POSITION ADJUSTMENT REQUEST

NO. 20754
DATE 11/20/09

Department Health Services/Personnel

Department No./
Budget Unit No. 0540 Org No. 6547 Agency No. A-18

Action Requested
'ease the hours of a Personnel Services Assistant III position (#11682) from 31/40 to 7/40 and add one part-time (24/40) Administrative Services Assistant III (APTA) position at salary level B85 1631 ($5,371-$6,529).

Proposed Effective Date: 11/8/09

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

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

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

Total annual cost	$	0.00	Net County Cost	$	0.00
Total this FY	$	0.00	N.C.C. this FY	$	

SOURCE OF FUNDING TO OFFSET ADJUSTMENT No fiscal impact. Increased costs offset by position hours reduction

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

/S/
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Dorothy Hansen 11/20/09
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE November 20, 2009

DECREASE hours of (1) Personnel Services Assistant III (ARTA) Position # 11682 at salary level B85 1631 ($5371.68 - $6529.32) from 31/40 to 7/40;

ADD (1)one Administrative Services Assistant III (APTA) position at salary level ZB5 1631 ($5371.68 - $6529.32)

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

Effective: ☒ Day following Board Action.
☐ _____ (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:
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: