

0.23

POSITION ADJUSTMENT REQUEST

NO. 21598
DATE 12/16/2014

Department Employment and Human Services Dept Department No./
Budget Unit No. 0508 Org No. 0508 Agency No. 19
Action Requested: Add three (3) In-Home Support Services Public Authority Senior Benefits Clerk (8IH7) positions for the In-Home Support Services Public Authority of EHSD.

Proposed Effective Date: 1/13/2015

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 \$234,324.00

Net County Cost \$0.00

Total this FY \$117,162.00

N.C.C. this FY \$0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 50% Federal revenue, 50% State revenue

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

Roxana Mendoza 313-1672

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kevin J. Corrigan

12/31/2014

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/8/2015

ADD three (3) Public Authority Senior Benefits Clerk (8IH7) (unrepresented) positions and allocate to salary plan and grade 8JX 1033 (\$2,998-\$3,829)

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

Effective: ☒ Day following Board Action.

☐ _____ (Date)

Otilia Parra

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 1/12/2015

- ☒ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources
☐ Other: _____

Dorothy Sansoe

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☐

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

DATE 1-20-15

BY Chris Hew

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: