



Baldwin County Commission

Legislation Text

File #: 21-0076, **Version:** 1

Meeting Type: BCC Regular Meeting

Meeting Date: 10/20/2020

Item Status: New

From: Betty Sweet, Board of Registrars Chairman
Deidra Hanak, Personnel Director

Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Board of Registrars - Employment of One (1) - Administrative Support Specialist I Position

STAFF RECOMMENDATION

Approve the employment of Lori Waddle to fill the open Administrative Support Specialist I position (PID #5535) grade 306 (\$14.60 per hour / \$30,368.00 annually) to be effective no sooner than October 26, 2020.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The Administrative Support Specialist I position was vacated in September 2020, due to the resignation of the previous employee. The Board of Registrars Chairman respectfully requests that the above recommendation is approved.

FINANCIAL IMPACT

Total cost of recommendation: \$30,368.00 - budgeted

Budget line item(s) to be used: 51920.5113

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