

# POSITION ADJUSTMENT REQUEST

NO. 21764  
DATE 9/25/2015

Department County Library

Department No./  
Budget Unit No. 0621 Org No. 3753 Agency No. 85

Action Requested: Cancel one (1) part-time (20/40) Library Assistant-Journey Level (3KVB) (represented) position No. 11832 and increase the hours of one (1) part-time (20/40) Library Assistant-Journey Level (3KVB) (represented) position No. 6040 to full-time (40/40).

Proposed Effective Date: 12/1/2015

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 (\$12,337.00)

Net County Cost \$0.00

Total this FY (\$7,197.00)

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost Savings

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

Jessica A. Hudson

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

BR for JE

10/2/2015

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Cancel one (1) part-time (20/40) Library Assistant-Journey Level (3KVB) (represented) position No. 11832 and increase the hours of one (1) part-time (20/40) Library Assistant-Journey Level (3KVB) (represented) position No. 6040 to full-time (40/40).

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

Effective: ☒ Day following Board Action.

☐ \_\_\_\_\_ (Date)

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 11/2/2015

- ☒ 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 is APPROVED ☒ ~~DISAPPROVED~~ ☐

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

DATE 11-10-15

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: