

C.19

## POSITION ADJUSTMENT REQUEST

NO. 21788  
DATE 10/13/2015

Department District Attorney

Department No./

Budget Unit No. 0242 Org No. 2855 Agency No. 42

Action Requested: Add one-half (.5) Victim/Witness Assistance Program Specialist (65SA) (represented) position at salary level QV5 1191 to the District Attorney's office Victim/Witness Unit.

Proposed Effective Date: 12/9/2015

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 \$46,554.00

Net County Cost \$9,318.00

Total this FY \$34,915.00

N.C.C. this FY \$6,982.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 80% State Human Trafficking Grant, 20% County In-Kind

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

Mark A. Peterson

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Timothy M. Ewell

11/20/2015

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

### HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/23/2015

Add one (1) Victim/Witness Assistance Program Specialist (65SA) (represented) part-time (20/40) position at salary plan and grade QV5 1191 (\$3,619 - \$4,399)

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

Effective: ☒ Day following Board Action.

☐ \_\_\_\_\_(Date)

/s/ Lisa Lopez

11/23/2015

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

### COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 12/1/2015

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

/s/ Timothy M. Ewell

\_\_\_\_\_  
(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 Mathews

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: