

POSITION ADJUSTMENT REQUEST

NO. _____
DATE _____

Department Department of Child Support Services Department No. /
Budget Unit No. 0249 Org No. 1780 Agency No. 40

Action Requested CANCEL two (2) J9VA Child Support Assistant positions (10755 & 10756) and one (1) JDVC Account Clerk Experienced Level position (6535). ADD three (3) SMWF Child Support Specialist I positions. Reclass two(2) SMVB Child Support Specialist II positions to SMWF Child Support Specialist I positions

Proposed Effective Date: 3/1/2009

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

Total One-Time Costs (non-salary) associated with request: \$ 0

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

| | | | |
|-------------------|-----------------|-----------------|----------------|
| Total annual cost | \$ <u>-2424</u> | Net County Cost | \$ <u>0.00</u> |
| Total this FY | \$ <u>0</u> | N.C.C. this FY | \$ <u>0.00</u> |

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% reimbursement by Federal and State funding

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

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE _____

CANCEL two (2) Child Support Assistant (J9VA-Represented) positions #10755 and 10756; Cancel one (1) Account Clerk Experience Level (JDVC-Represented) position #6535. Add three (3) Child Support Specialist I (SMWF-Represented) positions.

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

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

(for) Director of Human Resources

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:

Adjustment APPROVED ☒ DISAPPROVED ☐

David J. Twa , Clerk of the Board of Supervisors
and County Administrator

DATE 3-17-09

BY C. Twa

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: