

POSITION ADJUSTMENT REQUEST



11/13

NO. 20648

DATE 11/04/2008

CONTRA COSTA COUNTY RECEIVED  
NOV 12 2008  
OFFICE OF COUNTY ADMINISTRATOR

Department County Library Department No./ Budget Unit No. 0620 Org No. 3703 Agency No. 85  
Action Requested ADD one 20/40 Driver Clerk position.

COPERS

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 \$36,205.86 Net County Cost \$-0-

Total this FY \$24,138.45 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

*Anna Cain*  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN SERVICES DEPARTMENT

*J. D. Jensen* 11/5/08  
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATION

DATE

ADD- One (1) Permanent Part-time 20/40 Driver Clerk position (represented) 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 9:13  
CONTRA COSTA COUNTY HUMAN RESOURCES DEPARTMENT

COUNTY ADMINISTRATOR RECOMMENDATION

DATE: 2/18/09

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: \_\_\_\_\_

*Richard J. Smith*  
(for) County Administrator

BOARD OF SUPERVISORS ACTION

Adjustment APPROVED  DISAPPROVED

DATE: \_\_\_\_\_

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

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: