

C.17

## POSITION ADJUSTMENT REQUEST

NO. 21777  
DATE 10/20/2015

Department Public Works Department No. /  
Budget Unit No. 0020 Org No. 0020 Agency No. 65  
Action Requested: Add one (1) full-time Senior Buyer (STTB) (represented) position at salary plan and grade ZB5 1631 (\$5,595.91 - \$6,801.86) and cancel one (1) full-time Buyer II (STTA) vacant position No. 14794

Proposed Effective Date: 11/1/2015

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 \$11,460.00

Net County Cost \$11,460.00

Total this FY \$7,640.00

N.C.C. this FY \$7,640.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% General Fund.

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

Julia R. Bueren

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L. Driscoll

10/27/2015

Deputy County Administrator

Date

### HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

ADD one (1) full-time Senior Buyer (STTB) (represented) position at salary plan and grade ZB5 1631 (\$5,595 - \$6,801) and CANCEL one (1) full-time Buyer II (STTA) (represented) vacant position No. 14794 at salary plan and grade ZB5 1525 (\$5,038 - \$6,124) in the Public Works Department.

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 \_\_\_\_\_

- ☐ Approve Recommendation of Director of Human Resources  
☐ Disapprove Recommendation of Director of Human Resources  
☐ Other: \_\_\_\_\_

(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 June McKeon

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: