

## POSITION ADJUSTMENT REQUEST

NO. 21051  
DATE 2/14/12Department District Attorney

Department No./

Budget Unit No. 0242 Org No. 2830 Agency No. 42

Action Requested: Reduce one full time 40/40 Deputy District Attorney - Basic Level (2KTF) Position #3725 to 20/40.

Proposed Effective Date: 2/22/2012Classification 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 (\$95,369.00)Net County Cost (\$95,369.00)Total this FY (\$31,780.00)N.C.C. this FY (\$31,780.00)SOURCE OF FUNDING TO OFFSET ADJUSTMENT Current year salary and benefit savings.Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Mark A. Peterson

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Julie Enea

2/15/2012

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Reduce the hours of one Deputy District Attorney - Basic Level (2KTF) position #3725 (represented) and its incumbent from full time (40/40) to part time (20/40) for the period February 22, 2012 through February 22, 2013, returning to full time status on February 23, 2013, in the District Attorney's office.

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

Effective: ☐ Day following Board Action.☒ 2/22/12(Date)

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 2/17/2012

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

/s/ Julie Enea

(for) County Administrator

## BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐David J. Twa, Clerk of the Board of Supervisors  
and County AdministratorDATE 2/28/2012BY Carrie Del Bonta, Deputy

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: