



# Baldwin County Commission

## Legislation Text

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**File #:** 19-1714, **Version:** 1

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**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 8/6/2019  
**Item Status:** New  
**From:** Wayne Dyess, County Administrator  
Deidra Hanak, Personnel Director  
**Submitted by:** Deidra Hanak, Personnel Director

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### ITEM TITLE

Commission Administration Department - Personnel Changes

### STAFF RECOMMENDATION

Take the following actions:

- 1) Approve the lateral transfer of Michelle Howard from the Administrative Support Specialist III position (PID #5436) grade I-EL (\$15.629 per hour / \$32,508.32 annually) in the Commission Administration Department (51125) to fill the open Administrative Support Specialist III (PID #5154) at the Fairhope Courthouse (51994), with no change in pay; and
- 2) Approve the promotion of Barbara Pate from the Buyer I position (PID #5308) grade G-08 (\$15.806 per hour / \$32,876.48 annually) in the Budget/Purchasing Department (51725), to fill the open Administrative Support Specialist III position (#5436) at a grade I-05 (\$17.697 per hour / \$36,809.76 annually) in the Commission Administration Department (51125).

### BACKGROUND INFORMATION

**Previous Commission action/date:** N/A

**Background:** The Administrative Support Specialist III position will be vacated in July 2019, due to the retirement of the previous employee. The County Administrator respectfully requests that the above recommendation is approved.

### FINANCIAL IMPACT

**Total cost of recommendation:** N/A

**Budget line item(s) to be used:** 51994.5113, 51125.5113

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