



Baldwin County Commission

Legislation Text

File #: 21-0157, **Version:** 1

Meeting Type: BCC Regular Meeting

Meeting Date: 11/17/2020

Item Status: New

From: Wayne Dyess, County Administrator

Deidra Hanak, Personnel Director

Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Commission Administration - Promotion of Employee into Assistant Administrative Services Manager Position

STAFF RECOMMENDATION

Approve the promotion of Kristen Rawson from the Personnel Specialist position (PID #5456) grade 307 (\$15.487 per hour / \$32,212.96 annually) in the Personnel Department (51962) to fill the open Assistant Administrative Services Manager position (PID #5550) at a grade S314 (\$47,153.60 annually) in the Commission Administration Department (51125) to be effective no sooner than November 23, 2020.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The Assistant Administrative Services Manager position will be vacated due to the retirement of the current employee. The County Administrator and Personnel Director respectfully requests that the above recommendations are approved.

FINANCIAL IMPACT

Total cost of recommendation: \$47,153.60 - 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