

POSITION ADJUSTMENT REQUEST

NO. 21763
DATE 10/1/15

Department Clerk-Recorder-Elections Department No./
Budget Unit No. 355 Org. No. 355

COPERS
Agency No. 24

Action Requested Retitle the classification of Assistant County Recorder-Exempt (ALB3) to Assistant County Clerk-Recorder-Exempt (ALB3).

Proposed Effective Date: December 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

Estimated total cost adjustment (Salary/benefits/one time): \$ 0

Total annual cost \$ 0 Net County Cost \$ 0

Total this FY \$ 0 N.C.C. this FY \$ 0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT No fiscal impact

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

J.C.
(for) Department Head

10/1/15
Date

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

BR for JE
Deputy County Administrator

10/1/15
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATION

DATE: _____

INTRODUCE Ordinance 2015-21 amending Section 33-5.383 of the County Ordinance Code to re-title the classification of Assistant County Recorder-Exempt (ALB3) to Assistant County Clerk-Recorder-Exempt (ALB3) in the Clerk-Recorder-Elections Department, WAIVE reading and FIX November 10, 2015 for adoption.

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

Effective: ☒ Day following Board Action.

☐ _____ (Date) Tanya Williams
(for) Director of Human Resources

COUNTY ADMINISTRATOR RECOMMENDATION

DATE: 10/26/15

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

/s/ Julie DiMaggio Enea
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment APPROVED ☒ DISAPPROVED ☐

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

Date: November 3 2015

By: [Signature]

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: