



# Baldwin County Commission

## Legislation Text

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

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**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

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### **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