



Baldwin County Commission

Legislation Text

File #: 19-0546, **Version:** 1

Meeting Type: BCC Regular Meeting
Meeting Date: 1/15/2019
Item Status: Addendum
From: Judge Tim Russell, Probate Judge
Deidra Hanak, Interim Personnel Director
Submitted by: Deidra Hanak, Interim Personnel Director

ITEM TITLE

Probate Office - Personnel Changes

STAFF RECOMMENDATION

Take the following actions:

- 1) Approve the promotion of Tanzie Shoots from the License Revenue Officer I position (PID #992) grade G-08 (\$15.806 per hour / \$32,876.48 annually) to fill the open License Revenue Officer II position (PID #161) at a grade H-07 (\$16.930 per hour / \$35,214.40 annually) to be effective no sooner than February 4, 2019; and
- 2) Approve the employment of Kim Ard to fill the open License Revenue Officer I position (PID #992) at a grade G-EL (\$12.967 per hour / \$26,971.36 annually) to be effective no sooner than January 28, 2019.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The License Revenue Officer II position will be vacated in January 2019, due to the retirement of the previous employee. The Probate Judge respectfully requests the above action is 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