



Baldwin County Commission

Legislation Text

File #: 19-1384, **Version:** 1

Meeting Type: BCC Regular Meeting

Meeting Date: 6/4/2019

Item Status: New

From: Joey Nunnally, County Engineer

Deidra Hanak, Personnel Director

Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Highway Department (Administration) - Employment of One (1) Office Manager Position

STAFF RECOMMENDATION

Approve the employment of Kristen Rawson to fill the open Office Manager position (PID #5012) at a grade G-03 (\$13.962 per hour / \$29,040.96 annually), with said salary due to experience, to be effective no sooner than June 10, 2019.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The Office Manager position was vacated in April 2019, due to the promotion of the previous employee. The County Engineer respectfully requests that the above recommendation is approved.

FINANCIAL IMPACT

Total cost of recommendation: N/A

Budget line item(s) to be used: 53120.5113

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