

C.35

POSITION ADJUSTMENT REQUEST

NO. 21712
DATE 7/21/2015

Department Auditor-Controller

Department No./
Budget Unit No. 0010 Org No. 1018 Agency No. A10

Action Requested: Add one permanent full-time Payroll Systems Accountant (SATC) position at salary level ZB5 (\$5,956.09 - 7,239.66) in the Office of the Auditor-Controller.

Proposed Effective Date: 8/1/2015

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 | <u>\$126,524.00</u> | Net County Cost | <u>\$126,524.00</u> |
| Total this FY | <u>\$89,899.00</u> | N.C.C. this FY | <u>\$89,899.00</u> |

SOURCE OF FUNDING TO OFFSET ADJUSTMENT General Fund

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 7/27/15
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

Add one (1) permanent full-time Payroll Systems Accountant (SATC) (represented) position at salary plan and grade ZB5 1694 (\$5,956 - \$7,239) in the Office of the Auditor-Controller.

DATE _____

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

Effective: ☒ Day following Board Action.
☐ _____ (Date)

Lisa Lopez
(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 8/4/2015

Lisa Driscoll
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐

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

DATE 8-18-15

BY Chris Hearn

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: