

POSITION ADJUSTMENT REQUEST

NO. 21839
DATE 4/11/2016

Department Board of Supervisors - District I Department No./
Budget Unit No. 0001 Org No. 1101 Agency No. A01
Action Requested: ADOPT Position Adjustment Resolution No. 21839 to decrease the hours of one (1) BOS Assistant-Specialist (J994) (unrepresented) position # 2480. from 40/40 to 20/40, in the District I BOS Office.

Proposed Effective Date: 5/1/2016

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>(\$6,301.50)</u>	Net County Cost	<u>(\$6,301.50)</u>
Total this FY	<u>(\$6,301.50)</u>	N.C.C. this FY	<u>(\$6,301.50)</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost Savings

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

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll	4/11/2016
_____ Deputy County Administrator	_____ Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 4/14/2016
Decrease the hours of one (1) Board of Supervisors Assistant-Specialist (J994) (unrepresented) position, #2480, from full time to part time (20/40)

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

Effective: Day following Board Action.
 5/1/2016(Date)

Gladys Scott Reid	4/14/2016
_____ (for) Director of Human Resources	_____ Date

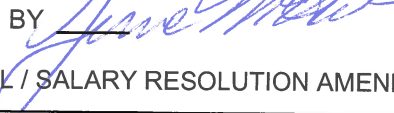
COUNTY ADMINISTRATOR RECOMMENDATION: DATE _____
 Approve Recommendation of Director of Human Resources
 Disapprove Recommendation of Director of Human Resources
 Other: _____

(for) County Administrator

BOARD OF SUPERVISORS ACTION:
Adjustment is APPROVED DISAPPROVED

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

DATE April 16 2016

BY 

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: