

POSITION ADJUSTMENT REQUEST

NO. 21714
DATE 7/13/2015Department Public Defender

Department No./

Budget Unit No. 0243 Org No. 2918 Agency No. 43

Action Requested: ADOPT Position Adjustment to reclassify three (3) Paralegal (2Y7A) (represented) positions number 3911, 15793 and 15794 at salary plan and grade QV5 1169 to Legal Assistant (2Y7B) (represented) positions at salary plan and grade ZB5 1337 in the Office of the Public Defender.

Proposed Effective Date: 9/1/2015Classification 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 \$20,221.00Net County Cost \$20,221.00Total this FY \$17,063.00N.C.C. this FY \$17,063.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% General Fund

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Robin Lipetzky

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

VT for TME

7/30/2015

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE _____

Reclassify three (3) Paralegal (2Y7A) (represented) positions numbers 3911, 15793 and 15794 at salary plan and grade QV5 1169 (\$3,541 - \$4,304) to Legal Assistant (2Y7B) (represented) positions at salary plan and grade ZB5 1337 (\$4,182 - \$5,083) in the Public Defender's Office.

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

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

Tanya Williams

8/14/2015

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

9/8/2015☒ Approve Recommendation of Director of Human Resources☐ Disapprove Recommendation of Director of Human Resources☐ Other: _____

Tim Ewell

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐David J. Twa, Clerk of the Board of Supervisors
and County AdministratorDATE 9-15-15BY Chris Heen

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: