

C.53

POSITION ADJUSTMENT REQUEST

NO. 21667
DATE 4/28/2015

Department Employment and Human Services Dept Department No./
Budget Unit No. 504 Org No. 5452 Agency No. A19
Action Requested: Add 1 fulltime Clerical Supervisor, 3 Specialist Clerks-Lead Level (JWXD), 12 Senior Level Clerks (JWXC), 5 Experienced Level Clerks (JWXB) full time positions for the Centralized Mail Unit for primary benefit programs

Proposed Effective Date: 6/10/2015

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	<u>\$1,299,274.00</u>	Net County Cost	<u>\$129,927.00</u>
Total this FY	<u>\$210,238.00</u>	N.C.C. this FY	<u>\$21,024.00</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Federal, State and County funding

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

Anne Crisp 313-1527

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kevin J. Corrigan

5/19/2015

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 5/22/2015

Add one Clerical Supervisor (JWHF) (represented) position at Salary Plan and Grade K6X 1290 (\$3,866-\$4,937), three Clerk Specialist Level (JWXD) (represented) positions at Salary Plan and Grade 3RX 1156 (\$3,385- \$4,323), twelve Clerk Senior Level (JWXC) (represented) at Salary Plan and Grade 3RX 1033 (\$2,997-\$3,827) and five Clerk Experienced Level (JWXB) (represented) at Salary Plan and Grade 3RH 0750 (\$2,712-\$3,365)

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: _____

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 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: