



# Baldwin County Commission

## Legislation Text

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**File #:** 19-1815, **Version:** 1

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**Meeting Type:** BCC Work Session

**Meeting Date:** 8/13/2019

**Item Status:** Addendum

**From:** Wayne Dyess, County Administrator

Deidra Hanak, Personnel Director

**Submitted by:** Deidra Hanak, Personnel Director

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### **ITEM TITLE**

Commission Administration - Position Change

### **STAFF RECOMMENDATION**

Take the following actions:

- 1) Approve the reclassification and re-title of the Public Information Coordinator, grade EC-07, to the Community Engagement Manager/Public Information Officer, grade EC-08; and
- 2) Approve the updated position description for the Community Engagement Manager/Public Information Officer.

### **BACKGROUND INFORMATION**

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

**Background:** After further evaluation of the position duties for the Public Information Coordinator, 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:** N/A

**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