

POSITION ADJUSTMENT REQUEST

NO. 22506
DATE 9/18/2019

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

Action Requested ADD one Administrative Services Asst II (APVA) salary plan and grade ZB5-1475 (\$5502.12-\$6,687.86), CANCEL one (1) vacant Clerk-Specialist (JWXD) (represented) at salary plan and grade 3RX-1156 (\$4001.58-\$5110.18); position #17621.

Proposed Effective Date: Oct. 8, 2019

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 \$ 18,932.16 Net County Cost \$ 18,932.16
Total this FY \$ 12,621.44 N.C.C. this FY \$ 12,621.44

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Offset by reduction of 1 FTE, the balance covered by cost savings

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.
J.C. 9/18/19
(for) Department Head Date

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

BR for JE 9/18/19
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATION DATE: 9/18/2019

ADD one Administrative Services Assistant II (APVA) position and CANCEL one Clerk-Specialist Level (JWXD) vacant position (17621) in the Clerk-Recorder's Department.

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: 10/2/19

[X] Approve Recommendation of Director of Human Resources
[ ] Disapprove Recommendation of Director of Human Resources
[ ] Other:
Julile 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: