

C.29

### POSITION ADJUSTMENT REQUEST

NO. 21860  
DATE 4/26/2016

Department Employment and Human Services Department No./  
Budget Unit No. 0504 Org No. 5452 Agency No. A19  
Action Requested: Add two (2) Eligibility Work Supervisors (XHHA) positions and cancel two (2) Social Work Supervisor I positions 10052 and 10053 in the Workforce Services Bureau of the Employment and Human Services Department.

Proposed Effective Date: 5/24/2016

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 \$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 Cost Savings with cancellation of positions

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

Anne Crisp 3-1527

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

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kevin J. Corrigan

5/10/16

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

\_\_\_\_\_  
Date

#### HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 5/17/2016

Add two (2) Eligibility Work Supervisor (XHHA) (represented) positions at Salary and Grade KX 1506 (\$4,931-\$6,297) and cancel two (2) Social Work Supervisor I (XHOA) (represented) vacant positions 10052 and 10053 at Salary and Grade 215 1582 (\$5,330 - \$6,479) in the Employment and Human Services Department.

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

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

Lisa Lopez

5/18/2016

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

\_\_\_\_\_  
Date

#### COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 5/31/2016

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

Enid Mendoza

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

#### BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED  ~~DISAPPROVED~~

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

DATE 6-7-16

BY Cris 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: