

POSITION ADJUSTMENT REQUEST

C.41

NO. 21212
DATE 11/28/2012

Department Employment and Human Services Department No./
Budget Unit No. 0501 Org No. 5101 Agency No. A19
Action Requested: Add one (1) Employment and Human Services Facilities Manager position (XQNA).

Proposed Effective Date: 11/28/2012

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 \$143,436.00

Net County Cost \$14,344.00

Total this FY \$71,718.00

N.C.C. this FY \$7,172.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 45% Federal revenue, 45% State, 10% County

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Malinda Brown, Personnel Services Asst

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kevin J. Corrigan

12/4/2012

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/4/2012

ADD one (1) Employment and Human Services Facilities Manager (XQNA) position at salary level ZA5 1743 (\$5836 - \$7094) (represented) in the Administrative Services Bureau in the Employment and 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

12/4/2012

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 12/5/2012

- ☒ 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: