



# Baldwin County Commission

## Legislation Details (With Text)

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**File #:** 23-0423      **Version:** 1

**Type:** Consent      **Status:** Agenda Ready

**File created:** 12/20/2022      **In control:** Baldwin County Commission Regular

**On agenda:** 1/3/2023      **Final action:**

**Title:** Solid Waste Department (Collections Administration) - Employment of Three (3) Billing Account Specialist I Positions

**Indexes:**

**Attachments:**

Date	Ver.	Action By	Action	Result
1/3/2023	1	Baldwin County Commission Regular		

**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 1/3/2023

**Item Status:** New

**From:** Terri Graham, Development and Environmental Director  
Deidra Hanak, Personnel Director

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

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### ITEM TITLE

Solid Waste Department (Collections Administration) - Employment of Three (3) Billing Account Specialist I Positions

### STAFF RECOMMENDATION

Take the following actions:

- 1) Approve the employment of Amanda Brannan to fill the open Billing Account Specialist I position (#2082) at a grade 306 (\$14.90 per hour / \$30,992.00 annually); and
- 2) Approve the employment of Melody Parker to fill the open Billing Account Specialist I position (#5330) at a grade 306 (\$14.90 per hour / \$30,992.00 annually); and
- 3) Approve the employment of Erica Lay to fill the open Billing Account Specialist I position (#598) at a grade 306 (\$14.90 per hour / \$30,992.00 annually).

These actions shall be effective no sooner than January 9, 2023.

### BACKGROUND INFORMATION

**Background:** The Billing Account Specialist I positions were vacated due to the promotion / resignation of the previous employees. The Development and Environmental Director respectfully requests that the above recommendations are approved.

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

**FINANCIAL IMPACT**

**Total cost of recommendation:** \$92,976.00 - Budgeted

**Budget line item(s) to be used:** 51154801.51130

**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**

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**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