

C-29

POSITION ADJUSTMENT REQUEST

NO. 21418
DATE _____

Department Public Works

Department No. /
Budget Unit No. 0650 Org No. 4528 Agency No. A65

Action Requested: Add one (1) Information Systems Project Manager position (LPNA), ZA5 1884 (\$6,711.08-\$8,157.36) and two (2) Information Systems Technician I positions (LTWC), ZB5 1408 (\$4,188.98-\$5,091.73); Cancel one (1) Administrative Services Assistant III position #1703, (APTA), ZB5 1631 (\$5,223.96 - \$6,349.76).

Proposed Effective Date: 5/1/2014

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 \$144,000.00

Net County Cost \$36,000.00

Total this FY \$24,000.00

N.C.C. this FY \$6,000.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT _____

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

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/30/2014

ADD one (1) Information Systems Project Manager (LPNA), full time position, at salary level ZA5 1884 (\$6,711- \$8,157.36); and two (2) Information Systems Technician I (LTWC), full time positions, at salary level ZB5 1408 (\$4,188- \$5,091); and cancel one (1) Administrative Services Assistant III (APTA) vacant position #1703, at salary level ZB5 1631 (\$5,223 - \$6,349) in the Public Works Department.

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 Administrator

DATE February 11, 2014

BY *June M. Chen*

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: