

## POSITION ADJUSTMENT REQUEST

NO. 21034  
DATE 12/13/2011

Department Conservation and Development Department No. /  
Budget Unit No. 0280 Org No. 2606 Agency No. 38  
Action Requested: ADOPT Position Adjustment Resolution No. \_\_\_\_\_ to cancel two (2) 40/40 Clerk, Experienced Level (JWXB), position #s (#13090 and 971) (represented) and add two (2) 40/40 Planning Technician II (51VB) positions (represented), in the Department of Conservation and Development (DCD).

Proposed Effective Date: 1/1/2012

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 \$32,000.00

Net County Cost \$0.00

Total this FY \$16,000.00

N.C.C. this FY 0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Land development fees

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

Victoria Mejia

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Timothy Ewell

12/6/2011

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

\_\_\_\_\_  
Date

### HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

CANCEL two (2) full-time Clerk-Experienced Level (JWXB) vacant positions 13090 and 13585 (represented) and ADD two (2) full-time Planning Technician II (51VB) (represented) positions at salary level QM5 1211 (\$3,544-\$4,307) in the Department of Conservation and Development.

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

\_\_\_\_\_  
Date

### 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 is 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: