



Baldwin County Commission

Legislation Text

File #: 21-0225, **Version:** 1

Meeting Type: BCC Regular Meeting
Meeting Date: 12/1/2020
Item Status: New
From: Harry D'Olive, Probate Judge
Deidra Hanak, Personnel Director
Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Probate Office - Employment of Four (4) License Revenue Officer I Positions

STAFF RECOMMENDATION

Take the following actions:

- 1) Approve the employment of Laura Harmon to fill the open License Revenue Officer I position (PID #5565) at a grade 306 (\$14.60 per hour / \$30,368.00 annually); and
- 2) Approve the employment of Julie Parker to fill the open License Revenue Officer I position (PID #5566) at a grade 306 (\$14.60 per hour / \$30,368.00 annually); and
- 3) Approve the employment of Phyllis McIntosh to fill the open License Revenue Officer I position (PID #5567) at a grade 306 (\$14.60 per hour / \$30,368.00 annually); and
- 4) Approve the employment of Sara Reynolds to fill the open License Revenue Officer I position (PID #5568) at a grade 306 (\$14.60 per hour / \$30,368.00 annually).

These actions will be effective no sooner than December 7, 2020.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: These positions were created during the Fiscal Year 20/21 Budget Cycle. The Probate Judge respectfully requests that the above recommendations are approved.

FINANCIAL IMPACT

Total cost of recommendation: \$121,472.00. \$91,128.00 budgeted specifically for these positions

(they were budgeted for the positions to be filled in January 2021); \$30,344.00 remaining funds needed are available within the Probate salaries budget because of funded but vacant positions

Budget line item(s) to be used: 51300.5113

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