POSITION ADJUSTMENT REQUEST

NO. 21596
DATE 12/17/2014

Department County Library

Department No./
Budget Unit No. 0621 Org No. 3754 Agency No. 85

Action Requested: Cancel one part-time (20/40) Library Assisstant-Journey Level (3KVB) (represented) position No. 11665 and increase the hours of one part-time (20/40) Library Assisstant-Journey Level (3KVB) (represented) position No. 6077 to full-time (40/40).

Proposed Effective Date: 2/1/2015

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 ($14,099.00)   Net County Cost $0.00
Total this FY   ($5,875.00)   N.C.C. this FY $0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost Savings

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

Jessica A. Hudson

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

BR for JE   12/30/2014

Deputy County Administrator   Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS   DATE _____
Cancel one (1) part-time (20/40) Library Assisstant-Journey Level (3KVB) (represented) vacant position No. 11665 and increase the hours of one part-time (20/40) Library Assisstant-Journey Level (3KVB) (represented) vacant position No. 6077 to full-time (40/40) .

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   2/23/2015
☒ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources   /s/ Julie DiMaggio Enea
☐ Other: _____

(for) County Administrator

BOARD OF SUPERVISORS ACTION: David J. Twa, Clerk of the Board of Supervisors
Adjustment is APPROVED ☒   DISAPPROVED ☐   and County Administrator

DATE March 3 2015   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:

P300 (M347) Rev 3/15/01