

POSITION ADJUSTMENT REQUEST

NO. 21719
DATE 8/7/2015Department EHSD

Department No./

Budget Unit No. 0501 Org No. 5101 Agency No. A19

Action Requested: Add two Departmental Fiscal Officer (APSA), one Supervising Accountant (SAHJ), one Social Services Fiscal Compliance Accountant (XASH), one Administrative Services Assistant III (APTA), and one Accountant III (SATA) in the Fiscal Division of the Administrative Services Bureau of the Employment and Human Services Department.

Proposed Effective Date: 8/18/2015Classification 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 \$784,310.00Net County Cost \$78,431.00Total this FY \$588,233.00N.C.C. this FY \$58,823.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Federal 45%, State 45%, County 10%

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

Holly Trieu 3-1560

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kevin J. Corrigan

8/10/15

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 8/12/2015

See Attachment A

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

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

Lisa Lopez

10/12/2015

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 10/13/2015☒ 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 AdministratorDATE 10-20-15BY Chris Heu

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:

Attachment A

P300 No. 21719

Board Meeting Date October 20, 2015

Position Adjustment Resolution No. 21719 to add six (6) full time positions:

- Two (2) Departmental Fiscal Officer (APSA) (unrepresented) full time position at Salary Plan and Grade B82 1724 (\$6323-\$7704);
- One (1) Supervising Accountant (SAHJ) (represented) full time position at Salary Plan and Grade ZA5 1703 (\$6009-\$7304);
- One (1) Social Services Fiscal Compliance Accountant (XASH) (represented) full time position at Salary Plan and Grade ZB5 1643 (\$5662-\$6883);
- One (1) Administrative Services Assistant III (APTA) (represented) full time position at Salary Plan and Grade ZB5 1631 (\$5596-\$6801); and
- One (1) Accountant III (SATA) (represented) full time position at Salary Plan and Grade ZB5 1576 (\$5299-\$6441)

in the Fiscal Division of the Administrative Services Bureau of the Employment and Human Services Department.