

POSITION ADJUSTMENT REQUEST

SIGNED PERSONNEL ACTION
ITEM NO. C. 20
DATE: Feb. 15, 2011
NO. 20898
DATE 2/3/2011

Department Treasurer-Tax Collector

Department No./

Budget Unit No. 0015 Org No. 0015 Agency No. 15

Action Requested: CANCEL one part-time (18/40) Treasurer's Accounting Officer (S5SG), position #314 and ADD one full-time (40/40) Tax Compliance Officer (S5WB).

Proposed Effective Date: 3/1/2011

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 (\$2,927.00)

Net County Cost (\$2,927.00)

Total this FY (\$976.00)

N.C.C. this FY (\$976.00)

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cancelled position and flex Accountant III to Accountant I

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

Russell Watts

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE _____

Cancel one (1) Treasurer's Accounting Officer (S5SG) (represented) position #314 and add one (1) Tax Compliance Officer (S5WB) (represented) at salary level QV5 1194 (\$3,484-\$4,235) position

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 February 15, 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:

