

## POSITION ADJUSTMENT REQUEST

NO. 21232  
DATE 12/10/2012Department County CounselDepartment No./  
Budget Unit No. 0030 Org No. 1700 Agency No. 17

Action Requested: ADOPT Resolution No. 2013/76 to establish the deep class of Deputy County Counsel - Exempt; and establish the terms of that deep class; ADD one full time position to the deep class of Deputy County Counsel - Exempt; and CANCEL vacant position #12653 in the deep class of Deputy County Counsel. (No Fiscal Impact.)

Proposed Effective Date: 2/1/2013Classification 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 \$0.00Net County Cost \$0.00Total this FY \$0.00N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Budgeted

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

Sharon Anderson

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/23/2013

See Attachment

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

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

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE \_\_\_\_\_

- ☐ Approve Recommendation of Director of Human Resources  
☐ Disapprove Recommendation of Director of Human Resources  
☐ Other: \_\_\_\_\_

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☐David J. Twa, Clerk of the Board of Supervisors  
and County AdministratorDATE February 5, 2013BY   
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 2/5/2013No. 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

**P300 21232 ATTACHMENT**

ADOPT Resolution Number 2013/76 to establish the classifications of Deputy County Counsel- Basic- Exempt (2ET1) (unrepresented) at salary level B82 1897 (\$7,003.66 - \$8,325.15), Deputy County Counsel- Standard- Exempt (2ET2) (unrepresented) at salary level B82 2097 (\$8,537.43 - \$10,148.32), and Deputy County Counsel- Advanced- Exempt (2ET3) (unrepresented) at salary level (\$10,407.08 - \$12,370.75) and establish the terms of the deep class; add one (1) full-time position of Deputy County Counsel- Standard- Exempt (2ET2) (unrepresented) at salary level B82 2097 (\$8,537.43 - \$10,148.32) and cancel one (1) Deputy County Counsel- Basic (2ETH) (unrepresented) position number 12653 at salary level B82 1897 (\$7,003.67 - \$8,325.15)