

POSITION ADJUSTMENT REQUEST

NO. 21779
DATE 10/13/2015Department Employment and Human Services Department No. /
Budget Unit No. 0501 Org No. 5123 Agency No. A19
Action Requested: Retitle and reallocate Departmental PC Coordinator to Information Systems Supervisor in EHSD.Proposed Effective Date: 12/9/2015Classification 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 \$14,485.00Net County Cost \$1,449.00Total this FY \$8,184.00N.C.C. this FY \$815.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT 45% Federal, 45% State, 10% County RevenueDepartment must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Holly Trieu 3-1560

(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 11/24/2015

Retitle classification of the Departmental Personal Computer Coordinator (XQSJ) (represented) at salary level ZB5 1694 (\$5,956-\$7,239) to Information Systems Supervisor (LBHB) (represented); re-allocate the Information Systems Supervisor (LBHB) on the salary schedule at salary plan and grade ZA5 1744 (\$6,258-\$7,607) and reclassify two (2) positions numbers 4763 and 11265

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

Effective: ☐ Day following Board Action.☒ 12/9/2015(Date)

Marta Goc

11/24/2015

(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 AdministratorDATE December 8 2015BY June M. Twa

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: