

JUL 03 2007

OFFICE OF
COUNTY ADMINISTRATOR

POSITION ADJUSTMENT REQUEST



NO. 20376A
DATE June 12, 2007

Department County Library
Action Requested

Department No./
Budget Unit No. 0620 Org No. 3744 Agency No. 85

COPERS

- Reallocation of position #6655 from 40/40 Library Literacy Specialist-Project to 40/40 Senior Library Literacy Assistant
- Reallocation of position #6658 from 30/40 Library Literacy Specialist-Project to 32/40 Senior Library Literacy Assistant
- Cancel position #10419 Library Literacy Specialist-Project

Proposed Effective Date: July 1, 2007

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 \$13,760.75 Net County Cost \$-0-

Total this FY \$-0- N.C.C. this FY \$-0-

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 2007-08 Budget

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

Steve Cain
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN SERVICES DEPARTMENT

Jason Lyno
Deputy County Administrator

5/17/07
Date

Amend p-300 20376, reallocate the salary of Library Literacy Specialist-Project (3AV3) from salary level QXX 1075 to salary level QXX 1341 and transfer position numbers 6655 and 6658 and incumbents into the Merit System classification of Senior Library Literacy Assistant (3KTC) effective July 1, 2007.

Amend Resolution 1117 establishing positions and resolutions allocating classes to the Basic/Exempt salary schedule

Effective: ☐ Day following Board Action.

☒ 7.1.07 (Date)

[Signature]
(for) Director of Human Resources

COUNTY ADMINISTRATOR RECOMMENDATION

DATE: 8/2/07

- ☒ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources
☐ Other: _____

Jason Lyno
(for) County Administrator

BOARD OF SUPERVISORS ACTION

Adjustment APPROVED ☒ DISAPPROVED ☐

DATE: 8/14/2007

John Cullen, Clerk of the Board of Supervisors
and County Administrator

BY: Lore A. Head

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:

Establish the classification of Senior Library Literacy Assistant (3KTC-represented); allocate classification to salary QXX-1341; transition position #6655 and #6658 into classification; increase hours of position #6658 from 30/40 to 32/40 and cancel Library Literacy Specialist-project (represented) position #10419.