



Baldwin County Commission

Legislation Text

File #: 19-0154, **Version:** 1

Meeting Type: BCC Regular Meeting

Meeting Date: 11/6/2018

Item Status: New

From: Ron Cink, County Administrator

Andrea Roberson, Personnel Director

Submitted by: Deidra Hanak, Assistant Personnel Director

ITEM TITLE

Commission Administration Department - Personnel Changes

STAFF RECOMMENDATION

Take the following actions:

- 1) Approve the transfer of Keri Green from the Administrative Support Specialist III position (PID #5362) in the Commission Administration Department (51125) to the Administrative Support Specialist III position (#5152) at Commission Administration Central Annex (51992); and
- 2) Approve the transfer of Christel Carpenter from the Administrative Support Specialist III position (#5152) grade I-14, at Commission Administration Central Annex (51992) to fill the open Administrative Support Specialist II (#5435) at a grade H-18, in the Building Maintenance Department (51995).

These actions will be effective no sooner than November 12, 2018.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The County Administrator respectfully requests that the above recommendations are approved.

FINANCIAL IMPACT

Total cost of recommendation: N/A

Budget line item(s) to be used: 51125.5113; 51992.5113

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