



Baldwin County Commission

Legislation Text

File #: 18-0545, **Version:** 1

Meeting Type: BCC Regular Meeting

Meeting Date: 7/3/2018

Item Status: New

From: Judge Tim Russell, Probate Judge

Andrea Roberson, Personnel Director

Submitted by: Deidra Hanak, Assistant Personnel Director

ITEM TITLE

Probate Office - Personnel Changes

STAFF RECOMMENDATION

Take the following actions:

1) Approve the promotion of Susan Allen from the License Revenue Officer I position (PID #3055) grade G-08 (\$15.806 per hour / \$32,876.48 annually) to fill the open License Revenue Officer II position (PID #606) at a grade H-07 (\$16.930 per hour / \$35,314.40 annually); and

2) Approve the employment of Tamara Shoots to fill the open License Revenue Officer I position (PID #3055) at a grade G-EL (\$12.967 per hour / \$26,971.36 annually).

These actions shall not be effective until July 9, 2018.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The License Revenue Officer II position was vacated in June 2018, due to the promotion of the previous employee. The Probate Judge respectfully requests the above actions are approved.

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: 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