

POSITION ADJUSTMENT REQUEST

NO. 21740
DATE 9/1/2015

Department Employment & Human Services

Department No./

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

Action Requested: Cancel one Account Clerk-Experienced Level position (JDVC)(position #12881) and cancel one Social Worker position (XOVC) (position #4940) and add one Administrative Aide-Deep Class (AP7A) and add one Community Relations and Media Specialist (APTC) position.

Proposed Effective Date: 9/22/2015

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 \$3,549.00

Net County Cost \$355.00

Total this FY \$2,661.00

N.C.C. this FY \$266.00

SOURCE 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

9/3/15

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/29/2015

Add one Administrative Aide-Deep Class (AP7A) (represented) position at Salary Plan and Grade B85 0972 (\$2915-\$4522) and add one Community and Media Relations Specialist (APTC) (represented) position at Salary Plan and Grade QS5 1511 (\$4969-\$6040); and cancel one Account Clerk-Experienced Level (JDVC) (represented) (position #12881) position and cancel one Social Worker (XOVC) (represented) (position #4940) position

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

Effective: ☒ Day following Board Action.

☐ _____(Date)

Otilia Parra

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 11/24/2015

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

Dorothy Sansoe

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☐

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

DATE December 8 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: