

# POSITION ADJUSTMENT REQUEST

NO. 21018  
DATE 11/21/11

Department Public Works Department No./  
Budget Unit No. 0841 Org No. 4841 Agency No. 65

Action Requested Cancel one Airport Office Specialist (J9SG) position #1664 (Salary Level \$4337-5272) add one Account Technician (JD7A) position #13189 (Salary Level \$3623-4627)

Proposed Effective Date: \_\_\_\_\_

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

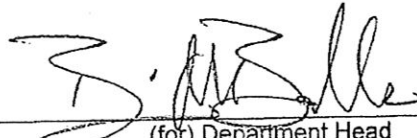
Total One-Time Costs (non-salary) associated with request: \$0.00

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

Total annual cost	\$ - \$7,700	Net County Cost	\$0.00
Total this FY	\$ - \$3,850	N.C.C. this FY	\$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Airport Enterprise Funds - Salary 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

11/21/11  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/01/2011

Add one Accounting Technician (JD7A) position at salary level 3RX 1236 (\$3,623-\$4,627) and cancel one Airport Office Specialist (J9SG) vacant position #1664 in the Public Works Department.

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 J. 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: