

# POSITION ADJUSTMENT REQUEST

NO. 22400  
DATE 12/20/2018

Department Auditor-Controller

Department No./

Budget Unit No. 0010 Org No. Multi Agency No. 10

Action Requested: Cancel, add, and reallocate specified positions in the Auditor-Controller's Office accounting series as specified in Attachment.

Proposed Effective Date: 1/15/2019

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 (\$36,000.00)

Net County Cost (\$36,000.00)

Total this FY (\$15,000.00)

N.C.C. this FY (\$15,000.00)

SOURCE OF FUNDING TO OFFSET ADJUSTMENT The adjustment will save approximately \$36,000 per year.

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Robert Campbell

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll

12/20/2018

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/20/2018

See attached.

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

Effective: ☐ Day following Board Action.

☒ 2/1/2019(Date)

Tina Pruitt

12/20/2018

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 1/7/2019

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: \_\_\_\_\_

Lisa Driscoll

\_\_\_\_\_  
(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: