

C.56

POSITION ADJUSTMENT REQUEST

NO. 21668
DATE 5/15/2015

Department Employment and Human Services Dept. Department No./
Budget Unit No. 504 Org No. 5450 Agency No. A19
Action Requested: Add one (1) permanent full time Secretary Journey Level position in the Workforce Services Bureau

Proposed Effective Date: 6/9/2015

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 \$63,074.00

Net County Cost \$6,307.00

Total this FY \$10,512.00

N.C.C. this FY \$1,051.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Federal, State, County

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

Anne Crisp 3-1527

(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 (1) Secretary Journey Level (J3TF) (represented) position at Salary Plan and Grade 3R2 1018 (\$3,050-\$4,205) in the Workforce Services Bureau of the Employment and Human Services Department.

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 Heer

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: