

C.21

POSITION ADJUSTMENT REQUEST

NO. 21778
DATE 10/14/2015

Department Employment and Human Services Department No./
Budget Unit No. 502 Org No. 5210 Agency No. A19
Action Requested: Add one (1) FTE Independent Living Skills Program Specialist (X7TA) for ILSP in the Children and Family Services Bureau AR35489

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: \$0.00

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

Total annual cost	<u>\$95,076.00</u>	Net County Cost	<u>\$0.00</u>
Total this FY	<u>\$63,384.00</u>	N.C.C. this FY	<u>\$0.00</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT State funding

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

Anne Crisp 3-1527

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kevin J. Corrigan 11/3/2015

Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 11/20/2015
ADOPT Position Adjustment Resolution No. 21778 to add one (1) FTE Independent Living Skills Program (ILSP) Specialist (X7TA) (represented) position at Salary Plan and Grade 255 1384 (\$4,381--\$5,326) in the Children and Families Services Bureau of the Employment and Human Services Department.

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

Effective: ☒ Day following Board Action.
☐ _____(Date)

Otilia Parra 11/20/2015

(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: _____

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 Anne Crisp

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: