

# POSITION ADJUSTMENT REQUEST

C.19

NO. 21214  
DATE 12/12/12

Department Office of the Sheriff

Department No./

Budget Unit No. 0273 Org No. 2490 Agency No. 25

Action Requested: Increase the hours of one Library Assistant Journey Level position from part-time 32/40 to full-time 40/40 in the Office of the Sheriff

Proposed Effective Date: 2/1/2013

Classification 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 \$10,000.00

Net County Cost \$0.00

Total this FY \$4,167.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Inmate Welfare Funds

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 1/4/2013

Increase the hours of one (1) Library Assistant Journey Level (3KVB) (represented) position #12805 and its incumbent at salary level QXX 1030 (\$2,873 - \$3,669) to full-time 40/40 in the Sheriff's Custody Services Bureau - Inmate Welfare Services - Inmate Libraries.

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

Effective: ☒ Day following Board Action.

☐ \_\_\_\_\_ (Date)

TJC

1/4/2013

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

1/10/2013

☒ 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 Administrator

DATE January 22, 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 1/18/2013No. 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: _____<br>(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?
 

|                                                                                                |
|------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> a. Competitive examination(s)                                         |
| <input type="checkbox"/> b. Existing employment list(s) Which one(s)? _____                    |
| <input type="checkbox"/> c. Direct appointment of:                                             |
| <input type="checkbox"/> 1. Merit System employee who will be placed on leave from current job |
| <input type="checkbox"/> 2. Non-County employee                                                |

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

USE ADDITIONAL PAPER IF NECESSARY