

# POSITION ADJUSTMENT REQUEST

C.36

NO. 21203  
DATE 11/13/2012

Department Employment & Human Services Dept. Department No./  
Budget Unit No. 502 Org No. 5216 Agency No. A19  
Action Requested: Increase hours for three (3) Social Casework Specialist II positions from Part Time to Full Time on position number: 4034, 4746 & 10362.

Proposed Effective Date: 11/6/2012

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 \$137,492.00

Net County Cost \$13,749.00

Total this FY \$91,661.00

N.C.C. this FY \$9,166.00

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.

Denise Sanchez Cannon, (925) 313-1520

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kevin J Corrigan

11/13/2012

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/19/2012

INCREASE the hours of (3) part-time Social Casework Specialist II positions (X0VB) (represented) at salary level 255 1618 (\$5157 - \$6268), vacant Position #4034 from part time (32/40) to full time, vacant Position #4746 from part time (28/40) to full time, and Position #10362 and incumbent from part time (20/40) to full time in the Employment & 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

11/19/2012

(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~~ ☐

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

DATE 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: