## POSITION ADJUSTMENT REQUEST

NO. <u>21718</u> DATE <u>8/6/2015</u>

Action Requested: Add eight (8) full-time Clerk - Senior Level (JWXC) positions and one Clerk - Specialist Level (JWXD) position in Children & Family Services Bureau  Proposed Effective Date: 9/15/2015  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 \$554,723.00		artment No./ get Unit No. <u>0502</u> Org No. <u>5220</u> Agency No. <u>A19</u>
Classification Questionnaire attached: Yes	Action Requested: Add eight (8) full-time Clerk - Senior Level (JWXC) positions and one Clerk - Specialist Level (JWXD)	
Classification Questionnaire attached: Yes		Proposed Effective Date: 9/15/2015
Total One-Time Costs (non-salary) associated with request: \$0.00  Estimated total cost adjustment (salary / benefits / one time):  Total annual cost \$554,723.00  Total this FY \$462,269.00  N.C.C. this FY \$46,227.00  SOURCE OF FUNDING TO OFFSET ADJUSTMENT 46% Federal and 44% State and 10% County funds  Department must initiate necessary adjustment and submit to CAO.  Use additional sheet for further explanations or comments.  Cheryl Morse (925) 313-1558  (for) Department Head  REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT  Kevin J. Corrigan 8/7/2015  Deputy County Administrator Date  HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS  Add eight (8) Clerk - Senior Level (JWXC) (represented) full-time positions at Salary Plan and Grade 3RX 1033 (\$3087-\$3943) and one (1) Clerk - Specialist Level(JWXD) (represented) full-time position at Salary Plan and Grade 3RX 1156 (\$3487 - \$4453) in the Children & Family Services Bureau of the Employment and Human Services Department  Amend Resolution 7/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.  Effective: Day following Board Action.  (for) Director of Human Resources Date  COUNTY ADMINISTRATOR RECOMMENDATION: DATE 9/14/2015  Approve Recommendation of Director of Human Resources Disapprove Recommendation of Director of Human Resources COUNTY ADMINISTRATOR RECOMMENDATION: DATE 9/14/2015  Approve Recommendation of Director of Human Resources Disapprove Recommendation of Director of Human Resources Disapprove Recommendation of Director of Human Resources Date  COUNTY ADMINISTRATOR RECOMMENDATION: DATE 9/14/2015	Classification Questionnaire attached: Yes  No  V / Cos	et is within Department's budget: Yes 🖾 No 🗀
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Revin J. Corrigan   B/7/2015   Deputy County Administrator   Date		(for) Department Head
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Approve Recommendation of Director of Human Resources  Disapprove Recommendation of Director of Human Resources  Other:  (for) County Administrator  BOARD OF SUPERVISORS ACTION:  Adjustment is APPROVED DISAPPROVED  DISAPPROVED Administrator	<u> </u>	(for) Director of Human Resources Date
BOARD OF SUPERVISORS ACTION:  Adjustment is APPROVED DISAPPROVED DISAPPROVED And County Administrator	<ul><li>Approve Recommendation of Director of Human Resource</li><li>Disapprove Recommendation of Director of Human Resource</li></ul>	S
BOARD OF SUPERVISORS ACTION:  Adjustment is APPROVED DISAPPROVED and County Administrator	Other:	(5.)
Adjustment is APPROVED and County Administrator		(for) County Administrator
DATE September 22 2015 BY, Lyne Mikeen	BOARD OF SUPERVISORS ACTION:  Adjustment is APPROVED DISAPPROVED	
	DATE Deptember 22 2015	of complet
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: