POSITION ADJUSTMENT REQUEST

NO. <u>25723</u>
DATE <u>4/13/2021</u>

Department No./
Department <u>County Administrator</u>   Budget Unit No. <u>0235</u> Org No. <u>1095</u> Agency No. <u>03</u>

Action Requested: Cancel one Administrative Services Assistant III (APTA) position #13230, Salary Plan ZB5 1631 ($6,613.76 - $8,039.07), and add one Business Systems Analyst (LTWK) position, Salary Plan ZB5 1694 ($7,039.46 - $8,556.51) in the County Administrator's Office - Law and Justice Systems (LJIS) Planning and Development Unit.

Proposed Effective Date: <u>4/21/21</u>

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 <u>$8,770.00</u>   Net County Cost <u>$8,770.00</u>

                Total this FY   <u>$0.00</u>   N.C.C. this FY   <u>$0.00</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT <u>100% General Fund, budgeted</u>

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

/s/ Julie DiMaggio Enea

_____
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Julie DiMaggio Enea   4/13/21

_____   _____
Deputy County Administrator   Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS   DATE <u>4/15/2021</u>
Cancel one Administrative Services Assistant III (represented)   position #13230 and add one Business Systems Analyst position represented)

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

Effective: ☒ Day following Board Action.
         ☐ _____(Date)

Gladys Scott Reid   4/15/2021

_____   _____
(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: Monica Nino, 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:

REQUEST FOR PROJECT POSITIONS

Department _____   Date _____   No. _____

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