



# Baldwin County Commission

## Legislation Details (With Text)

**File #:** 21-0225      **Version:** 1  
**Type:** Consent      **Status:** Passed  
**File created:** 11/18/2020      **In control:** Baldwin County Commission Regular  
**On agenda:** 12/1/2020      **Final action:** 12/1/2020  
**Title:** Probate Office - Employment of Four (4) License Revenue Officer I Positions

**Indexes:**

**Attachments:**

Date	Ver.	Action By	Action	Result
12/1/2020	1	Baldwin County Commission Regular	Approved	

**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 12/1/2020

**Item Status:** New

**From:** Harry D'Olive, Probate Judge

Deidra Hanak, Personnel Director

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

### ITEM TITLE

Probate Office - Employment of Four (4) License Revenue Officer I Positions

### STAFF RECOMMENDATION

Take the following actions:

- 1) Approve the employment of Laura Harmon to fill the open License Revenue Officer I position (PID #5565) at a grade 306 (\$14.60 per hour / \$30,368.00 annually); and
- 2) Approve the employment of Julie Parker to fill the open License Revenue Officer I position (PID #5566) at a grade 306 (\$14.60 per hour / \$30,368.00 annually); and
- 3) Approve the employment of Phyllis McIntosh to fill the open License Revenue Officer I position (PID #5567) at a grade 306 (\$14.60 per hour / \$30,368.00 annually); and
- 4) Approve the employment of Sara Reynolds to fill the open License Revenue Officer I position (PID #5568) at a grade 306 (\$14.60 per hour / \$30,368.00 annually).

These actions will be effective no sooner than December 7, 2020.

### BACKGROUND INFORMATION

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

**Background:** These positions were created during the Fiscal Year 20/21 Budget Cycle. The Probate Judge respectfully requests that the above recommendations are approved.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$121,472.00. \$91,128.00 budgeted specifically for these positions (they were budgeted for the positions to be filled in January 2021); \$30,344.00 remaining funds needed are available within the Probate salaries budget because of funded but vacant positions

**Budget line item(s) to be used:** 51300.5113

**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