

POSITION ADJUSTMENT REQUEST

NO. 25901
DATE 1/27/2022

Department Dept of Child Support Services
Department No./ Budget Unit No. 0249 Org No. 1780 Agency No. A40
Action Requested: Reclassify Executive Secretary-Exempt (J3T5), position #17040 and its incumbent to Administrative Services Assistant II (APVA).

Proposed Effective Date: 2/1/2022

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):

Total annual cost \$29,333.00 Net County Cost \$0.00
Total this FY \$12,221.75 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Fully funded by Federal/State grants; zero cost to CGF

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

Sarah Bunnell

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lara DeLaney

2/1/2022

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 8/29/2022

ADOPT Position Adjustment Resolution No. 25901 to reclassify position #17040 from Executive Secretary-Exempt (J3T5) (unrepresented) at salary plan and grade level B85-1445 (\$5951 - \$7234) to Administrative Services Assistant II (APVA) (represented) at salary plan and grade level ZB5-1475 (\$6129 - \$7449) in the Department of Child Support Services.

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

Effective: [ ] Day following Board Action.
[x] 9/1/2022 (Date)

Nancy Phetdaravanh

8/29/2022

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 9/7/22

- [x] Approve Recommendation of Director of Human Resources
[ ] Disapprove Recommendation of Director of Human Resources
[ ] Other:

Emil Mendez

(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: