

C.18

POSITION ADJUSTMENT REQUEST

NO. 21766
DATE 9/16/2015

Department Employment and Human Services Dept Department No./
Budget Unit No. 502 Org No. 5214 Agency No. A19
Action Requested: To add one SS Program Assistant position and cancel one Eligibility Work Specialist position 4485 in the Foster Care Division of Children and Family Services Bureau

Proposed Effective Date: 10/13/2015

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 \$5,067.00

Net County Cost \$506.70

Total this FY \$4,223.00

N.C.C. this FY \$422.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 45% Federal, 45% State funding, 10% County 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

10/4/2015

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/20/2015

Add (1) Social Services Program Assistant (XOSA) full time position at Salary Plan and Grade 255 1384 (\$4381-\$5,326) and cancel one (1) Eligibility Work Specialist (XHTB) full time position #4485 at Salary Plan and Grade 255 1334 (\$4,170-\$5,068) in Foster Care in the Children and Family 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:

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

DATE 12/1/2015

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: