

POSITION ADJUSTMENT REQUEST

NO. 21184
DATE 10/23/2012Department County LibraryDepartment No./
Budget Unit No. 0621 Org No. 3754 Agency No. 85

Action Requested: Cancel one (1) part-time (20/40) Clerk-Experienced Level (JWXB) (represented) position No. 6212 and increase the hours of one (1) part-time (20/40) Clerk-Experienced Level (JWXB) (represented) position No. 6214 to full-time (40/40).

Proposed Effective Date: 11/1/2012Classification 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 (\$13,461.00)Net County Cost \$0.00Total this FY (\$8,974.00)N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost SavingsDepartment 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 11/19/2012

Cancel one (1) part-time (20/40) Clerk-Experienced Level (JWXB) vacant position No. 6212 and increase the hours of one (1) part-time (20/40) Clerk-Experienced Level (JWXB) vacant position No. 6214 to full-time (40/40) 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: