



# Baldwin County Commission

## Legislation Text

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**File #:** 20-0832, **Version:** 1

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**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 3/3/2020  
**Item Status:** New  
**From:** Harry D'Olive, Probate Judge  
Deidra Hanak, Personnel Director  
**Submitted by:** Deidra Hanak, Personnel Director

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### **ITEM TITLE**

Probate Office - Employment of One (1) Recording Officer Position

### **STAFF RECOMMENDATION**

Approve the employment of Michelle Jaye to fill the open Recording Officer position (PID #635) at a grade G-EL (\$12.967 per hour / \$26,971.36 annually) to be effective no sooner than March 9, 2020.

### **BACKGROUND INFORMATION**

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

**Background:** The Recording Officer position was vacated in September 2019, due to the transfer of the previous employee. The Probate Judge respectfully requests the above recommendation is approved.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$26,971.36 - budgeted

**Budget line item(s) to be used:** 51300.5113

**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