



Baldwin County Commission

Legislation Text

File #: 22-1066, **Version:** 1

Meeting Type: BCC Regular Meeting

Meeting Date: 6/21/2022

Item Status: New

From: Cian Harrison, Clerk/Treasurer

Deidra Hanak, Personnel Director

Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Finance and Accounting Department - Employment of One (1) Administrative Support Specialist II Position

STAFF RECOMMENDATION

Approve the employment of Kerrigan Morgan to fill the open Administrative Support Specialist II position (PID #5460) at a grade 307 (\$15.48 per hour / \$32,198.40 annually) to be effective no sooner than June 27, 2022.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The Administrative Support Specialist II position was vacated in April 2022. The Clerk/Treasurer respectfully requests that the above recommendation is approved.

FINANCIAL IMPACT

Total cost of recommendation: \$32,198.40 - budgeted

Budget line item(s) to be used: 10051700.51130

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