

POSITION ADJUSTMENT REQUEST

NO. 21612
DATE 1/21/2015

Department Employment and Human Services

Department No./

Budget Unit No. 501 Org No. 5101 Agency No. A19

Action Requested: Add one Personnel Technician (AP7B) position and two Clerk Senior Level (JWXC) positions for the Personnel Unit

Proposed Effective Date: 3/3/2015

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 \$226,834.00

Net County Cost \$22,683.00

Total this FY \$75,611.00

N.C.C. this FY \$7,561.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 45% State, 45% Federal funding and 10% County

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

Anne Crisp

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kevin J. Corrigan

02/10/15

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 2/23/2015

Add (1) Personnel Technician (AP7B) (unrepresented) position at salary plan and grade B85 1308 (\$3,947 - \$4,798) and (2) Clerk Senior Level (JWXC) (represented) position at salary plan and grade 3RX 1033 (\$2,997 - \$3,827) in the Employment and Human Services Department for the Personnel Division.

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

Effective: ☒ Day following Board Action.

☐ _____(Date)

Otilia Parra

2/23/2015

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

3/3/2015

☒ 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 March 10 2015

BY [Signature]

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: