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POSITION ADJUSTMENT REQUEST

NO. 21803
DATE 12/18/2015

Department Probation Department No. /
Budget Unit No. 0308 Org No. 3120 Agency No. 30
Action Requested: ADOPT Position Adjustment Resolution No. 21803 to add one (1) Institutional Supervisor I (7KHA) (represented) position and cancel one (1) Deputy Probation Officer III (7ATA) (represented) position #605 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 \$23,726.00

Net County Cost \$23,726.00

Total this FY \$10,874.00

N.C.C. this FY \$10,874.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% General Fund

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

TME

12/21/2015

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/28/2015

ADOPT Position Adjustment Resolution No. 21803 to add one (1) Institutional Supervisor I (7KHA) (represented) position at salary plan and grade PK5 1628 (\$5,855 - \$7,117) and cancel one (1) Deputy Probation Officer III (7ATA) (represented) position #605 at salary plan and grade PP5 1574 (\$5,207 - \$6,329) 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.

☐ _____ (Date)

Fina Prak, Human Resource Consultant

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 12/31/2015

- ☒ 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 1-19-16

BY Chris Heck

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: