

POSITION ADJUSTMENT REQUEST

NO. 21020
DATE _____

Department Clerk-Recorder-Elections Department No./
Budget Unit No. 0024 Org. No. 2353/0355 COPERS
Agency No. 24 _____

Action Requested **Add one (1) full-time Election Services Specialist position (EBVA) and one (1) full-time Clerk Experience level position (JWXB). Cancel one (1) vacant Clerk Specialist position (JWXD) (#5819) and one (1) vacant Microfilm Technician II position (9XVI) (#5833).**

Proposed Effective Date: **December 6, 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 \$ (1,038) Net County Cost \$ (1,038)

Total this FY \$ (606) N.C.C. this FY \$ (606)

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

Department must initiate necessary adjustment and submit to CAO.

11/21/11

Use additional sheet for further explanations or comments.

_11/21/11_____

Steve Weir

(for) Department Head

Date

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Tim Ewell
Deputy County Administrator

_11/21/11_____
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATION

DATE 12/1/2011

Add one Election Services Specialist (EBVA) (represented) position at salary level 3R5 1269 (\$3,753-\$4,562) and one Clerk Experience level (JWXB) (represented) position at salary level 3RH 0750 (\$2,682-\$3,327); cancel one vacant Clerk Specialist level (JWXD) (represented) position # 5819 and one vacant Microfilm Technician II - Project (9XV1) (represented) position #5833

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)

Ted Cwiek

(for) Director of Human Resources

COUNTY ADMINISTRATOR RECOMMENDATION

DATE: 12/5/11

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: _____

Tim Ewell
(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: