

C.59

POSITION ADJUSTMENT REQUEST

NO. 21630
DATE 3/4/2015

Department Clerk-Recorder-Elections

Department No./

Budget Unit No. 0355 Org No. 0355 Agency No. 24

Action Requested: Add one (1) Account Clerk Experience Level (JDVC). Cancel vacant Clerical Supervisor JWHF position number 5851.

Proposed Effective Date: 4/1/2015

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 (\$15,938.00)

Net County Cost (\$15,938.00)

Total this FY (\$3,985.00)

N.C.C. this FY (\$3,985.00)

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Annual cost savings in salaries and benefits

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

Joe Canciamilla

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

BR for JE

3/10/15

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 3/18/2015

Cancel one(1) vacant Clerical Supervisor (JWHF) (represented) position number 5851 at salary plan and grade K6X 1290 \$3,866 - \$4,937) and add one (1) Account Clerk Experienced Level (JDVC) position (represented) at salary plan and grade 3RH 0755 (\$2,980 - \$3,695)

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

Effective: ☒ Day following Board Action.

☐ _____(Date)

Gladys Scott Reid

3/18/2015

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

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

DATE 3/24/15

/s/ Julie DiMaggio Enea

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☐

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

DATE 3-31-15

BY Chris Hill

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: