

POSITION ADJUSTMENT REQUEST

NO. 21998
DATE 11/29/2016

Department Human Resources/HSD/Library
Department No./ Budget Unit No. Org No. Agency No.

Action Requested: Establish the classifications of Institutional Services Aide-Project (1KW4) at salary plan/grade TB5 0828 (\$2,627.88-3,194.21) Institutional Services Worker-Project (1KV1) at salary plan/grade TB5 0922 (\$2,884.21- \$3,505.78) and add two (2) positions of each in the Health Services Department. Add two (2) Library Aide-Exempt (3KW4) positions at salary plan/grade f85 0288 (\$1,733.33-\$2,106.88) in the Library.

Proposed Effective Date: 1/1/2017

Classification Questionnaire attached: Yes No / Cost is within Department's budget: Yes No

Total One-Time Costs (non-salary) associated with request:

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$293,874.00 Net County Cost
Total this FY \$171,427.00 N.C.C. this FY

SOURCE OF FUNDING TO OFFSET ADJUSTMENT

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

Allison Picard
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Allison Picard 11/29/16
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/29/2016

Establish the classifications of Institutional Services Aide-Project (1KW4) at salary plan/grade TB5 0828 (\$2,627.88-3,194.21) Institutional Services Worker-Project (1KV1) at salary plan/grade TB5 0922 (\$2,884.21- \$3,505.78) and add two (2) positions of each in the Health Services Department. Add two (2) Library Aide-Exempt (3KW4) positions at salary plan/grade f85 0288 (\$1,733.33-\$2,106.88) in the Library

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

Effective: Day following Board Action. (Date)

Gladys Scott Reid 11/29/2016
(for) Director of Human Resources Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

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

(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:

## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date 12/2/2016

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