

POSITION ADJUSTMENT REQUEST

NO. 21241
DATE 2/12/2013

Department County Counsel Department No./
Budget Unit No. 0030 Org No. 1700 Agency No. 17
Action Requested: Add one (1) full time Deputy County Counsel- Standard- Exempt (2ET2) and cancel Deputy County Counsel- Advanced (2ETK) vacant position #5777 in the County Counsel's Office.

Proposed Effective Date: 2/27/2013Classification 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 (\$21,073.00)Net County Cost (\$21,073.00)Total this FY (\$7,024.00)N.C.C. this FY (\$7,024.00)SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost Savings

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

Lisa Driscoll

1/31/2013

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE _____

Add one (1) full time Deputy County Counsel- Standard- Exempt (2ET2) (unrepresented) at salary level B82 2097 (\$8,537.43 - \$10,148.32) and cancel Deputy County Counsel- Advanced (2ETK) (unrepresented) vacant position #5777 at salary level B82 2297 (\$10,407.08 - \$11,774.66) in the County Counsel's Office.

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

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

Ted Cwiek

2/6/13

(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

2/12/13

 (for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☐David J. Twa, Clerk of the Board of Supervisors
and County AdministratorDATE February 12, 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: