



Baldwin County Commission

Legislation Text

File #: 20-1469, **Version:** 1

Meeting Type: BCC Regular Meeting
Meeting Date: 9/1/2020
Item Status: New
From: Wayne Dyess, County Administrator
Deidra Hanak, Personnel Director
Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Commission Administration Department - Employment of One (1) Administrative Support Specialist IV Position

STAFF RECOMMENDATION

Approve the employment of Carjetta Crook to fill the open Administrative Support Specialist IV position (PID #5464) at a grade J-EL (\$17.176 per hour / \$35,726.08 annually) to be effective no sooner than September 8, 2020.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The Administrative Support Specialist IV position was vacated in July 2020, due to the resignation of the previous employee. The County Administrator respectfully requests that the above recommendation is approved.

FINANCIAL IMPACT

Total cost of recommendation: \$35,726.08 - budgeted

Budget line item(s) to be used: 51125.5113

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