

## POSITION ADJUSTMENT REQUEST

NO. 21202  
DATE 2/28/2012Department Office of the Sheriff

Department No./

Budget Unit No. 0255 Org No. 2513 Agency No. 25

Action Requested: Position adjustment to reclassify Equipment Services Writer ( PMVB) position # 10329 and its incumbent to Sheriff's Fleet Service Coordinator (PMSB) in the Support Services Bureau -Technical Services Division.

Proposed Effective Date: 11/5/2012Classification Questionnaire attached: Yes ☒ No ☐ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: \_\_\_\_\_

Estimated total cost adjustment (salary / benefits / one time): \_\_\_\_\_

Total annual cost \$17,116.00Net County Cost \$17,116.00Total this FY \$11,410.00N.C.C. this FY \$11,410.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Office of the Sheriff's General Fund

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Mary Jane Robb

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

TME

10/31/2012

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/21/2012

Reclassify position #10329 and its incumbent from Equipment Service Writer (PMBV)(represented) at salary level QS5 1253 (\$3,592 - \$3,961) to Sheriff's Fleet Services Coordinator (PMSB)(represented) at salary level ZA5 1383 (\$4,086 - \$4,967) in the Support Services Bureau – Technical Services Division in the Office of the Sheriff.

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

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

TJC

11/21/2012

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

12/3/2012☒ Approve Recommendation of Director of Human Resources☐ Disapprove Recommendation of Director of Human Resources☐ Other: \_\_\_\_\_

TME

(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: