POSITION ADJUSTMENT REQUEST

NO. 22422
DATE 1/25/2019

Department No./
Department County Administrator - CCTV   Budget Unit No. 0003 Org No. 1225 Agency No. 03

Action Requested: ADD one (1) part-time Secretary-Journey Level (J3TF) (represented) position at Salary Plan and Grade 3R2 1018 ($3,467 -$4,779) and CANCEL one (1) part-time Administrative Analyst (APWA) (represented) position number 10501 at Salary plan and grade ZB5 1277 ($4,349 - $5,286)

Proposed Effective Date: 2/12/2019

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 ($12,018.00) | Net County Cost $0.00 |
| | Total this FY ($5,007.00) | 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.

L.Strobel

_____
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L.Strobel   1/25/2019

_____   _____
Deputy County Administrator   Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS   DATE 1/28/2019
ADOPT Position Adjustment Resolution No. 22422 to add one (1) part-time (32/40) Secretary-Journey Level (J3TF) (represented) position at Salary Plan and Grade 3R2 1018 ($3,467 -$4,779) and cancel one (1) part-time (20/40) Administrative Analyst (APWA) (represented) position number 10501 at Salary plan and grade ZB5 1277 ($4,349 - $5,286) in the County Administrator's Office, Contra Costa Television Division.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.
Effective: ☒ Day following Board Action.
              ☐ _____ (Date)   Marta Goc   1/28/2019

                                              _____   _____
                                              (for) Director of Human Resources   Date

COUNTY ADMINISTRATOR RECOMMENDATION: DATE _____
☐ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources
☐ Other: _____   _____
                                              (for) County Administrator

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

P300 (M347) Rev 3/15/01

REQUEST FOR PROJECT POSITIONS

Department ____   Date <u>1/28/2019</u>   No. <u>xxxxxx</u>

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   d. political implications
    b. legal implications   e. organizational implications
    c. financial 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