

POSITION ADJUSTMENT REQUEST

SIGNED PERSONNEL ACTION
ITEM NO. 0.26
DATE: Jan. 11, 2011
NO. 20863
DATE 10/18/2010

Department Office of the Sheriff

Department No./

Budget Unit No. 0255 Org No. 2515 Agency No. 25

Action Requested: CANCEL one (1) FTE Clerk - Senior Level (JWXC) (position number 2522) position and ADD one (1) FTE Sheriff's Aide (64VF) position to the Support Services Bureau - Forensic Services Division.

Proposed Effective Date: 11/1/2010

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 \$3,465.98

Net County Cost \$0.00

Total this FY \$2,310.64

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Proposition 69 funding

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 JME

10/22/10

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/8/2010

CANCEL (1) vacant full-time Clerk-Senior Level (JWXC) Position # 2522 at salary level 3RX-1033 (\$2,963 - \$3,784) and ADD (1) full-time Sheriff's Aide (64VF) position at salary level VN5-1119 (\$3,235-\$3,932) in the Office of the Sheriff-Support Services Bureau-Forensic Services Division.

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

Effective: ☒ Day following Board Action.

☐ (Date)

TJC

1/4/2011

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

1/4/2011

- ☒ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources
☐ Other: _____

JME

(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 11, 2011

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:

