

## POSITION ADJUSTMENT REQUEST

NO. 21181  
DATE 10/1/2012Department Employment and Human Services Dept Department No./  
Budget Unit No. 501 Org No. 5122 Agency No. A19

Action Requested: Add two Sr. Social Service Information System Analyst positions and cancel two Administrative Services Asst III positions 11267 and 11268 in CalWIN Division in Information and Technology

Proposed Effective Date: \_\_\_\_\_

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 \$29,088.00Net County Cost \$2,424.00Total this FY \$24,240.00N.C.C. this FY \$2,020.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Federal 45%, State 45% and 10% CountyDepartment 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 J. Corrigan

10/12/2012

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/19/2012

Add two Senior Social Service Information System Analysts (XQVC) (represented) at salary level KZ5 1837(\$6405 - \$7062) and cancel two Administrative Services Assistant III (APTA) (unrepresented) vacant positions #11267 and #11268 at salary level ZB5 1631 (\$5223 - \$6349) in the Employment and Human Services Department--Information and Technology Division effective December 1, 2012.

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

Effective: ☐ Day following Board Action.☒ 12/1/2012(Date)

TED CWIEK

11/19/2012

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 12/4/2012

- ☒
- 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~~ ☐DATE December 11, 2012David J. Twa, Clerk of the Board of Supervisors  
and County Administrator

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: