

POSITION ADJUSTMENT REQUEST

NO. 21016
DATE 11/09/11

Department Clerk-Recorder-Elections Department No./
Budget Unit No. 0024 Org. No. 0355

COPERS
Agency No. 24

Action Requested Add one(1) full-time Clerk Recorder Services Technician position (EAVA). Cancel one (1) vacant Office Manager position (JJHC) (#10238).

Proposed Effective Date: November 9, 2011

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): \$ 0

Total annual cost \$ (24,634) Net County Cost \$ (24,634)

Total this FY \$ (2,053) N.C.C. this FY \$ (2,053)

SOURCE OF FUNDING TO OFFSET ADJUSTMENT This position request provides a salary and benefits savings.

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Steve Weir 11/09/11
(for) Department Head Date

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Tim Ewell 11/09/11
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATION

DATE: 11/18/2011

ADD one Clerk-Recorder Services Technician (EAVA) position and CANCEL one vacant Office Manager (JJHC) position #10238 in the Clerk-Recorder-Elections Department.

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

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: