvenile Detention Center (105/52610), to fill the open full-time Office Manager position (PID #851) at a grade G-04 (\$14.314 per hour / \$29,773.12 annually) at the Board of Registrars (0001/51920), to effective no sooner than November 11, 2019.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The Office Manager was vacated in October 2019, due to the retirement of the previous employee. The Board of Registrars Chairman respectfully requests that the above recommendation is approved.

FINANCIAL IMPACT

Total cost of recommendation: N/A

Budget line item(s) to be used: 51920.5113

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