

POSITION ADJUSTMENT REQUEST

NO. 22350
DATE 9/27/18

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

Action Requested Add three Clerk-Recorder Services Technician EAVA positions (represented), cancel three vacant Clerk-Recorder Services Specialist EATA positions #17303, 17304, 17467 (represented).

Proposed Effective Date: October 19, 2018

Classification Questionnaire attached: Yes [] No [x]
Cost is within Department's budget: Yes [x] No []

Total One-Time Costs (non-salary) associated with request: \$ 0
Estimated total cost adjustment (Salary/benefits/one time): \$ 0
Total annual cost \$ (10,292) Net County Cost \$ (10,292)
Total this FY \$ (6,862) N.C.C. this FY \$ (6,862)

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. 9/27/18
(for) Department Head Date

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

BR or JE 9/27/18
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATION DATE: 10/9/2018

Add three Clerk-Recorder Services Technician EAVA positions and cancel three vacant Clerk-Recorder Services Specialist EATA positions #17303, 17304, 17467.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic/Exempt salary schedule as described above.
Effective: [x] Day following Board Action.
[] (Date) Tanya Williams
(for) Director of Human Resources

COUNTY ADMINISTRATOR RECOMMENDATION DATE: 10/17/18
[x] 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: David Twa, Clerk of the Board of Supervisors and County Administrator
Adjustment 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: