

POSITION ADJUSTMENT REQUEST

NO. 25659

DATE

Department Clerk-Recorder

Department No./ Budget Unit No. 355

Org. No. 355

COPERS Agency No. 24

Action Requested Add one Clerk-Recorder Services Specialist EATA position (represented), cancel one vacant Clerk-Recorder Services Technician EAVA positions #14489 (represented).

Proposed Effective Date: January 1, 2021

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 \$21,170 Net County Cost \$21,170

Total this FY \$10,585 N.C.C. this FY \$10,585

SOURCE OF FUNDING TO OFFSET ADJUSTMENT General Fund, Additional revenues from increased recordings

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Debi Cooper 11/31/2020
Department Head Date

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

SS for Julie Enea 12/8/20
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATION

DATE: 12/8/2020

Add one (1) Clerk-Recorder Services Specialist (EATA) (represented) at salary plan and grade 3R5 1269 (\$4,622 - \$5,617) and cancel one (1) Clerk-Recorder Services Technician (EAVA) (represented) vacant position #14489 at salary plan and grade 3R5 1135 (\$4,047 - \$4,920).

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)

Amber Lytle (for) Director of Human Resources

COUNTY ADMINISTRATOR RECOMMENDATION

DATE: 12/9/2020

- [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:

Adjustment APPROVED [ ] DISAPPROVED [ ]

David 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: