

C.23

## POSITION ADJUSTMENT REQUEST

NO. 21783  
DATE 11/18/2015

Department Veterans Services

Department No./

Budget Unit No. 0579 Org No. 0579 Agency No. 010

Action Requested: Add one (1) Veterans Service Representative (96WA) (represented) position at salary plan and grade ZB5 1335 in the Veterans Service Department.

Proposed Effective Date: 12/01/2015

Classification Questionnaire attached: Yes ☐ No ☐ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: 0

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

Total annual cost \$94,316.95

Net County Cost \$0.00

Total this FY \$55,018.22

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% State Aid Veterans Affairs

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

Susan H. Ferguson

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza

11/19/2015

Deputy County Administrator

Date

### HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/23/2015

Add one (1) Veterans Service Representative (96WA) (represented) position at salary plan and grade ZB5 1335 (\$4,174 - \$5,073) in the Veterans Service Department.

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

Effective: ☐ Day following Board Action.

☒ 12/1/2015(Date)

Fina Prak

11/23/2015

(for) Director of Human Resources

Date

### COUNTY ADMINISTRATOR RECOMMENDATION:

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

DATE \_\_\_\_\_

(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 McKen

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: