



Baldwin County Commission

Legislation Text

File #: 21-0503, **Version:** 1

Meeting Type: BCC Regular Meeting
Meeting Date: 2/17/2021
Item Status: New
From: Harry D'Olive, Probate Judge
Deidra Hanak, Personnel Director
Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Probate Office - Position Changes

STAFF RECOMMENDATION

Take the following actions:

- 1) Approve the promotion of Lynn Day from the License Revenue Officer I position (PID #840) grade 306 (\$16.443 per hour / \$34,201.44 annually) to fill the open License Revenue Officer II position (PID #156) at a grade 307 (\$17.758 per hour / \$36,936.64 annually) to be effective no sooner than March 1, 2021; and
- 2) Approve the employment of Chelsea Bagwell to fill the open License Revenue Officer I position (PID #840) at a grade 306 (\$14.60 per hour / \$30,368.00 annually) to be effective no sooner than February 22, 2021.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The License Revenue Officer II position was vacated in January 2021, due to the resignation of the previous employee. The Probate Judge respectfully requests that the above recommendations are approved.

FINANCIAL IMPACT

Total cost of recommendation: \$67,304.64 - budgeted

Budget line item(s) to be used: 10051300.51130

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