

# POSITION ADJUSTMENT REQUEST

NO. 21221  
DATE 1/3/2013

Department Office of the Sheriff

Department No./

Budget Unit No. 0255 Org No. 2588 Agency No. 25

Action Requested: Add five (5) full-time, Deputy Sheriff (6XWA) positions, one (1) full-time, Clerk-Senior Level (JWXC) position, one (1) full-time, Administrative Services Assistant II (APVA) position, two (2) full-time, Detention Services Worker positions (64VD), one (1) full-time, Lead Cook (1KTA) position

Proposed Effective Date: 1/16/2013

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 \$1,248,310.00

Net County Cost \$0.00

Total this FY \$572,142.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT AB109 Public Safety Realignment

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Timothy Ewell

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

TME

1/3/2013

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/15/2013

SEE ATTACHMENT

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:

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: \_\_\_\_\_

DATE

1/10/13

(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:

**P300 21221 (Attachment)**

Add five Deputy Sheriff-40 Hour (6XWA) (represented) positions at salary level VHX 1688 (\$5,298-\$6,600), one Clerk-Senior Level (JWXC) (represented) position at salary level 3RX 1033 (\$2,882-\$3,680), one Administrative Services Assistant II (APVA) (represented) position at salary level ZB5 1475 (\$4,476-\$5,440), two Detention Services Worker (64VD) (represented) positions at salary level QS5 0913 (\$2,565-\$3,118), and one Lead Cook (1KTA) (represented) position at salary level QS5 1228 (\$3,505-\$3,864)