

POSITION ADJUSTMENT REQUEST

NO. 22334
DATE 8/3/2018

Department Public Defender Department No./ Budget Unit No. 0243 Org No. 2909 Agency No. 043
Action Requested: ADOPT Position Adjustment Resolution No. 22334 to decrease the hours of one (1) Deputy Public Defender III(25TB) (represented) position no. 3847 from full-time (40/40) to part-time (32/40), in the Public Defender's Office.

Proposed Effective Date: 9/4/2017

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 (\$36,000.00) Net County Cost (\$0.00)
Total this FY (\$36,000.00) N.C.C. this FY (\$0.00)

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost Savings

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

Joanne Sanchez-Rosa for Robin Lipetzky

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Hang Nguyen for Paul Reyes 8/6/2018

Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 8/7/2018
Decrease the hours of one (1) Deputy Public Defender III (25TB) (represented) position no. 3847 at salary plan and grade JD5 2146 (\$10,326 - \$13,186) from full-time (40/40) to part-time (32/40) effective September 4, 2017 in the Public Defender's Office. (Cost Savings)

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

Effective: Day following Board Action.
 9/4/2017(Date) Amanda Monson 8/7/2018

(for) Director of Human Resources Date

COUNTY ADMINISTRATOR RECOMMENDATION: DATE 9/5/2018
 Approve Recommendation of Director of Human Resources
 Disapprove Recommendation of Director of Human Resources Paul Reyes
 Other: _____

(for) County Administrator

BOARD OF SUPERVISORS ACTION: David J. Twa, Clerk of the Board of Supervisors and County Administrator
Adjustment is APPROVED DISAPPROVED

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 9/5/2018

No. xxxxx

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