

# POSITION ADJUSTMENT REQUEST

NO. 21724  
DATE 8/11/2015

Department County Administrator - CCTV

Department No./  
Budget Unit No. 0003 Org No. 1225 Agency No. 03

Action Requested: Decrease the hours of one CCTV Production Assistant (ADWA) pos (#295) from full-time (40/40) to part-time (20/40).

Proposed Effective Date: 9/1/2015

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 (\$19,000.00)

Net County Cost \$0.00

Total this FY (\$15,833.00)

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT N/A - Salary Savings

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

Betsy Burkhart

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Theresa Speiker

8/11/15

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 8/31/2015

ADOPT Position Adjustment Resolution No. 21724 to decrease the hours of one (1) CCTV Production Assistant (ADWA) (represented) position #295 at salary plan and grade QS5 0964 (\$2,891.04 - \$3,514.08) from full-time (40/40) to part-time (20/40) in the Office of Communications and Media in the County Administrator's Office (Cost savings).

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

Effective: ☒ Day following Board Action.  
☐ \_\_\_\_\_ (Date)

Kathy Ito

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE \_\_\_\_\_

- ☐ 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~~ ☐

David J. Twa, Clerk of the Board of Supervisors  
and County Administrator

DATE 10-13-15

BY Chris Heac

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: