

POSITION ADJUSTMENT REQUEST

SIGNED & DATED
ITEM NO. C-3
DATE: Jan 11, 2011
NO. 00889
DATE 12/16/2010

Department Sheriff's Office

Department No./

Budget Unit No. 0255 Org No. 2505 Agency No. 25

Action Requested: CANCEL one (1) full-time Secretary - Advanced Level (J3TG) position and ADD one (1) Sheriff's Specialist (64VE) position in the Field Operations Bureau.

Proposed Effective Date: 1/1/11

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 \$0.00

Net County Cost \$0.00

Total this FY \$0.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost neutral or savings depending on total compensation

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

12/29/2010

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/5/2011

Cancel one (1) Secretary - Advanced Level (J3TG) (represented) position and add one (1) Sheriff's Specialist (64VE) (represented) position at salary level VN5 1285 (\$3,813-\$4,635) i

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

Effective: ☒ Day following Board Action.

☐ _____ (Date)

TJC

1/5/11

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

1/5/2011

☒ 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:

