

POSITION ADJUSTMENT REQUEST

ENTERED  
ONE

NO. 20646  
DATE 11/04/2008

CONTRA COSTA COUNTY  
RECEIVED  
NOV 13 2008  
OFFICE OF  
COUNTY ADMINISTRATOR

Department County Library Department No./ Budget Unit No. 0620 Org No. 9703 COPERS Agency No. 85  
Action Requested NOV INCREASE Position No. 6161 from Permanent Intermittent Driver Clerk to 20/40 Driver Clerk

Proposed Effective Date: November 1, 2008

Classification Questionnaire attached: Yes  No  Cost is within Department's budget: Yes  No   
Total One-Time Costs (non-salary) associated with request: \$0  
Estimated total cost adjustment (salary/benefits/one time):  
Total annual cost \$<1,355.82> <sup>\$10,524</sup> Net County Cost \$-0-  
Total this FY \$<903.93> N.C.C. this FY \$-0-

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 2008-09 Budget

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments

Arnie Cain  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN SERVICES DEPARTMENT

Donald Jason Lynn 11/5/08  
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATION

DATE

INCREASE HOUR- one (1) Driver Clerk position # 6161 (represented) from Permanent Intermittent (PI) Permanent Part-time 20/40 as recommended by the Assistant County Administrator-Human Resources Director

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic/Exempt salary schedule

Effective:  Day following Board Action.  
 11/1/08 (Date)

[Signature]  
(for) Director of Human Resources

08 NOV 13 AM 9:18  
HUMAN RESOURCES DEPARTMENT  
CONTRA COSTA COUNTY

COUNTY ADMINISTRATOR RECOMMENDATION

DATE: 2/18/09

Approve Recommendation of Director of Human Resources  
 Disapprove Recommendation of Director of Human Resources  
 Other:

[Signature]  
(for) County Administrator

BOARD OF SUPERVISORS ACTION

Adjustment APPROVED  DISAPPROVED

David Twa, Clerk of the Board of Supervisors  
and County Administrator

DATE:

BY:

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL/SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es)/position(s) as follows: