



Baldwin County Commission

Legislation Text

File #: 19-1810, **Version:** 1

Meeting Type: BCC Regular Meeting

Meeting Date: 8/20/2019

Item Status: New

From: Felisha Anderson, Director of Archives and History

Wayne Dyess, County Administrator

Deidra Hanak, Personnel Director

Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Archives Department - Employment of Two (2) Part-Time Office Assistant III Positions

STAFF RECOMMENDATION

Take the following actions:

- 1) Approve the employment of Dorothy Grace to fill the open part-time Office Assistant III position (PID #PT39) at a grade E-EL (\$10.781 per hour); and
- 2) Approve the employment of Haileigh Linton to fill the open part-time Office Assistant III position (PID #PT38) at a grade E-EL (\$10.781 per hour).

These actions will be effective no sooner than August 26, 2019.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The Part-Time Office Assistant III positions were vacated in April 2019, due to the promotion of the previous employee and July 2019, due to the resignation of the previous employee. The Director of Archives and History respectfully request the above recommendations are approved.

FINANCIAL IMPACT

Total cost of recommendation: N/A

Budget line item(s) to be used: 51906.5113

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