

C:20

POSITION ADJUSTMENT REQUEST

NO. 21555
DATE 11/12/2014

Department Employment and Human Services Dept. Department No./
Budget Unit No. 0502 Org No. 5216 Agency No. A19

Action Requested: Add Three (3) Social Service Program Assistant (X0SA) (represented) positions in the Children and Families Services Bureau of the Employment and Human Services Department. [ASSIST 31403]

Proposed Effective Date: 12/3/2014

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 \$287,050.00

Net County Cost \$0.00

Total this FY \$143,525.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 45% Federal, 55% State Realignment Revenue

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

Michelle Fregoso

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kevin J. Corrigan

11/13/2014

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/5/2014

ADD three (3) Social Services Program Assistant (X0SA) (represented) positions, and allocate 255 1384 (\$4,254 - \$5,171) in the Children and Families Services Bureau of the Employment and Human Services Department.

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

Effective: ☒ Day following Board Action.

☐ _____ (Date)

Otilia Parra

12/5/2014

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 12/18/2014

☒ 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~~ ☐

DATE February 3 2015

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

BY June McQueen

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: