# POSITION ADJUSTMENT REQUEST

NO. 21695
DATE 7/7/2015

Department No./
Department Conservation and Development Budget Unit No. 0280 Org No. 2662 Agency No. 38

Action Requested: ADD one (1) full-time Grading Inspector I position (NXWB) in the Department of Conservation and Development.

Proposed Effective Date: 7/16/2015

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 | $96,000.00 | Net County Cost | $0.00 |
| Total this FY | $96,000.00 | N.C.C. this FY | 0.00 |

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% building and grading fees

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

VM for JK
_____
(for) Department Head

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REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

BR for JE 6/29/2015

_____ _____
Deputy County Administrator Date

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HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 7/2/2015
ADD one (1) full-time Grading Inspector I (NXWB) position at salary plan and grade QS5 1540 ($4,964-$5,473) in the Department of Conservation and Development

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

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COUNTY ADMINISTRATOR RECOMMENDATION: DATE 7/10/2015
☒ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources /s/ Julie DiMaggio Enea
☐ Other: _____ _____
(for) County Administrator

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BOARD OF SUPERVISORS ACTION: David J. Twa, Clerk of the Board of Supervisors and County Administrator
Adjustment is APPROVED ☐ DISAPPROVED ☐

DATE _____ BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

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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 7/10/2015 No. xxxxxx

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
   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