

POSITION ADJUSTMENT REQUEST

NO. 21947
DATE 9/9/2016

Department Auditor-Controller
Department No./
Budget Unit No. 0010 Org No. 1013 Agency No. 10

Action Requested: Establish the class of Financial Systems Manager (LBSE) at salary plan and grade B885-2220 and reallocate one (1) Information Systems Project Manager (LPNA) position #0209 and its incumbent to Financial Systems Managers (LBSE)

Proposed Effective Date: 10/1/2016

Classification Questionnaire attached: Yes [X] No [] / Cost is within Department's budget: Yes [X] No []

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

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

Total annual cost \$19,656.00 Net County Cost \$19,656.00
Total this FY \$15,218.00 N.C.C. this FY \$15,218.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Within allocated budget.

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

Robert Campbell
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

David Twa, County Administrator 10/14/16
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 10/17/2016
Establish the classification of Financial Systems Manager (LBSE) (unrepresented); allocate to the salary schedule at salary plan and grade B85-2220 (\$10,430-11,500), and reclassify one Information Systems Project Manager (LPNA) (represented) position #209 and its incumbent at salary plan and grade ZA5 1884 (\$7,476 - \$10,019) to Financial Systems Manager (LBSE) at salary plan and grade B85-2220

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

Effective: [] Day following Board Action.
[X] 11/1/2016(Date) Lisa Lopez 10/17/2016
(for) Director of Human Resources Date

COUNTY ADMINISTRATOR RECOMMENDATION: DATE
[] Approve Recommendation of Director of Human Resources
[] Disapprove Recommendation of Director of Human Resources
[X] Other: First of month following Board adoption Lisa Driscoll, County Finance Director
(for) County Administrator

BOARD OF SUPERVISORS ACTION: David J. Twa, Clerk of the Board of Supervisors and County Administrator
Adjustment is 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:

REQUEST FOR PROJECT POSITIONS

Department _____

Date 10/17/2016

No. xxxxxx

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
 - b. legal implications
 - c. financial implications
 - d. political implications
 - e. organizational 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