

C-30

## POSITION ADJUSTMENT REQUEST

NO. 21413  
DATE 12/3/2013

Department Office of the Sheriff

Department No./  
Budget Unit No. 0255 Org No. 2515 Agency No. 25

Action Requested: Cancel one (1) Supervising Fingerprint Examiner (64HB) #3112 and one (1) Criminalist I (6DWB) #14472 and add one (1) Deputy Sheriff- Forensic Supervisor (6DHB).

Proposed Effective Date: 1/1/2014

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 (\$22,899.00)

Net County Cost (\$22,899.00)

Total this FY (\$11,450.00)

N.C.C. this FY (\$11,450.00)

SOURCE OF FUNDING TO OFFSET ADJUSTMENT General Fund (\$22,899) pension cost increase \$35,448.00

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

01/15/2014

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/27/2014

Cancel one (1) Supervising Fingerprint Examiner (64HB) (represented) vacant position # 3112 at salary plan and grade VN5 1686 (\$5,678 - \$6,902), and one (1) Criminalist II (6DVC)(represented) position #14472 at salary plan and grade VN5 1774 (\$6,195 - \$7,530) ; to add one Deputy Sheriff -Forensic Supervisor (6DHB)(represented) position at salary plan and grade VHx 2039 (\$7,724 - \$9,623).

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

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

TJC

2/3/2014

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

2/4/2014

- ☒
- 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 February 11 2014

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: