

POSITION ADJUSTMENT REQUEST

No. 20744
DATE 10/26/09

Department Public Works Department No./ Budget Unit No. 0650 Org No. 4503 Agency No. 65

Action Requested Reactivate the classification of Public Works Chief of Administrative Services (APDF, unrepresented), reallocate to salary level B82 1894 (\$7,180 - \$8,748 with two 2 1/2% performance steps to \$9,191), add one (1) permanent full-time position, and cancel one (1) permanent full-time Administrative Services Officer (APDB, unrepresented) position #12265 and one (1) permanent full-time Clerk - Senior Level (JWXC, represented) position #6617
Proposed Effective Date: 11/1/2009

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

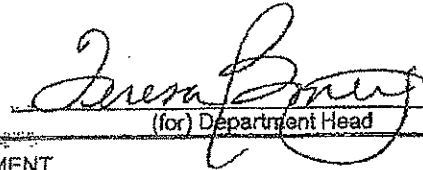
Total One-Time Costs (non-salary) associated with request: \$0.00

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

Total annual cost	\$ <u>193,008</u>	Net County Cost	\$ <u>0.00</u>
Total this FY	\$ <u>128,672</u>	N.C.C. this FY	\$ <u>0.00</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT No fiscal impact to County general funds. Costs offset by the cancellation of two vacant funded positions resulting in cost savings.

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 10/27/09

REACTIVATE Public Works Chief of Administrative Services (APDF) classification, REALLOCATE to salary level B82 1894 (\$7,180-\$8,748 with two 2 1/2% performance steps to \$9,191); ADD one (1) permanent full-time position; CANCEL one (1) permanent Full-time Administrative Services Officer (APDB) vacant position number 12265 and one (1) permanent full-time Clerk-Senior Level (JWXC) vacant position #6617.

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

Effective: Day following Board Action.
 11/1/2009 (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

John Cullen, Clerk of the Board of Supervisors
and County Administrator

DATE November 10, 2009

BY 

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION