

POSITION ADJUSTMENT REQUEST

ENTERED  
DCA

NO. 20663  
DATE 1/8/09

Department District Attorney Department No./ Budget Unit No. 0242 Org No. 2838 Agency No. 42

Action Requested Reduce one full time 20/40 Deputy District Attorney - Basic Level (2KTF) Position # 3775 to 20/40 and add one 20/40 Deputy District Attorney - Basic Level position (2KTF), FREEZE NEW 20/40 DDA-BASIC POSITION. TNG

COSTA COUNTY  
RECEIVED  
JAN 14 2009  
OFFICE OF  
COUNTY ADMINISTRATOR

Proposed Effective Date: 2/1/2009

Classification Questionnaire attached: Yes  No  / Cost is within Department's budget: Yes  No

Total One-Time Costs (non-salary) associated with request: \$ none

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost	\$ <u>5,500.00</u>	Net County Cost	\$ <u>5,500.00</u>
Total this FY	\$ <u>2,292.00</u>	N.C.C. this FY	\$ <u>0</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Current year salary savings due to one 20/40 vacancy.

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

*J. Martinec* 12/22/08  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

*Donna Julie Lauer*  
Deputy County Administrator  
Date 1/8/09

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS \_\_\_\_\_ DATE \_\_\_\_\_

Add one (1) full time Deputy District Attorney - Basic Level (2KTF) position #3775 from 40/40 to 20/40 and add one (1) 20/40 Deputy District Attorney - Basic Level (2KTF) position.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.  
Effective:  Day following Board Action.  
01/21/09 (Date) *[Signature]*  
(for) Director of Human Resources

01 JAN 14 AM 10:49  
COSTA COUNTY  
HUMAN RESOURCES

COUNTY ADMINISTRATOR RECOMMENDATION \_\_\_\_\_ DATE \_\_\_\_\_  
 Approve Recommendation of Director of Human Resources  
 Disapprove Recommendation of Director of Human Resources  
 Other: \_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION:  
Adjustment  APPROVED  DISAPPROVED   
*David Tain*  
John Cullen, 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: