



# Baldwin County Commission

## Legislation Details (With Text)

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**File #:** 21-0503      **Version:** 1  
**Type:** Consent      **Status:** Passed  
**File created:** 2/5/2021      **In control:** Baldwin County Commission Regular  
**On agenda:** 2/17/2021      **Final action:** 2/17/2021  
**Title:** Probate Office - Position Changes

**Indexes:**

**Attachments:**

Date	Ver.	Action By	Action	Result
2/17/2021	1	Baldwin County Commission Regular	Approved	

**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 2/17/2021

**Item Status:** New

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

Deidra Hanak, Personnel Director

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

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### ITEM TITLE

Probate Office - Position Changes

### STAFF RECOMMENDATION

Take the following actions:

- 1) Approve the promotion of Lynn Day from the License Revenue Officer I position (PID #840) grade 306 (\$16.443 per hour / \$34,201.44 annually) to fill the open License Revenue Officer II position (PID #156) at a grade 307 (\$17.758 per hour / \$36,936.64 annually) to be effective no sooner than March 1, 2021; and
- 2) Approve the employment of Chelsea Bagwell to fill the open License Revenue Officer I position (PID #840) at a grade 306 (\$14.60 per hour / \$30,368.00 annually) to be effective no sooner than February 22, 2021.

### BACKGROUND INFORMATION

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

**Background:** The License Revenue Officer II position was vacated in January 2021, due to the resignation of the previous employee. The Probate Judge respectfully requests that the above recommendations are approved.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$67,304.64 - budgeted

**Budget line item(s) to be used:** 10051300.51130

**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