

POSITION ADJUSTMENT REQUEST

NO. 22409
DATE 1/9/2019

Department Veterans Services

Department No./

Budget Unit No. 0579 Org No. 0579 Agency No. 95

Action Requested: Reallocate classification of County Veterans' Services Officer (96A1) from a one-step to four-step class by adding three steps to top of range (5% each). Place encumbent (Emp #77060) at New Step 2.

Proposed Effective Date: 2/1/2019

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 \$8,234.00

Net County Cost \$8,234.00

Total this FY \$3,431.00

N.C.C. this FY \$3,431.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Exisitng departmental appropriations.

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

Lisa Driscoll

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll

1/9/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/10/2019

REALLOCATE the classification of County Veterans' Services Officer (96A1)(unrepresented) from salary plan and grade BD5-2069 (\$9,529.93) to salary plan and grade BD5-2069 (\$9,529.93-11,032,09) and place incumbent Employee #77060 at the New Step 2.

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

1/10/2019

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

1/10/2019

☒ 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: