

POSITION ADJUSTMENT REQUEST

NO. 22154
DATE 9/13/17

Department Clerk-Recorder Department No./
Budget Unit No. 043/355 Org. No. 355/2353 COPERS
Agency No. 24

Action Requested **Org 355: Add two Clerk-Recorder Services Specialist EATA positions (represented), cancel one vacant Recordable Documents Technician J9WF position (#05816) represented, and cancel one vacant Election Services Reimbursements Technician EBHA position (#05798) represented.**

Proposed Effective Date: October 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

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

Total annual cost \$ (39,323) Net County Cost \$ (39,323)

Total this FY \$ (26,216) N.C.C. this FY \$ (26,216)

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost savings, no change in FTE's

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

J.C. 9/11/17
(for) Department Head Date

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

BR for JE 9/13/17
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATION

DATE: 9/15/2017

Add two Clerk-Recorder Services Specialist (EATA) positions; cancel one Recordable Document Technician (J9WF) position (5816) and one (1) Election Services Reimbursement Technician (EBTB) position (5798).

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: 9/21/17

☒ 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: