POSITION ADJUSTMENT REQUEST

NO. 26076
DATE 11/28/2022

Department No./
Department Library   Budget Unit No. 0621 Org No. 3764 Agency No. 85

Action Requested: DOWNGRADE position 17007 from Librarian II (3AVD) to Librarian I (3AWB) and INCREASE hours from 32/40 to 40/40.

Proposed Effective Date: 12/1/2022

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: $0.00

Estimated total cost adjustment (salary / benefits / one time):

         Total annual cost $10,324.00   Net County Cost $0.00

         Total this FY $6,022.00   N.C.C. this FY $0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT   Library Fund

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

Alison McKee
_____
            (for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

        /s/ Julie Enea   12/1/2022
     _____   _____
        Deputy County Administrator   Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS   DATE 12/2/2022

Cancel one (1) vacant 32/40 Librarian II (3AVD) (Represented) position 17007 at salary plan and grade QX5 1001 ($6,015 - $7,311) and add one (1) Librarian I (3AWB) position at salary plan and grade QX5 1000 ($5,468 - $6,647) in the Library Department.

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

Effective: ☒ Day following Board Action.
         ☐ _____ (Date)   Amanda Monson   12/2/2022
        _____   _____
        (for) Director of Human Resources   Date

COUNTY ADMINISTRATOR RECOMMENDATION: DATE   12/8/2022

☒ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources   /s/ Julie Enea
☐ Other: _____   _____
                                          (for) County Administrator

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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