

BALDWIN COUNTY COMMISSION AGENDA ACTION FORM	
Meeting Type:	Baldwin County Commission – Regular
Meeting Date:	11/15/2016
Placement of Item on the Agenda:	CONSENT AGENDA: - PERSONNEL
Item Status:	New
Submitted By:	Deidra B. Hanak
From:	Terri Graham, Development and Environmental Director Andrea Rider Roberson, Personnel Director
ITEM TITLE	
Solid Waste Department (Collections) - Promotion of Employee into Senior Dispatcher - Carts/Non-Compliance Position	
STAFF RECOMMENDATION	
<p>Take the following actions:</p> <p>1) Approve the promotion of Megan Hart from the Billing Account Specialist II position (PID #5314) grade H-02 (\$14.602 per hour / \$30,372.16 annually) in the Solid Waste Collections Administration Department (54801) to fill the Senior Dispatcher - Carts/Non-Compliance position (PID #5199) grade I-01 (\$15.628 per hour / \$32,506.24 annually) in the Solid Waste Collections Department (54800) to be effective no sooner than November 28, 2016; and</p> <p>2) Approve the updated position descriptions for the Landfill Equipment Operator II (Transfer Station) and Landfill Equipment Operator III (Transfer Station).</p>	
BACKGROUND INFORMATION	
Previous Commission Action/Background Information:	No
<p>The Senior Dispatcher - Carts/Non-Compliance position was vacated in November 2016, due to the retirement of the previous employee. The Landfill Equipment Operator II and III (Transfer Station) position descriptions need to be updated to add the requirement of a Class A Commercial Drivers License. The Development and Environmental Director respectfully requests the above applicant is hired into this position.</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:	54800.5113
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.R. Promotions
PERSONNEL IMPACT	
Does the recommendation have personnel impact?	Yes
Open funded position?	Yes
Position Number (PID):	PID #5199
Newly created position?	No
Comments:	vacate PID #5314
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. Updated Position Descriptions for Landfill Equipment Operator II and III.pdf 2. Recommendation and Application for Senior Dispatcher Applicant (CONFIDENTIAL).pdf	
APPROVALS	

Budget	Christie Davis 11/9/2016 9:42:21 AM
Personnel	Andrea Rider 11/9/2016 9:34:10 AM
Administration	Keri Green 11/9/2016 12:11:30 PM
Chairman and County Administrator	Chris Elliott 11/10/2016 8:24:41 AM