

POSITION ADJUSTMENT REQUEST

NO. 21205
DATE 11/13/2012Department Employment & Human Services Dept. Department No./
Budget Unit No. 586 Org No. 5619 Agency No. A19
Action Requested: Add one (1) Administrative Services Assistant III position for the Workforce Development Board.Proposed Effective Date: 12/1/2012Classification 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 \$128,400.00Net County Cost \$0.00Total this FY \$74,900.00N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% FederalDepartment 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

11/14/2012

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/19/2012

ADD one Administrative Services Assistant III (APTA) (represented) position at salary level ZB5 1631 in Employment and Human Services/Workforce Development Board.

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 AdministratorDATE December 11, 2012BY Carrie Del Bonta
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: