

POSITION ADJUSTMENT REQUEST

NO. 21183
DATE 10/23/2012Department County Library

Department No./

Budget Unit No. 0620 Org No. 3714 Agency No. 85

Action Requested: cancel one (1) full-time (40/40) Information Systems Specialist I (LTWA) (represented), vacant position no. 11981; and add one (1) full-time (40/40) Information Systems Administrator I (LFWA) (represented), in the Library Department.

Proposed Effective Date: 1/1/2013Classification 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 \$15,075.04Net County Cost \$0.00Total this FY \$8,793.77N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost Savings from combining two 20/40 Clerk-Expd Posit.

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

Barbara L. Flynn

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Tim Ewell

10/17/2012

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/26/2012

Cancel one (1) full-time (40/40) Information Systems Specialist I (LTWA) vacant position No. 11981; and add one (1) full-time (40/40) Information Systems Administrator I (LFWA) position at salary level ZB5 1446 (\$4,349-\$5,286) in the Library Department.

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 AdministratorDATE December 11, 2012

BY

Carrie Del Bonta

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: