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# POSITION ADJUSTMENT REQUEST

NO. 21801  
DATE 12/18/2015

Department Probation

Department No./  
Budget Unit No. 0308 Org No. 3004 Agency No. 30

Action Requested: ADOPT Position Adjustment Resolution No. 21801 to add one (1) Accounting Technician (JD7A) (represented) position and cancel one (1) Account Clerk Advanced (JD7D) (represented) position #14147 in the Probation Department.

Proposed Effective Date: 1/6/2016

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 \$8,292.00

Net County Cost \$8,292.00

Total this FY \$3,755.00

N.C.C. this FY \$3,755.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Probation Collections Unit Revenue

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

Danielle Fokkema

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

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Timothy Ewell

12/21/2015

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

\_\_\_\_\_  
Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/21/2015

Add one (1) Accounting Technician (JD7A) (represented) position at salary plan and grade 3RX 1236 (\$3,774 - \$4,820) and cancel one (1) Account Clerk Advanced (JD7D) (represented) position #14147 at salary plan and grade 3RX 1133 (\$3,408 - \$4,353) in the Probation Department.

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

Effective: ☐ Day following Board Action.

☒ 1/11/2016(Date)

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

\_\_\_\_\_  
Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 12/30/15

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

Timothy 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 1-5-16

BY Crisis Heu

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: