



# Baldwin County Commission

## Legislation Text

---

**File #:** 20-0581, **Version:** 1

---

**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 1/21/2020  
**Item Status:** New  
**From:** Deidra Hanak, Personnel Director  
**Submitted by:** Deidra Hanak, Personnel Director

---

### **ITEM TITLE**

Personnel Department - Transfer of Employee into Administrative Support Specialist I Position

### **STAFF RECOMMENDATION**

Approve the transfer of Kristen Rawson from the Office Manager position (PID #5456) grade G-03 (\$13.962 per hour / \$29,040.96 annually) in the Highway Construction Department (111/53120) to fill the open Administrative Support Specialist I position (PID #5456), with no change in pay, in the Personnel Department (0001/51962) to be effective no sooner than February 3, 2020.

### **BACKGROUND INFORMATION**

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

**Background:** The Administrative Support Specialist I position was vacated in December 2019, by the resignation of the previous employee. The Personnel Director respectfully requests that the above recommendation is approved.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$29,040.96 - budgeted

**Budget line item(s) to be used:** 51962.5113

**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**