



# Baldwin County Commission

## Legislation Text

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**File #:** 20-0112, **Version:** 1

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**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 11/5/2019  
**Item Status:** New  
**From:** Betty Sweet, Board of Registrars  
Deidra Hanak, Personnel Director  
**Submitted by:** Deidra Hanak, Personnel Director

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### ITEM TITLE

Board of Registrars - Transfer of Employee into Office Manager Position

### STAFF RECOMMENDATION

Approve the voluntary demotion of Max Huffman from the part-time Detention Technician position (PID #PT42) grade H-02 (\$14.967 per hour) at the Juvenile Detention Center (105/52610), to fill the open full-time Office Manager position (PID #851) at a grade G-04 (\$14.314 per hour / \$29,773.12 annually) at the Board of Registrars (0001/51920), to effective no sooner than November 11, 2019.

### BACKGROUND INFORMATION

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

**Background:** The Office Manager was vacated in October 2019, due to the retirement of the previous employee. The Board of Registrars Chairman respectfully requests that the above recommendation is approved.

### FINANCIAL IMPACT

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

**Budget line item(s) to be used:** 51920.5113

**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