

# POSITION ADJUSTMENT REQUEST

NO. 21718  
DATE 8/6/2015

Department Employment and Human Services

Department No./

Budget Unit No. 0502 Org No. 5220 Agency No. A19

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

Net County Cost \$55,472.00

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

DATE 8/12/2013

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

Effective: ☒ Day following Board Action.

☐ (Date)

Lisa Lopez

9/1/2015

(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

☐ 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

September 22 2015

BY

June M. Allen

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: