

POSITION ADJUSTMENT REQUEST

C.32

NO. 21166
DATE 9/25/2012

Department Employment and Human Services Dept. Department No./
Budget Unit No. 501 Org No. 5101 Agency No. A19

Action Requested: Add one Secretary Advanced Level (J3TG) for the Director in Department Administration

Proposed Effective Date: 10/16/2012

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 \$88,416.00

Net County Cost \$8,841.00

Total this FY \$66,312.00

N.C.C. this FY \$6,631.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 45% Federal, 45% State and 10% County

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

Anne Crisp 313-1527

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kevin Corrigan

9/25/2012

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/15/2012

ADD Position Adjustment Resolution No. 21166 to add one Secretary-Advanced Level (J3TG) position (represented) at salary level 3R2 1163 (\$3386 - \$4334) in the Employment and Human Services Department.

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

Effective: ☒ Day following Board Action.
☐ _____ (Date)

TED CWIEK

11/15/2012

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 11/27/2012

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

Dorothy Sansoe

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☐

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

DATE December 11, 2012

BY Can Ol Bto

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: