POSITION ADJUSTMENT REQUEST

Department No./
Department <u>Office of the Sheriff</u>
Budget Unit No. <u>0255</u> Org No. <u>2515</u> Agency No. <u>25</u>

Action Requested: ADD two (2) Criminalist III (6DTA) positions to the Support Services Bureau - Forensic Services Division.

Proposed Effective Date: <u>12/1/2009</u>

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐
Total One-Time Costs (non-salary) associated with request: <u>$0.00</u>
Estimated total cost adjustment (salary / benefits / one time):

        Total annual cost <u>$209,032.00</u>   Net County Cost <u>$0.00</u>
        Total this FY   <u>$121,935.00</u>   N.C.C. this FY   <u>$0.00</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT <u>No county costs - funded by BJA Cold Case grant.</u>

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

                            Eileen Devlin

                            (for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

                    TME for RJS   11/16/2009

                Deputy County Administrator   Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS   DATE <u>12/8/2009</u>
Add two full-time Criminalist III (6DTA) positions in the Office of the Sheriff

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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   Date

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: David J. Twa, Clerk of the Board of Supervisors
Adjustment is APPROVED ☒ DISAPPROVED ☐   and County Administrator

DATE *December 08, 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:

P300 (M347) Rev 3/15/01