

**POSITION ADJUSTMENT REQUEST**NO. 21896  
DATE 7/28/16Department Clerk-Recorder Department No./  
Budget Unit No. 043/355 Org. No. 2353/355 COPERs  
Agency No. 24**Action Requested Org 355: Add one Clerk-Recorder Services Manager (EASA), cancel one vacant Recorder Operations manager (J9HF), position number 06257. Org 2353: Add one Information Systems Technician I (LTWB), cancel one vacant Information Systems Specialist II (LTVA), position number 14985.**Proposed Effective Date: August 1, 2016Classification Questionnaire attached: Yes ☐ No ☒Cost is within Department's budget: Yes ☒ No ☐Total One-Time Costs (non-salary) associated with request: \$ 0Estimated total cost adjustment (Salary/benefits/one time): \$ 0Total annual cost \$ 11,700 Net County Cost \$ 11,700Total this FY \$ 10,725 N.C.C. this FY \$ 10,725SOURCE OF FUNDING TO OFFSET ADJUSTMENT Within current fiscal year budget, no change in FTE's

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

J.C. 7/22/16  
(for) Department Head Date

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

BR for JE 7/28/16  
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATION

DATE: 8/3/2016

Add one (1) Clerk-Recorder Services Manager (EASA)(represented) position at salary plan and grade ZA5 1776 (\$6,718-\$8,166) and one (1) Information Systems Technician I (LTWB) (represented) position at salary plan and grade TB5 1408 (\$4,666-\$5,672); and cancel one (1) Recorder's Operations Manager (J9HF) (represented) vacant position No. 6257 at salary plan and grade ZA5 1450 (\$4,864-\$5,913) and one Information Systems Specialist II (LTVA) (represented) position No. 14985 at salary plan and grade TB5 1393 (\$4,597-\$5,588)

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: 8/10/16☒ 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:

