

**POSITION ADJUSTMENT REQUEST**

NO. \_\_\_\_\_  
DATE November 19, 2013

Department : Human Resource Department No./ Budget Unit No. \_\_\_\_\_ Org No. \_\_\_\_\_ Agency No. 65

**Action Requested:**

Amend County Ordinance Section to remove the exempt status of the classification of Fleet Manager-Exempt (PMF1) from the County Ordinance Code.

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

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

Total annual cost	\$ _____	Net County Cost	\$ <u>0</u>
Total this FY	\$ _____	N.C.C. this FY	\$ <u>0</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT \_\_\_\_\_

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 12/10/2013

INTRODUCE Ordinance 2014- 01 amending the County Ordinance Code to move the classifications of Real Estate Manager-Exempt, Capital Projects Manager-Exempt, and Procurement Services Manager-Exempt from Section 33-5.375 to Section 33-5.347, change the appointing authority of those same classifications, and repeal Section 33-5.375, waive reading, and fix January 14, 2014, for adoption.

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

Effective:  Day following Board Action.  
 \_\_\_\_\_ (Date) Ted Cwiek  
(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:

## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_ Date \_\_\_\_\_ 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

- |   |   |
|---|---|
| 1. Salary & Benefit Cost \$ _____       | 2. Support Cost \$ _____<br>(services, supplies, equipment, etc.) |
| 3. Less revenue or expenditure \$ _____ | 4. 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
- b) legal implications
- c) financial implications
- d) political implications
- e) organizational 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?

- a) Competitive Examination(s)
- b) Existing employment list(s) Which one(s)
- c) Direct appointment of
  - 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