

POSITION ADJUSTMENT REQUEST

NO. 21763
DATE 10/1/15

Department Clerk-Recorder-Elections Department No./
Budget Unit No. 355 Org. No. 355 COPERS
Agency No. 24

Action Requested **Retitle the classification of Assistant County Recorder-Exempt (ALB3) to Assistant County Clerk-Recorder-Exempt (ALB3).**

Proposed Effective Date: **December 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

Estimated total cost adjustment (Salary/benefits/one time): \$ 0

Total annual cost \$ 0 Net County Cost \$ 0

Total this FY \$ 0 N.C.C. this FY \$ 0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT No fiscal impact

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

J.C. 10/1/15
(for) Department Head Date

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

BR for JE 10/1/15
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATION

DATE: _____

INTRODUCE Ordinance 2015-21 amending Section 33-5.383 of the County Ordinance Code to re-title the classification of Assistant County Recorder-Exempt (ALB3) to Assistant County Clerk-Recorder-Exempt (ALB3) in the Clerk-Recorder-Elections Department, WAIVE reading and FIX November 10, 2015 for adoption.

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

Effective: ☒ Day following Board Action.
☐ _____ (Date) Tanya Williams
(for) Director of Human Resources

COUNTY ADMINISTRATOR RECOMMENDATION

DATE: 10/26/15

☒ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources
☐ Other: _____

/s/ Julie DiMaggio Enea
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment APPROVED ☐ DISAPPROVED ☐

David 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: