

POSITION ADJUSTMENT REQUEST

NO. 22037
DATE 2/16/2017

Department Conservation and Development Department No./
Budget Unit No. 0280 Org No. 2651 Agency No. 38

Action Requested: Add two (2) full-time Clerk-Experienced Level (JWXB) (represented) positions; cancel one (1) Secretary-Journey (J3TF) (represented) vacant position No. 12361 and one (1) Secretary-Advanced (J3TG) vacant position No. 505 in the Dept. of Conservation and Development

Proposed Effective Date: 4/1/2017

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 _____ Net County Cost \$0.00
Total this FY _____ N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Net annual cost savings of approx \$22,000

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

VM for JK

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

BR for JE

3/1/2017

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 3/1/2017

Add two (2) full-time Clerk-Experienced Level (JWXB) (represented) positions at salary plan and grade 3RH 0750 (\$2,905-\$3,605); cancel one (1) Secretary-Journey (J3TF) (represented) vacant position No. 12361 at salary plan and grade 3R2 1018 (\$3,267-\$4,504) and one (1) Secretary-Advanced (J3TG) vacant position No. 505 at salary plan and grade 3R2 1163 (\$3,772-\$4,828)

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

Effective: Day following Board Action.
 _____(Date)

Mary Jane De Jesus-Saepharn

3/1/2017

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 3/29/2017

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 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 3/29/2017

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