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# POSITION ADJUSTMENT REQUEST

NO. 21730  
DATE 8/11/2015

Department County Administrator - CCTV Department No./  
Budget Unit No. 0003 Org No. 1200 Agency No. 03  
Action Requested: Retitle CCTV Production Specialist to Media Production Technician and add one position to the Office of Communication and Media

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: \_\_\_\_\_

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$83,000.00

Net County Cost \$0.00

Total this FY \$42,000.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% PEG Fees & Franchise Fees

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 \_\_\_\_\_

ADOPT Position Adjustment Resolution No. 21730 to retitle the classification of CCTV Production Specialist (represented) (ADDL) to Media Production Technician (represented) (ADDL) at salary plan and pay grade ZB5 1304 (\$4,048 - \$4,920) (represented) and add one position in the Office of Communication and Media.

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

Effective: ☒ Day following Board Action.

☐ \_\_\_\_\_ (Date)

Lisa Lopez

11/5/2015

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

11/12/15

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: \_\_\_\_\_

Theresa Speiker

(for) County Administrator

## BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐

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

DATE 11-17-15

BY Chris Heek

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: