

# POSITION ADJUSTMENT REQUEST

NO. 21741  
DATE 9/1/2015

Department County Administration

Department No./  
Budget Unit No. 0003 Org No. 1200 Agency No. 03

Action Requested: ADOPT Position Adjustment Resolution No. 21741 to add one (1) Sr Deputy County Administrator (ADDH) position (\$7,893-\$9,594) effective 9/15/15 and cancel one (1) Principal Management Analyst (ADHB) position #227 (\$7,336-\$8,916) effective 10/1/15 in the County Administrator's Office

Proposed Effective Date: \_\_\_\_\_

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 \$11,387.43

Net County Cost \$11,387.43

Total this FY \$9,489.55

N.C.C. this FY \$9,489.55

SOURCE OF FUNDING TO OFFSET ADJUSTMENT General Fund/Budgeted

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

Lisa Driscoll, County Finance Director

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll, County Finance Director

9/1/15

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 9/3/15

ADOPT Position Adjustment Resolution No. 21741 to add one (1) Sr Deputy County Administrator (ADDH) position (\$7,893-\$9,594) effective 9/15/15 and cancel one (1) Principal Management Analyst (ADHB) position #227 (\$7,336-\$8,916) effective 10/1/15 in the County Administrator's Office

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

Effective: ☐ Day following Board Action.

☒ 9/15/2015(Date)

Kathy Ito

9/3/15

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

9/3/2015

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: \_\_\_\_\_

David Twa, County Administrator

(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 Heuer

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: