

POSITION ADJUSTMENT REQUEST

C.28

NO. 21748
DATE 9/22/2015Department District Attorney

Department No./

Budget Unit No. 0242 Org No. 2805 Agency No. 42

Action Requested: Reduce the hours of one (1) Deputy District Attorney - Basic Level (2KTF) (represented) position # 13492 from full-time (40/40) to part-time (20/40) in the District Attorney's office.

Proposed Effective Date: 10/5/2015Classification 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 (\$89,533.00)Net County Cost (\$89,533.00)Total this FY (\$22,383.00)N.C.C. this FY (\$22,383.00)SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost SavingsDepartment must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Cherie Mathisen

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Timothy M. Ewell

9/14/2015

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 9/15/2015

Decrease the hours of one (1) Deputy District Attorney - Basic Level (2KTF) (represented) position # 13492 from full-time (40/40) to part-time (20/40)

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

Effective: ☐ Day following Board Action.☒ 10/19/2015(Date)

Gladys Scott Reid

9/15/2015

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

- ☒ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources
☐ Other: _____

DATE 9/16/2015

Timothy M. Ewell

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐DATE September 22 2015David J. Twa, Clerk of the Board of Supervisors
and County AdministratorBY Gene McKinn

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: