

0.27

POSITION ADJUSTMENT REQUEST

NO. 21737
DATE 7/15/15

Department Employment and Human Service Department No./
Budget Unit No. 0586 Org No. 0586 Agency No. A19

Action Requested: add one Administrative Services Assistant III (APTA) in Administrative Services Bureau.

Proposed Effective Date: 7/28/2015

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 \$114,155.00

Net County Cost \$60,000.00

Total this FY \$85,616.00

N.C.C. this FY \$45,000.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT State 34%, County 53%, Local 13%

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

Holly Trieu 3-1560

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kevin J. Corrigan

8/31/2015

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 8/4/2015

Add one Administrative Services Assistant III (APTA) (represented) full time position at Salary Plan and Grade ZB5 1631 (\$5595-\$6801) in the Employment and Human Services Department's Zero Tolerance for Domestic Violence Initiative unit in 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)

Lisa Lopez

8/12/2015

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

9/4/2015

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: _____

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☐

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

DATE 9-15-15

BY Chris Heck

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: