

C.39

# POSITION ADJUSTMENT REQUEST

NO. 21647  
DATE 4/7/2015

Department Board of Supervisors- District I

Department No./  
Budget Unit No. 0001 Org No. 1101 Agency No. A01

Action Requested: Decrease the hours of one (1) BOS Assistant-Specialist (J994) (unrepresented) position # 2471, from 40/40 to 30/40, in the District I BOS Office.

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 (\$3,250.00)

Net County Cost (\$3,250.00)

Total this FY (\$3,250.00)

N.C.C. this FY (\$3,250.00)

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.

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Decrease the hours of one (1) Board of Supervisors Assistant-Specialist (J994) (unrepresented) position, #2471, from 40/40 to 30/40 effective April 1, 2015, in the District I Board of Supervisors Office.

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

Effective: ☐ Day following Board Action.

☒ 4/1/2015(Date)

Kathy Ito

4/9/2015

\_\_\_\_\_  
(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

4/9/2015

/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 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: