



Baldwin County Commission

Legislation Text

File #: 19-0076, **Version:** 1

Meeting Type: BCC Regular Meeting

Meeting Date: 10/16/2018

Item Status: New

From: Ron Cink, County Administrator

Andrea Roberson, Personnel Director

Submitted by: Deidra Hanak, Assistant Personnel Director

ITEM TITLE

Building Maintenance Department - Position Changes

STAFF RECOMMENDATION

Take the following actions:

- 1) Abolish the part-time Office Assistant III position (PID #PT49) grade E (grade E range: \$10.781 - \$17.661 per hour); and
- 2) Create a full-time Administrative Support Specialist II position (PID #TBD) (grade H range: \$14.246 - \$23.386 per hour); and
- 3) Approve the updated organizational chart for Building Maintenance; and
- 4) Approve the position description for Administrative Support Specialist II.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The part-time Office Assistant III position was created during the FY18/19 Budget Cycle. The County Administrator respectfully requests the above recommendations are approved.

FINANCIAL IMPACT

Total cost of recommendation: N/A

Budget line item(s) to be used: 51995.5113

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