



# Baldwin County Commission

## Legislation Text

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**File #:** 18-0146, **Version:** 1

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**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 6/5/2018

**Item Status:** New

**From:** Tim Russell, Probate Judge

Andrea Roberson, Personnel Director

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

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### **ITEM TITLE**

Probate Office - Employment of Two (2) Public Records Officer II Positions

### **STAFF RECOMMENDATION**

Take the following actions:

1) Approve the employment of Ashley Bidwell to fill the open Public Records Officer II position (PID #635) at a grade G-EL (\$12.967 per hour / \$26,971.36 annually); and

2) Approve the employment of Sally Ludke to fill the open Public Records Officer II position (PID #309) at a grade G-EL (\$12.967 per hour / \$26,971.36 annually).

These actions will be effective no sooner than June 11, 2018.

### **BACKGROUND INFORMATION**

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

**Background:** The Public Records Officer II positions were vacated in June 2018 due to the promotion of the previous employees. The Probate Judge, Tim Russell, respectfully requests that the above applicants are hired into these positions.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** N/A

**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 Click or tap to enter a date.

Individual(s) responsible for follow up: N/A

Action required (list contact persons/addresses if documents are to be mailed or emailed):  
N/A

Additional instructions/notes: Personnel - Implement Changes