

C.51

## POSITION ADJUSTMENT REQUEST

NO. 21644  
DATE 5/5/2015

Department Conservation & Development

Department No./

Budget Unit No. 0280 Org No. 2682 Agency No. 38

Action Requested: Establish the Building Plan Check Supervisor classification and add one (1) full-time position to the Department of Conservation and Development

Proposed Effective Date: 5/20/2015

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: \_\_\_\_\_

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$90,576.91

Net County Cost \$0.00

Total this FY \$7,548.076

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Land Development and Building Permit Fees will cover cost

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 5/8/2015

Establish the classification of Principal Building Plan Checker (FRHA) (represented) and allocate the salary at ZA2 1554 (\$5,186.39 - \$7,328.23) and add one (1) full time Principal Building Plan Checker in the Department of Conservation and Development.

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

Effective: ☒ Day following Board Action.

☐ \_\_\_\_\_ (Date)

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

### COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 6/1/2015

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: \_\_\_\_\_

/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 6-9-15

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: