



# Baldwin County Commission

## Legislation Text

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**File #:** 23-0262, **Version:** 1

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**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 12/5/2022

**Item Status:** New

**From:** Terri Graham, Development and Environmental Director

Deidra Hanak, Personnel Director

**Submitted by:** Deidra Hanak, Personnel Director

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### **ITEM TITLE**

Solid Waste Department (Administration) - Promotion of Employee

### **STAFF RECOMMENDATION**

Approve the promotion of Alexandra Barnette from the Billing Account Specialist I position (#2082) grade 306 (\$16.10 per hour / \$33,488.00 annually) to fill the open Chief Administrative Assistant position (#5499) at a grade 310 (\$18.28 per hour / \$38,022.40 annually) to be effective no sooner than December 19, 2022.

### **BACKGROUND INFORMATION**

**Background:** The Chief Administrative Assistant position was vacated due to the promotion of the previous employee. The Development and Environmental Director respectfully requests that the above recommendation is approved.

**Previous Commission action/date:** N/A

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$38,022.40 - budgeted

**Budget line item(s) to be used:** 51054100.51130

**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**

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**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