

POSITION ADJUSTMENT REQUEST

C.23

NO. 21807
DATE 12/15/2015

Department EHSD/CSB
Department No./
Budget Unit No. 0588 Org No. 1462 Agency No. 019
Action Requested: ADD three (3) Associate Teacher - Project (CJW1) (represented) positions and one (1) Teacher - Project (CJN1) (represented) position and cancel one (1) Master Teacher - Project (CJT1) (represented) vacant position # 14805 and three (3) Early Childhood Educator - Project (9MW4) (represented) vacant positions #14167, 14167 and 15500 in the Employment and Human Services Department.

Proposed Effective Date: 1/6/2016

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 (\$30,361.00) Net County Cost \$0.00
Total this FY (\$15,180.00) N.C.C. this FY 0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Federal funding

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

Reni Radeva

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kevin J. Corrigan

1/4/2016

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS
see Attachment 1-A

DATE 1/13/2016

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

Effective: [x] Day following Board Action.
[] (Date)

Lisa Lopez

1/27/2016

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

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

DATE 1/28/2016

Enid Mendoza

(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 Hock

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: