

POSITION ADJUSTMENT REQUEST

ITEM NO. C.33
 DATE: Dec. 15, 2009
 NO. 20756
 DATE 11/19/2009

Department Office of the Sheriff

Department No./

Budget Unit No. 0255 Org No. 2543 Agency No. 25

Action Requested: CANCEL one (1) full-time, permanent Deputy Sheriff position (6XWA position #3039) and ADD one (1) full-time, permanent Sergeant position (6XTA) to Field Operations Bureau - Patrol Division - Military Ocean Terminal Concord (MOTCO).

Proposed Effective Date: 12/1/2009

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 \$24,428.00

Net County Cost \$0.00

Total this FY \$14,252.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Funded by U.S. Department of Army - MOTCO contract

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

11/23/2009

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE _____

CANCEL one (1) full-time, permanent Deputy Sheriff position (6XWA position #3039) and ADD one (1) full-time, permanent Sergeant position (6XTA) in the Office of the Sheriff.

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:

Adjustment is APPROVED ☒ DISAPPROVED ☐

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

DATE December 15, 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: