



# Baldwin County Commission

## Legislation Details (With Text)

---

**File #:** 21-0012      **Version:** 1

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

**File created:** 9/22/2020      **In control:** Baldwin County Commission Regular

**On agenda:** 10/6/2020      **Final action:** 10/6/2020

**Title:** Revenue Commission (Re-Appraisal) - Personnel Changes

**Indexes:**

**Attachments:** 1. Updated Chief Administrative Assistant Position Description

Date	Ver.	Action By	Action	Result
10/6/2020	1	Baldwin County Commission Regular	Approved	

**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 10/6/2020  
**Item Status:** New  
**From:** Teddy Faust, Revenue Commissioner  
Deidra Hanak, Personnel Director  
**Submitted by:** Deidra Hanak, Personnel Director

---

### ITEM TITLE

Revenue Commission (Re-Appraisal) - Personnel Changes

### STAFF RECOMMENDATION

Take the following actions:

- 1) Approve the promotion of Taarin Mitchell from the Real Property Support Technician I position (PID #967) grade 305 (\$14.75 per hour / \$30,679.20 annually) to fill the open Chief Administrative Assistant position (PID #5306) grade 310 (\$17.92 per hour / \$37,273.00 annually); and
- 2) Approve the promotion of Darla Lawley from the Real Property Support Technician I position (PID #5003) grade 305 (\$14.05 per hour / \$29,218.29 annually) to fill the open Real Property Appraiser Trainee position (PID #5335) grade 309 (\$16.91 per hour / \$35,163.00 annually); and
- 3) Approve the updated position description for the Chief Administrative Assistant.

These recommendations will be effective no sooner than October 12, 2020.

### BACKGROUND INFORMATION

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

**Background:** These positions were vacated in August 2020, due to the resignation of the previous employees. The Revenue Commissioner respectfully requests that the above recommendations are approved.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$72,436.00 - budgeted

**Budget line item(s) to be used:** 51810.5113

**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