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# POSITION ADJUSTMENT REQUEST

NO. 21628  
DATE 3/5/2015

Department EHSD/CSB

Department No./  
Budget Unit No. 0588 Org No. 1462 Agency No. 019

Action Requested: ADD (1) Assistant Director-Project (9MD3) (unrepresented) (1) Comprehensive Services Manager-Project (9MS3) (unrepresented), (1) Intermediate Clerk-Project (99J3) (represented) and (1) Accounting Technician (JD7A) (represented) positions in EHSD/CSB.

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 \$390,850.00

Net County Cost \$0.00

Total this FY \$97,712.50

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Federal funding through EHS Partnership Grant

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Reni Radeva

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kevin J. Corrigan

3/5/2015

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

see Attachment 1A

DATE 3/12/2015

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

Effective: ☒ Day following Board Action.

☐ \_\_\_\_ (Date)

Otilia Parra

4/7/2015

(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

4/7/2015

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 4-14-15

BY Chris Heav

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 #21628  
Attachment 1A  
Board of Supervisor – March 31, 2015

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS:

Add (1) Assistant Director-Project (9MD3) (unrepresented) position and allocate to salary schedule C85 1633 (\$5,446 - \$6,619);

Add (1) Comprehensive Services Manager-Project (9MS3 ) (unrepresented) position and allocate to salary schedule C85 1454 (\$4,561 - \$5,544);

Add (1) Intermediate Clerk-Project (99J3) (represented) position and allocate to salary schedule QH5 0946 (\$2,842 - \$3,454);

Add (1) Accounting Technician (JD7A)(represented) position and allocate to salary schedule 3RX 1236 (\$3,664 - \$4,680)

in the Employment and Human Services Department/Community Services Bureau.