**POSITION ADJUSTMENT REQUEST**

 NO. 21233

DATE 1/25/13

Department No./

Department CAO-Risk Management Budget Unit No. 0150 Org No. 1505 Agency No. 03

Action Requested: Add one (1) Safety Services Specialist - Level B (AJWH) in the Risk Management Department

Proposed Effective Date:

Classification Questionnaire attached: Yes [ ]  No [x]  / Cost is within Department’s budget: Yes [x]  No [ ]

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

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

Total annual cost $91,629.00 Net County Cost $0.00

Total this FY $38,179.0 N.C.C. this FY $0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Self Insurance Trust Funds & reduced contract costs

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 Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE

Add one (1) permanent 40/40 Safety Services Specialist -Level B (AJWH) represented at salary level ZA2 1526 ($4850.55-$5909.92) in the Risk Management Department.

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

Effective: [x]  Day following Board Action.

 [ ]       (Date) Marta Goc 1/28/2013

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (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: David J. Twa, Clerk of the Board of Supervisors

Adjustment is APPROVED [ ]  DISAPPROVED [ ]  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 (M347) Rev 3/15/01

**REQUEST FOR PROJECT POSITIONS**

Department CAO-Risk Management Date 1/16/2013 No.

1. Project Positions Requested:

2. Explain Specific Duties of Position(s)

3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)

4. Duration of the Project: Start Date       End Date

 Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.

5. Project Annual Cost

a. Salary & Benefits Costs:        b. Support Costs:

 (services, supplies, equipment, etc.)

c. Less revenue or expenditure:        d. Net cost to General or other fund:

6. Briefly explain the consequences of not filling the project position(s) in terms of:

a. potential future costs d. political implications

b. legal implications e. organizational implications

c. financial implications

7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.

8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted

9. How will the project position(s) be filled?

[x]  a. Competitive examination(s)

[ ]  b. Existing employment list(s) Which one(s)?

[ ]  c. Direct appointment of:

[x]  1. Merit System employee who will be placed on leave from current job

[ ]  2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY