

C-14

POSITION ADJUSTMENT REQUEST

NO. 21404
DATE 12/11/2013

Department Office of the Sheriff

Department No. /

Budget Unit No. 0277 Org No. 2529 Agency No. 25

Action Requested: Cancel one (1) Lieutenant (6XHA) position # 13544, and Add one (1) Captain (6XDA) position to the Field Operations Bureau - Town of Danville.

Proposed Effective Date: 2/1/2014

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 \$31,015.00

Net County Cost \$0.00

Total this FY \$12,925.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Town of Danville

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

12/30/2013

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/9/2014

Cancel one (1) Lieutenant (6XHA) (represented) vacant position #13554 at salary plan and grade V#X 2023 (\$7,381 - \$9,197), and add one (1) Captain (6XDA) (represented) position at salary plan and grade V#X 2189 (\$8,700 - \$10,840) to the Field Operations Bureau - Town of Danville.

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

Effective: ☒ Day following Board Action.

☐ _____ (Date)

TJC

1/15/2014

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

1/15/2014

☒ 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 1-21-14

BY

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: