



Baldwin County Commission

Legislation Text

File #: 20-1162, **Version:** 1

Meeting Type: BCC Regular Meeting

Meeting Date: 6/2/2020

Item Status: New

From: Wayne Dyess , County Administrator

Shannon Spivey, Customer Relationship Manager

Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Citizen Service Center - Employment of One (1) Customer Service Representative I Position

STAFF RECOMMENDATION

Approve the employment of Kimberly Murdoch to fill the open Customer Service Representative I position (PID #146) at a grade G-EL (\$12.967 per hour / \$26,971.36 annually) to be effective no sooner than June 8, 2020.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The Customer Service Representative I position was vacated in April 2020, due to the promotion of the previous employee. The County Administrator respectfully requests the above recommendation is approved.

FINANCIAL IMPACT

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

Budget line item(s) to be used: 51965.5113

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

Action required (list contact persons/addresses if documents are to be mailed or emailed):
N/A

Additional instructions/notes: N/A