

POSITION ADJUSTMENT REQUEST

NO. 21712
DATE 7/21/2015

Department Auditor-Controller

Department No./
Budget Unit No. 0010 Org No. 1018 Agency No. A10

Action Requested: Add one permanent full-time Payroll Systems Accountant (SATC) position at salary level ZB5 (\$5,956.09 - 7,239.66) in the Office of the Auditor-Controller.

Proposed Effective Date: 8/1/2015

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 \$126,524.00 Net County Cost \$126,524.00
Total this FY \$89,899.00 N.C.C. this FY \$89,899.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT General Fund

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

[Signature]
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

[Signature]
Deputy County Administrator

7/27/15
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE _____

Add one (1) permanent full-time Payroll Systems Accountant (SATC) (represented) position at salary plan and grade ZB5 1694 (\$5,956 - \$7,239) in the Office of the Auditor-Controller.

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

Effective: Day following Board Action.
 _____(Date)

Lisa Lopez

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 8/4/2015

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: _____

Lisa Driscoll

(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: