

ITEM NO. 0.25
DATE: November 03, 2009

POSITION ADJUSTMENT REQUEST

NO. 20742
DATE 11/3/2009

Department Auditor-Controller Department No./
Budget Unit No. 0010 Org No. 1018 Agency No. 10
Action Requested: Cancel one (1) 40/40 Supervising Accountant (SAHJ) position #185 and ADD one (1)
40/40 Chief Accountant (SAGC) position.

Proposed Effective Date: 11/4/2009

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 (\$28,000.00) Net County Cost (\$19,600.00)
Total this FY \$3,400.00 N.C.C. this FY \$2,380.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Savings from vacant pos. #185 and 175

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

/s/ Elizabeth Verigin

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Lisa Driscoll

10/23/2009

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/26/2009

CANCEL (1) full-time Supervising Accountant (SAHJ) Position #185 at salary level B85 (\$5,768 - \$7,011) and
Add (1) Chief Accountant (\$6,813 - \$8301 merit salary with two 2-1/2% performance steps to \$8721.55)

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

Effective: Day following Board Action.
 _____(Date)

/s/ Ted Cweik

10/26/2009

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

10/27/2009

Approve Recommendation of Director of Human Resources
 Disapprove Recommendation of Director of Human Resources
 Other: _____

/s/ Lisa Driscoll

(for) County Administrator

BOARD OF SUPERVISORS ACTION:
Adjustment is APPROVED DISAPPROVED

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

DATE November 03, 2009

BY [Signature]

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 11/4/2009

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