

c. 36

POSITION ADJUSTMENT REQUEST

NO. 21716
DATE 7/16/2015

Department Employment and Human Services Department No./
Budget Unit No. 5452 Org No. 504 Agency No. 19
Action Requested: Add one (1) Eligibility Work Supervisor I (XHAA) one (1) SS Program Assistant (XOSA) positions and cancel two (2) Social Worker positions 4073 and 13147 for Welfare to Work Division of Workforce Services Bureau AR33785

Proposed Effective Date: 8/18/2015

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 \$29,952.00 Net County Cost \$0.00

Total this FY \$27,456.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Federal and State 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

7/31/2015

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 7/31/2015

Add one eligibility Work Supervisor I (XHHA)(represented) at Salary Plan and Grade KKK 1506 (\$4931-\$6297) and one Social Service Program Assistant (XOSA) at Salary Plan and Grade 255 1384 (\$4381-\$5326) (represented) full time positions and cancel two Social Worker (XOVC) (represented) vacant positions #4073 and #13147 at Salary Plan and Grade 255 1434 (\$4604-\$5596) in EHSD/Workforce Services Bureau.

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

Effective: ☒ Day following Board Action.

☐ _____ (Date)

Otilia Parra

8/3/2015

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

8/11/2015

- ☒ 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 8-18-15

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: