

C. 39

# POSITION ADJUSTMENT REQUEST

NO. 21809  
DATE 12/18/2015

Department County Library

Department No./  
Budget Unit No. 0620 Org No. 3716 Agency No. 85

Action Requested: Cancel one (1) full-time (40/40) Library Assistant-Journey Level (3KVB) (represented) position No. 13545; add one (1) part-time (20/40) Clerk-Experienced Level (JWXB) (represented) position and add one (1) part-time (20/40) Librarian (3AWA) (represented) position.

Proposed Effective Date: 4/1/2016

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	<u>(\$19,457.00)</u>	Net County Cost	<u>\$0.00</u>
Total this FY	<u>(\$6,486)</u>	N.C.C. this FY	<u>\$0.00</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Library Fund

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

Jessica A. Hudson

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

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

BR for JE

1/5/2016

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

\_\_\_\_\_  
Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Cancel one (1) full-time (40/40) Library Assistant-Journey Level (3KVB) (represented) position No. 13545; add one (1) part-time (20/40) Clerk-Experienced Level (JWXB) (represented) position and add one (1) part-time (20/40) Librarian (3AWA) (represented) position.

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

Effective:  Day following Board Action.  
 \_\_\_\_\_(Date)

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

\_\_\_\_\_  
Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 3/1/2016

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

/s/ Julie DiMaggio Enea

\_\_\_\_\_  
(for) County Administrator

## BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED  DISAPPROVED

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

DATE 3-29-16

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: