



Baldwin County Commission

Legislation Text

File #: 21-0012, **Version:** 1

Meeting Type: BCC Regular Meeting

Meeting Date: 10/6/2020

Item Status: New

From: Teddy Faust, Revenue Commissioner

Deidra Hanak, Personnel Director

Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Revenue Commission (Re-Appraisal) - Personnel Changes

STAFF RECOMMENDATION

Take the following actions:

- 1) Approve the promotion of Taarin Mitchell from the Real Property Support Technician I position (PID #967) grade 305 (\$14.75 per hour / \$30,679.20 annually) to fill the open Chief Administrative Assistant position (PID #5306) grade 310 (\$17.92 per hour / \$37,273.00 annually); and
- 2) Approve the promotion of Darla Lawley from the Real Property Support Technician I position (PID #5003) grade 305 (\$14.05 per hour / \$29,218.29 annually) to fill the open Real Property Appraiser Trainee position (PID #5335) grade 309 (\$16.91 per hour / \$35,163.00 annually); and
- 3) Approve the updated position description for the Chief Administrative Assistant.

These recommendations will be effective no sooner than October 12, 2020.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: These positions were vacated in August 2020, due to the resignation of the previous employees. The Revenue Commissioner respectfully requests that the above recommendations are approved.

FINANCIAL IMPACT

Total cost of recommendation: \$72,436.00 - budgeted

Budget line item(s) to be used: 51810.5113

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