

# POSITION ADJUSTMENT REQUEST

NO. 21835  
DATE 2/23/2016

C.26

Department Auditor-Controller

Department No./

Budget Unit No. 0010 Org No. 1019 Agency No. 10

Action Requested: Reclassify without Examination Pos. 166 and incumbent from Account Clerk Advance Level (JDTB) to Accounting Technician (JD7A).

Proposed Effective Date: 3/1/2016

Classification 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 (\$5,900.00)

Net County Cost (\$5,900.00)

Total this FY \$1,500.00

N.C.C. this FY \$1,500.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Within allocated budget.

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

Robert Campbell

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll

2/29/16

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Reclassify one (1) Account Clerk Advanced Level (JDTD) (represented) position #166 at salary plan and grade 3RX 1133 (\$3408-\$4353) and its incumbent to Accounting Technician (JD7A) (represented) at salary plan and grade 3RX 1236 (\$3774-\$4820) in the Office of the Auditor-Controller.

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

Effective: ☐ Day following Board Action.

☒ 3/1/2016(Date)

Tanya Williams

2/29/2016

(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 ☒ ~~DISAPPROVED~~ ☐

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

DATE 3-8-16

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: