

BALDWIN COUNTY COMMISSION AGENDA ACTION FORM	
Meeting Type:	Baldwin County Commission – Regular
Meeting Date:	12/06/2016
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 - Employment of One (1) Assessment Support Technician I Position and Employment of Two (2) Real Property Appraiser Trainee Positions	
STAFF RECOMMENDATION	
<p>Take the following actions:</p> <p>1) Approve the employment of Joni Chambers to fill the open Assessment Support Technician I position (PID #912) at a grade G-EL (\$12.651 per hour / \$26,314.08 annually) in the Revenue Commission (51600); and</p> <p>2) Approve the employment of Lynzie Clark to fill the open Real Property Appraiser Trainee position (PID #5334) at a grade I-EL (\$15.248 per hour / \$31,715.84 annually) in the Revenue Commission - Re-Appraisal (51810); and</p> <p>3) Approve the employment of Christopher Bell to fill the open Real Property Appraiser Trainee position (PID #5335) at a grade I-EL (\$15.248 per hour / \$31,715.84 annually) in the Revenue Commission - Re-Appraisal (51810).</p> <p>These changes will be effective no sooner than December 12, 2016.</p>	
BACKGROUND INFORMATION	
Previous Commission Action/Background Information:	No
The Assessment Support Technician I position was vacated in October 2016, due to the	

transfer of the previous employee. The Real Property Appraiser Trainee position was vacated in October 2016, due to the termination of the previous employee and one was newly created in May 2016. The Revenue Commissioner respectfully requests the above changes are approved.

FINANCIAL IMPACT	
Does the recommendation have a financial impact?	Yes
Total cost of recommendation?	unknown
Are there funds budgeted for this recommendation?	Yes
Budget line item(s) to be used:	51810.5113 51600.5113
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 IMPACT	
Does the recommendation have personnel impact?	Yes
Open funded position?	Yes
Position Number (PID):	PID #912 #5334 and #5335
Newly created position?	No
Comments:	
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. Recommendations and Applications for Assessment Support Technician I and Real Property Appraiser Trainee Applicants (CONFIDENTIAL).pdf	
APPROVALS	
Budget	Christie Davis 11/30/2016 3:20:30 PM
Personnel	Andrea Rider 11/30/2016 3:25:12 PM
Administration	Keri Green 11/30/2016 3:56:48 PM
Chairman and County Administrator	Ronald Cink 11/30/2016 3:58:56 PM