

POSITION ADJUSTMENT REQUEST

C.22

NO. 21819
DATE 11/4/2015

Department CAO-Risk Management
Department No./ Budget Unit No. 0150 Org No. 1505 Agency No. 02

Action Requested: Reclassify Position #10271 and incumbent from Clerk-Senior Level (JWXC) to Information Systems Specialist I (LTWA) in the Risk Management Division of the County Administrator's Office

Proposed Effective Date: 2/3/2015

Classification Questionnaire attached: Yes [] No [x] / Cost is within Department's budget: Yes [x] No []

Total One-Time Costs (non-salary) associated with request: \$0.00

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

Total annual cost \$11,916.00 Net County Cost \$0.00

Total this FY \$4,965.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Self-Insurance Trust Funds

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

Sharon Hymes-Offord

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/21/2016

ADOPT Position Adjustment Resolution No. 21819 to reclassify one (1) Clerk-Senior Level (JWXC) (represented) position #10271 at salary plan and grade 3RX 1033 (\$3087.45 - \$3942.80) and incumbent to Information Systems Specialist I (LTWA) (represented) at salary plan and grade QS5 1244 (\$3814.67 - \$4636.75) in Risk Management.

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

Effective: [x] Day following Board Action.

[x] (Date)

Lisa Lopez

1/21/2016

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

- [] Approve Recommendation of Director of Human Resources
[] Disapprove Recommendation of Director of Human Resources
[] Other:

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [x] DISAPPROVED []

David J. Twa, Clerk of the Board of Supervisors and County Administrator

DATE 2-2-16

BY Chris Heau

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: