

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:	Teddy Faust, Revenue Commissioner Andrea Roberson, Personnel Director
ITEM TITLE	
Revenue Commission - Transfer of One (1) Employee into Mapping Support Technician I Position and Employment of One (1) Mapping Support Technician I Position	
STAFF RECOMMENDATION	
<p>Take the following actions:</p> <p>1) Approve the employment of Traci Denson to fill the open Mapping Support Technician I position (PID #5339) at a grade G-EL (\$12.651 per hour / \$26,314.08 annually) to be effective no sooner than October 24, 2016; and</p> <p>2) Approve the home fund and cost center transfer of Danyell Caprara from the Assessment Support Technician I position (PID #912) grade G-04 (\$13.965 per hour / \$29,047.20 annually) in the Revenue Commission Office (00001/51600) to fill the open Mapping Support Technician I position (PID #5338), with no change in pay, in the Revenue/Re-Appraisal Office (00120/51810), to be effective no sooner than October 31, 2016.</p>	
BACKGROUND INFORMATION	
Previous Commission Action/Background Information:	No
<p>The Mapping Support Technician I positions were newly created during the September 6, 2016, Baldwin County Commission Regular Meeting. The Revenue Commissioner respectfully requests the above recommendation is 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:	51810.5113
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 II.S. Transfers and ReAssignments Personnel Policy I.C. Employment for Classified Positions
PERSONNEL IMPACT	
Does the recommendation have personnel impact?	Yes
Open funded position?	Yes
Position Number (PID):	PID #5338 and #5339
Newly created position?	No
Comments:	Vacated PID# 912
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 Mapping Support Technician Applicants (CONFIDENTIAL).pdf	

APPROVALS	
Budget	Christie Davis 10/11/2016 1:26:52 PM
Personnel	Deidra B. Hanak 10/11/2016 10:00:02 AM
Administration	Keri Green 10/12/2016 11:17:14 AM
Chairman and County Administrator	Tucker Dorsey 10/12/2016 8:52:14 PM