POSITION ADJUSTMENT REQUEST

NO. <u>21631</u>
DATE <u>3/31/2015</u>

Department No./
Department <u>Office of the County Counsel</u>　　Budget Unit No. <u>0030</u>　Org No. <u>1735</u>　Agency No. <u>17</u>

Action Requested: ADD one (1) full-time Deputy County Counsel - Standard- Exempt (2ET2) (unrepresented) position at salary level B82 2097 ($8,838.80 - $10,506.55) in Org 1735 and CANCEL one (1) full-time Civil Litigation Attorney - Advanced (2ETG) (unrepresented) vacant position No.5778 in Org 1735 at salary level B82 ($10,774.45-12,807.44) in the Office of the County Counsel.

Proposed Effective Date: <u>4/1/2015</u>

Classification Questionnaire attached: Yes ☐　No ☒　/ Cost is within Department's budget: Yes ☒　No ☐

Total One-Time Costs (non-salary) associated with request: <u>$0.00</u>

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

　　　　　　　Total annual cost <u>($37,550.00)</u>　　　Net County Cost <u>$0.00</u>
　　　　　　　Total this FY　<u>$6,258.00</u>　　　　　　N.C.C. this FY　<u>$0.00</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT　<u>Salary Savings</u>

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

Sharon L. Anderson
_____
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L.Driscoll
_____　　_____
Deputy County Administrator　　　　　　　　　Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS　　　　　DATE <u>3/27/2015</u>
ADD one (1) full-time Deputy County Counsel - Standard- Exempt (2ET2) (unrepresented) position at salary level B8B 2097 ($8,838 - $10,506) and CANCEL one (1) full-time Civil Litigation Attorney - Advanced (2ETG) (unrepresented) vacant position No.5778 at salary level B8B 2297 ($10,774 -12,190) in the Office of the County Counsel.

_____
Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.
Effective:　☒ Day following Board Action.
　　　　　☐ _____ (Date)　　　　　　　　　K.ITo
　　　　　　　　　　　　　　　　　_____　_____
　　　　　　　　　　　　　　　　　(for) Director of Human Resources　　　　Date

COUNTY ADMINISTRATOR RECOMMENDATION:　　　　　DATE　　　<u>4/8/2015</u>
☒ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources　　/s/　Julie DiMaggio Enea
☐ 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:

REQUEST FOR PROJECT POSITIONS

Department _____   Date <u>4/8/2015</u>   No. <u>xxxxxx</u>

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?
   ☐ 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