



# Baldwin County Commission

## Legislation Text

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**File #:** 19-1808, **Version:** 1

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**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 8/20/2019

**Item Status:** New

**From:** Vince Jackson, Planning Director

Wayne Dyess, County Administrator

Deidra Hanak, Personnel Director

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

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### **ITEM TITLE**

Planning and Zoning Department - Promotion of Employee

### **STAFF RECOMMENDATION**

Approve the promotion of Brenda Brock from the Office Assistant III position (PID #620) grade E-01 (\$11.055 per hour / \$22,994.40 annually) at the Board of Registrars (51920), to fill the open Administrative Support Specialist I position (PID #2069) at a grade G-EL (\$12.967 per hour / \$26,971.36 annually) in the Planning and Zoning Department, to be effective no sooner than September 2, 2019.

### **BACKGROUND INFORMATION**

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

**Background:** The Administrative Support Specialist I position was vacated in April 2019, due to the promotion of the previous employee. The Planning Director respectfully requests that the above recommendation is approved.

### **FINANCIAL IMPACT**

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

**Budget line item(s) to be used:** 52730.5113

**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