



# Baldwin County Commission

## Legislation Details (With Text)

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**File #:** 21-0076      **Version:** 1

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

**File created:** 10/6/2020      **In control:** Baldwin County Commission Regular

**On agenda:** 10/20/2020      **Final action:** 10/20/2020

**Title:** Board of Registrars - Employment of One (1) - Administrative Support Specialist I Position

**Indexes:**

**Attachments:**

Date	Ver.	Action By	Action	Result
10/20/2020	1	Baldwin County Commission Regular	Approved	

**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 10/20/2020

**Item Status:** New

**From:** Betty Sweet, Board of Registrars Chairman  
Deidra Hanak, Personnel Director

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

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### ITEM TITLE

Board of Registrars - Employment of One (1) - Administrative Support Specialist I Position

### STAFF RECOMMENDATION

Approve the employment of Lori Waddle to fill the open Administrative Support Specialist I position (PID #5535) grade 306 (\$14.60 per hour / \$30,368.00 annually) to be effective no sooner than October 26, 2020.

### BACKGROUND INFORMATION

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

**Background:** The Administrative Support Specialist I position was vacated in September 2020, due to the resignation of the previous employee. The Board of Registrars Chairman respectfully requests that the above recommendation is approved.

### FINANCIAL IMPACT

**Total cost of recommendation:** \$30,368.00 - budgeted

**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