

BALDWIN COUNTY COMMISSION AGENDA ACTION FORM	
Meeting Type:	Baldwin County Commission – Regular
Meeting Date:	10/18/2016
Placement of Item on the Agenda:	CONSENT AGENDA: - ELECTED OFFICIALS
Item Status:	New
Submitted By:	Deidra B. Hanak
From:	Judge Tim Russell, Probate Judge Andrea Roberson, Personnel Director
ITEM TITLE	
Probate Office - Personnel Changes	
STAFF RECOMMENDATION	
<p>Take the following actions:</p> <p>1) Approve the promotion of Tammy Mason from the License Revenue Officer I position (PID #2097), grade G-06 (\$14.671 per hour / \$30,515.68 annually) to fill the open License Revenue Officer II position (PID #578) at a grade H-05 (\$15.711 per hour / \$32,678.88 annually) to be effective no sooner than October 31, 2016; and</p> <p>2) Approve the employment of Tiffany McLain to fill the License Revenue Officer I position (PID #2097) at a grade G-EL (\$12.651 per hour / \$26,314.08 annually) to be effective no sooner than October 24, 2016.</p>	
BACKGROUND INFORMATION	
Previous Commission Action/Background Information:	No
<p>The License Revenue Officer II position was vacated in August due to the termination of the previous employee. The Probate Judge respectfully requests that the above recommendations are approved.</p>	
FINANCIAL IMPACT	

Does the recommendation have a financial impact?	Yes
Total cost of recommendation?	
Are there funds budgeted for this recommendation?	Yes
Budget line item(s) to be used:	51300.5113
Balance remaining in the line item after recommended expenditure:	
Does the recommendation create a need for continued funding which is not included in the current budget?	No
LEGAL IMPACT	
Are there any legal documents required to be executed if this recommendation is approved?	No
ADVERTISING REQUIREMENTS	
Is advertising required for this recommendation?	No
CONSISTENCY WITH B.C. STRATEGIC PLAN - 2006-2016	
Is the recommendation applicable to the goals set forth in the Strategic Plan?	Yes
POLICY IMPACT	
Is the recommendation consistent with Commission Policy?	Yes
Which Commission policy is applicable to this recommendation?	Personnel Policy I.C. <i>Employment for Classified Positions</i> Personnel Policy II.R. <i>Promotions</i>
PERSONNEL IMPACT	
Does the recommendation have personnel impact?	Yes
Open funded position?	Yes
Position Number (PID):	PID #2097 and #578
Newly created position?	No
IMPLEMENTATION	
Is implementation for this item time sensitive?	No
Department(s)/Individual(s) responsible for follow up activities and specific actions required:	Personnel - Implement Changes
ATTACHMENTS	
1. Recommendation and Applications for License Revenue Officer I and II Applicants (CONFIDENTIAL).pdf	
APPROVALS	
Budget	Christie Davis 10/11/2016

	1:25:43 PM
Personnel	Deidra B. Hanak 10/11/2016 9:58:50 AM
Administration	Keri Green 10/12/2016 11:02:27 AM
Chairman and County Administrator	Tucker Dorsey 10/12/2016 8:51:8 PM