

0.17

# POSITION ADJUSTMENT REQUEST

NO. 21851  
DATE 12/21/2015

Department Office of the Sheriff Department No./  
Budget Unit No. 0255 Org No. 2500 Agency No. 25  
Action Requested: Reclassify Administrative Services Assistant III ( APTA) position # 12370 and its incumbent to Sheriff's Director of Support Services (6AFE) position. Downgrade position Sheriff's Director of Support Services(6AFE) position # 2906 to an Administrative Services Assistant III (APTA).

Proposed Effective Date: 2/1/2015

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

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

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

Total annual cost \$0.00 Net County Cost \$0.00  
Total this FY \$0.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% General Fund

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

Mary Jane Robb

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

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Timothy Ewell

4/6/2016

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

\_\_\_\_\_  
Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 4/6/2016

Reclassify an Administrative Services Assistant III (APTA) (represented) position #12370 and its incumbent to Sheriff's Director of Support Services (6AFE) (represented); cancel one Sheriff's Director of Support Services (6AFE) (represented) vacant position # 2906 and add one Administrative Services Assistant III (APTA) (represented) position.

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

Effective:  Day following Board Action.  
 4/1/2016(Date)

Lisa Lopez

4/18/2016

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

\_\_\_\_\_  
Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

4/20/2016

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

Timothy Ewell

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

## BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED  ~~DISAPPROVED~~

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

DATE 4-26-16

BY Chris Heac

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: