



Baldwin County Commission

Legislation Details (With Text)

File #: 21-0158 **Version:** 1
Type: Consent **Status:** Passed
File created: 10/30/2020 **In control:** Baldwin County Commission Regular
On agenda: 11/17/2020 **Final action:** 11/17/2020
Title: Personnel Department - Transfer of Employee into Personnel Specialist Position

Indexes:

Attachments: 1. Updated Position Description for Benefits Specialist

Date	Ver.	Action By	Action	Result
11/17/2020	1	Baldwin County Commission Regular	Approved	

Meeting Type: BCC Regular Meeting
Meeting Date: 11/17/2020
Item Status: New
From: Deidra Hanak, Personnel Director
Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Personnel Department - Transfer of Employee into Personnel Specialist Position

STAFF RECOMMENDATION

Take the following actions:

- 1) Approve the lateral transfer of Brittany Vaughn from the Benefits Specialist position (PID #5455) grade 307 (\$15.487 per hour / \$32,212.96 annually) to the Personnel Specialist position (PID #5456), with no change in pay grade or salary. to be effective no sooner than November 23, 2020; and
- 2) Approve the updated position description for Benefits Specialist.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The Personnel Specialist position will be vacated due to the promotion of the current employee. The Personnel Director respectfully requests that the above recommendations are approved.

FINANCIAL IMPACT

Total cost of recommendation: No additional costs

Budget line item(s) to be used: 51962.5113

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