



Baldwin County Commission

Legislation Text

File #: 19-0153, **Version:** 1

Meeting Type: BCC Regular Meeting

Meeting Date: 11/6/2018

Item Status: New

From: Andrea Roberson, Personnel Director

Submitted by: Deidra Hanak, Assistant Personnel Director

ITEM TITLE

Personnel Department - Promotion of Employee into Administrative Support Specialist II Position

STAFF RECOMMENDATION

Approve the promotion of Brittany Vaughn from the Office Manager position (PID #5352) grade G-01 (\$13.287 per hour / \$27,636.96 annually), in the Animal Control Department (55410), to fill the open Administrative Support Specialist II position (PID #5416) at a grade H-EL (\$14.246 per hour / \$29,631.68 annually), in the Personnel Department (51962) to be effective no sooner than November 12, 2018.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The Administrative Support Specialist II position was created during the FY17-18 Budget cycle. The Personnel Director respectfully requests that the above recommendation is approved.

FINANCIAL IMPACT

Total cost of recommendation: N/A

Budget line item(s) to be used: 51962.5113

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