POSITION ADJUSTMENT REQUEST

NO. <u>21633</u>
DATE <u>3/3/2015</u>

Department <u>County Library</u>

Department No./
Budget Unit No. <u>0620</u> Org No. <u>3702</u> Agency No. <u>85</u>

Action Requested: Reclassify position No. 13751 and its incumbent from Library Assistant-Journey Level (3KVB) to Graphic Designer (5HWB) at salary plan and grade QM5-1190 ($3,510.74-$4,267.33) in the Library Department.

Proposed Effective Date: <u>4/1/15</u>

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐
Total One-Time Costs (non-salary) associated with request: <u>$0.00</u>
Estimated total cost adjustment (salary / benefits / one time):

        Total annual cost <u>$4,557.00</u>   Net County Cost <u>$0.00</u>
        Total this FY   <u>$1,139.00</u>   N.C.C. this FY   <u>$0.00</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT <u>Library fund</u>

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

Jessica Hudson
_____
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

BR for JE   3/16/2015
_____   _____
Deputy County Administrator   Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS   DATE _____
Reclassify one Library Assistant-Journey Level (3KVB) (represented) position No. 13751 and the incumbent to Graphic Designer (5HWB) (represented) at salary plan and grade QM5-1190 ($3,510-$4,267) effective March 1, 2015 in the Library Department.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.
Effective: ☐ Day following Board Action.
          ☒ 3/1/2015(Date)

_____   _____
(for) Director of Human Resources   Date

COUNTY ADMINISTRATOR RECOMMENDATION: DATE   <u>4/15/2015</u>
☒ 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:
Adjustment is APPROVED ☒   ~~DISAPPROVED~~ ☐

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

DATE <u>4-21-15</u>   BY Chris Heck

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