

POSITION ADJUSTMENT REQUEST

NO. 20744  
DATE 10/26/09

Department Public Works Department No. / Budget Unit No. 0650 Org No. 4503 Agency No. 65

Action Requested Reactivate the classification of Public Works Chief of Administrative Services (APDF, unrepresented), reallocate to salary level B82 1894 (\$7,180 - \$8,748 with two 2 1/2% performance steps to \$9,191), add one (1) permanent full-time position, and cancel one (1) permanent full-time Administrative Services Officer (APDB, unrepresented) position #12265 and one (1) permanent full-time Clerk - Senior Level (JWXC, represented) position #6617  
Proposed Effective Date: 11/1/2009

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

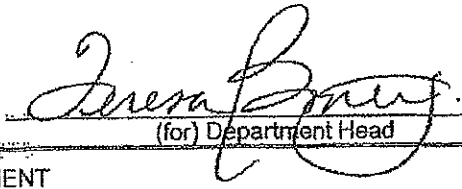
Total One-Time Costs (non-salary) associated with request: \$0.00

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

Total annual cost	\$ <u>193,008</u>	Net County Cost	\$ <u>0.00</u>
Total this FY	\$ <u>128,672</u>	N.C.C. this FY	\$ <u>0.00</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT No fiscal impact to County general funds. Costs offset by the cancelation of two vacant funded positions resulting in cost savings.

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

  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Deputy County Administrator \_\_\_\_\_ Date \_\_\_\_\_

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 10/27/09

REACTIVATE Public Works Chief of Administrative Services (APDF) classification, REALLOCATE to salary level B82 1894 (\$7,180-\$8,748 with two 2 1/2% performance steps to \$9,191); ADD one (1) permanent full-time position; CANCEL one (1) permanent Full-time Administrative Services Officer (APDB) vacant position number 12265 and one (1) permanent full-time Clerk-Senior Level (JWXC) vacant position #6617.

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

Effective:  Day following Board Action.  11/1/2009 (Date) \_\_\_\_\_ (for) Director of 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: John Cullen, Clerk of the Board of Supervisors and County Administrator

Adjustment APPROVED  DISAPPROVED   
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

**Addition of Chief of Admin Services/Elimination of 2 other Positions  
Worksheet**

	Monthly Salary (Top step with performance pay)	Add Monthly Benefits @ approx. 75%	Total Net Cost per month
Add: Chief of Administrative Services	9,191*	6,893	16,084
Abolish: Administrative Services Officer (pos # 12265)	7,906	5,930	(13,836)
Abolish: Clerk - Senior Level (pos # 6617)	3,785	2,839	(6,624)
<b>Net Savings</b>			<b>(4,376)/Month</b>

\* Top step with performance pay.