

## POSITION ADJUSTMENT REQUEST

NO. 21213  
DATE 12/12/2012Department Office of the Sheriff

Department No./

Budget Unit No. 0300 Org No. 2535 Agency No. 25

Action Requested: Add one (1) Deputy Sheriff (6XWA) position to the Field Operations Bureau - Investigations Division

Proposed Effective Date: 1/1/2013Classification 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 \$214,063.00Net County Cost \$0.00Total this FY \$107,031.50N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Local Law Enforcement Services Account (LLESA)

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

12/24/2012

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/27/2012

Add one (1) Deputy Sheriff (6XWA) (represented) at salary level VHX 1688 (\$5,298 - \$6,600) position in the Sheriff's Field Operations Bureau- Investigations Division.

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

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

TJC

12/31/2012

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

12/31/2012☒ 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 January 8, 2013

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:

**REQUEST FOR PROJECT POSITIONS**

Department \_\_\_\_\_

Date 1/4/2013No. xxxxxx

1. Project Positions Requested:
  
2. Explain Specific Duties of Position(s)
  
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
  
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
  
5. Project Annual Cost
 

a. Salary & Benefits Costs: _____	b. Support Costs: _____ (services, supplies, equipment, etc.)
c. Less revenue or expenditure: _____	d. Net cost to General or other fund: _____
  
6. Briefly explain the consequences of not filling the project position(s) in terms of:
 

a. potential future costs	d. political implications
b. legal implications	e. organizational implications
c. financial implications	
  
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
  
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
  
9. How will the project position(s) be filled?
  - ☐ a. Competitive examination(s)
  - ☐ b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - ☐ c. Direct appointment of:
    - ☐ 1. Merit System employee who will be placed on leave from current job
    - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY