Baldwin County Commission

Legislation Details (With Text)

File #:	22-1066	**Version:** 1	
Type:	Consent	**Status:**	Agenda Ready
File created:	6/8/2022	**In control:**	Baldwin County Commission Regular
On agenda:	6/21/2022	**Final action:**	
Title:	Finance and Accounting Department - Employment of One (1) Administrative Support Specialist II Position		

Indexes:

Attachments:

Date	Ver.	Action By	Action	Result
6/21/2022	1	Baldwin County Commission Regular		

Meeting Type: BCC Regular Meeting
Meeting Date: 6/21/2022
Item Status: New
From: Cian Harrison, Clerk/Treasurer
Deidra Hanak, Personnel Director
Submitted by: Deidra Hanak, Personnel Director

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ITEM TITLE
Finance and Accounting Department - Employment of One (1) Administrative Support Specialist II Position

STAFF RECOMMENDATION
Approve the employment of Kerrigan Morgan to fill the open Administrative Support Specialist II position (PID #5460) at a grade 307 ($15.48 per hour / $32,198.40 annually) to be effective no sooner than June 27, 2022.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The Administrative Support Specialist II position was vacated in April 2022. The Clerk/Treasurer respectfully requests that the above recommendation is approved.

FINANCIAL IMPACT

Total cost of recommendation: $32,198.40 - budgeted

Budget line item(s) to be used: 10051700.51130

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