POSITION ADJUSTMENT REQUEST

NO. 21755
DATE 9/2/2015

Department No./
Department Employment and Human Services   Budget Unit No. 0504 Org No. 5450 Agency No. A19

Action Requested: Add one Social Services Program Analyst (X4SH) in the Workforce Services Bureau of the Employment and Human Services Department.

Proposed Effective Date: 10/6/2015

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 $122,744.00   Net County Cost $12,274.00

Total this FY $92,058.00   N.C.C. this FY $9,206.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT   45% Federal, 45% State, 10% County Revenue

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   9/17/2015

Deputy County Administrator   Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS   DATE 10/19/2015
Add one (1) Social Services Program Analyst (X4SH) (represented) full time position at Salary Plan and Grade KZ5 1642 ($5657-$6876) in the Workforce Services Bureau of the Employment and Human Services Department.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.
Effective: ☒ Day following Board Action.
☐ _____(Date)   Lisa Lopez   10/30/2015

(for) Director of Human Resources   Date

COUNTY ADMINISTRATOR RECOMMENDATION: DATE   11/3/2015
☒ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources   Enid Mendoza
☐ Other: _____

(for) County Administrator

BOARD OF SUPERVISORS ACTION: David J. Twa, Clerk of the Board of Supervisors
Adjustment is APPROVED ☒   DISAPPROVED ☐   and County Administrator

DATE 11-10-15   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:

P300 (M347) Rev 3/15/01