

POSITION ADJUSTMENT REQUEST

NO. 21663
DATE 9/18/2014

Department Office of the Sheriff

Department No./

Budget Unit No. 0255 Org No. 2535 Agency No. 25

Action Requested: Add one (1) Sergeant (6XTA) position and two (2) Sheriff's Specialists (64VE) positions to the Community Services Unit - Investigations Division - Field Operations Bureau.

Proposed Effective Date: 10/1/2014

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 \$497,846.00

Net County Cost \$0.00

Total this FY \$82,974.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Office of the Sheriff's P6 CAB Fund

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

Mary Jane Robb

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Timothy M. Ewell

4/29/2015

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 4/30/2015

Add one (1) Sergeant (6XTA) (represented) position at salary plan and grade VHX 1835 (\$6,501 - \$8,099) and two (2) Sheriff's Specialists (64VE) (represented) positions at salary plan and grade VN5 1285 (\$3,932 - \$4,779)

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

Effective: ☒ Day following Board Action.

☐ _____(Date)

K. Ito

4/30/2015

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

4/30/2015

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: _____

Timothy M. Ewell

(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: