

# POSITION ADJUSTMENT REQUEST

NO. 21753  
DATE 7/23/2015

Department Office of the Sheriff

Department No./

Budget Unit No. 2547 Org No. 2512 Agency No. 25

Action Requested: Cancel one (1) Information Systems III (LTТА) position #12871, cancel one contract #45608-01 for IT services; and add one (1) Systems Software Analyst I (LWWA) position to the Technical Services Division – Support Services Bureau.

Proposed Effective Date: 10/01/15

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 \$5,987.00

Net County Cost \$5,987.00

Total this FY \$4,490.25

N.C.C. this FY \$4,490.25

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% General Fund

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

Mary Jane Robb

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Timothy M. Ewell

9/16/2015

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 9/24/2015

Add one Systems Software Analyst I (LWWA) position at salary plan and grade ZB5 1787 (\$6,530-\$7,937), and cancel one Information Systems Specialist III (LTТА) vacant position #12871 at salary plan and grade QS5 1541(\$5,118-\$6,221) in the Technical Services Division.

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

Effective: ☒ Day following Board Action.

☐ \_\_\_\_\_(Date)

Tanya Williams

9/24/2015

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 10/8/2015

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

/s/ Timothy M. Ewell

(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 Heav

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: