

SIGNED PERSONNEL ACTION  
ITEM NO. C. 30  
DATE: Jan. 19, 2010

## POSITION ADJUSTMENT REQUEST

NO. 20767  
DATE 12/15/2009

Department Probation Department Department No. /  
Budget Unit No. 0308 Org No. 3060 Agency No. 30  
Action Requested: Add: 1 Probation Supervisor I, 6 Deputy Probation Officer III, 2 Clerk-Senior Level positions.

Proposed Effective Date: 1/1/2010

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 \$1,081,750.00 Net County Cost \$0.00

Total this FY \$540,875.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 2009/10: 100% SB-678 Funds, 2010/11 100% State Cost Saving

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

JM for LDC

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

TME for JME

1/5/10

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/13/10

Add one (1) Probation Supervisor I (7AHA) position, six (6) Deputy Probation Officer III (7ATA) positions, and two (2) Clerk Senior Level (JWXC) positions

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

Effective: ☒ Day following Board Action.

☐ (Date)

GR for TC

1/13/2010

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

1/13/10

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: \_\_\_\_\_

JME for DJT

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐

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

DATE January 19, 2010

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: