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# POSITION ADJUSTMENT REQUEST

NO. 21591  
DATE 12/12/2014

Department Office of the Sheriff

Department No./  
Budget Unit No. 0300 Org No. 2590 Agency No. 25

Action Requested: Add one Lead Detention Services Worker (64TB) position and cancel one Detention Services Worker (64VD) position - Custody Services Bureau.

Proposed Effective Date: 1/1/2015

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 \$9,853.00

Net County Cost \$ 9,853.00

Total this FY \$4,927.00

N.C.C. this FY \$4,927.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT \$9,853.00 annual increase, \$2,244.00 retirement increase

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

Tim Ewell

12/22/2014

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/30/2014

Add one Lead Detention Services Worker (64TB) (represented) position at salary plan and grade QS5 1061 (\$3,089 - 3,755) and cancel one Detention Service Worker (64VD) (represented) vacant position #3023 at salary plan and grade QS5 0913 (\$2,668-\$3,243) in the Office of the Sheriff-Custody Services Bureau.

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

Effective: ☒ Day following Board Action.

☐ \_\_\_\_\_(Date)

Tanya Williams

12/30/2014

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

1/6/2015

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: \_\_\_\_\_

Tim Ewell

\_\_\_\_\_  
(for) County Administrator

## BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ ~~DISAPPROVED~~ ☒

David J. Twa, Clerk of the Board of Supervisors  
and County Administrator

DATE 1-13-15

BY Chris Heck

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: