

# POSITION ADJUSTMENT REQUEST

C.28

NO. 21230  
DATE 1/14/2013

Department Office of the Sheriff

Department No./

Budget Unit No. 0255 Org No. 2514 Agency No. 25

Action Requested: Cancel one position (2905) Deputy Sheriff Criminalist III. Cancel one position (2498) Fingerprint Examiner II. Cancel one position (13618) Sheriff's Aide.

Add one (1) Deputy Sheriff position to the Field Operations Bureau - Patrol Division. Add one Criminalist II - Support Services Bureau - Forensic Services Division.

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 \$117,629.64

Net County Cost \$117,629.64

Total this FY \$49,012.35

N.C.C. this FY \$49,012.35

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Savings to the Office of the Sheriff General Fund

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

1/14/2013

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/23/13

Cancel one Deputy Sheriff Criminalist III (6DTB)(represented) position 2905, Fingerprint Examiner II (64VG) (represented) position 2498, and Sheriff's Aide (64VF)(represented) position 13618; Add one Criminalist II (6DVC) (represented) position at salary level VN5 1774 (\$6,014- \$7,311) and one Deputy Sheriff-40 Hour (6XWA) at salary level VHX 1688 (\$5,298-\$6,600)

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

Effective: ☒ Day following Board Action.

☐ \_\_\_\_\_(Date)

TJC

1/24/2013

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: \_\_\_\_\_

DATE

1/30/2013

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 February 5, 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 2/5/2013No. xxxxx

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