

POSITION ADJUSTMENT REQUEST

NO. 21242
DATE 2/8/2013

Department Employment and Human Services Dept. Department No./
Budget Unit No. 501 Org No. 5101 Agency No. A19
Action Requested: Add one Executive Secretary-Exempt (J3T5) and cancel one Secretary Advanced Level position 14875 for the Director of the Department

Proposed Effective Date: 2/26/2013

Classification 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 \$9,324.00

Net County Cost \$932.00

Total this FY \$3,108.00

N.C.C. this FY \$311.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 45% Federal, 45% State and 10% County and cancel position

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

Anne Crisp, EHSD (925) 313-1527

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kevin J. Corrigan

2/8/2013

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 2/8/2013

Add one Executive Secretary-Exempt (J3T5) (unrepresented) position and set on the salary level B85 1445 (\$4345.29 - \$4790.68) and cancel one Secretary Advanced (J3TG) (represented) vacant position #14875 at salary level 3R2 1163 (\$3386.08 - \$4334.47) in the Employment and Human Services Department.

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

Effective: ☒ Day following Board Action.

☐ _____ (Date)

TED CWIEK

2/8/2013

(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 Administrator

DATE February 26, 2013

BY [Signature]

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: