Baldwin County Commission

Legislation Text

File #: 23-0510, **Version:** 1

Meeting Type: BCC Regular Meeting
Meeting Date: 1/17/2023
Item Status: New
From: Harry D'Olive, Probate Judge
Deidra Hanak, Personnel Director
Submitted by: Deidra Hanak, Personnel Director

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ITEM TITLE
Probate Office - Personnel Changes

STAFF RECOMMENDATION
Take the following actions:

1) Approve the employment of Andrea Carr to fill the open Recording Officer position (#579) at a grade 306 ($14.90 per hour / $30,992.00 annually); and

2) Approve the employment of Shana Pimperl to fill the open Recording Officer position (#309) at a grade 306 ($14.90 per hour / $30,992.00 annually); and

3) Approve the employment of Melissa Adams to fill the open License Revenue Officer I position (#5368) at a grade 306 ($14.90 per hour / $30,992.00 annually).

These actions shall be effective no sooner than January 23, 2023.

BACKGROUND INFORMATION

Background: The Recording Officer and License Revenue Officer I positions were vacated due to the promotion / resignation of the previous employees. The Probate Judge respectfully requests the above recommendations are approved.

Previous Commission action/date: N/A

FINANCIAL IMPACT

Total cost of recommendation: $92,976.00 - 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
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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