

POSITION ADJUSTMENT REQUEST

NO. 21635
DATE 12/22/2014

Department Employment & Human Services Department No./
Budget Unit No. 0504 Org No. 5450 Agency No. A19
Action Requested: Reclassify one (1) Transportation Services Specialist and its incumbent to a Transportation Services Manager in the Employment and Human Services Department.

Proposed Effective Date: 4/1/2015

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 \$7,148.00

Net County Cost \$0.00

Total this FY \$1787.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% State funding

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

Mary Jane De Jesus

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kevin J. Corrigan

3/19/2015

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 9/22/2015

Reclassify one Transportation Services Specialist (XQNB) position #13549 (represented) at salary plan and grade ZB5 1622 (\$5,546 - \$6,741) and its incumbent to a Transportation Services Manager (XQHG) (represented) at salary plan ZA5 1723 (\$6,129 - \$7,450) in the Employment and Human Services Department effective April 1, 2015.

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

Effective: ☐ Day following Board Action.

☒ 4/1/2015(Date)

Lisa Lopez

10/5/2015

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

10/6/2015

☒ 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 10-13-15

BY Chris Heck

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: