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## POSITION ADJUSTMENT REQUEST

NO. 21866  
DATE 06/07/2016

Department Human Resources Department

Department No./  
Budget Unit No. 0035 Org No. 1305 Agency No. A05

Action Requested: Add one HR Systems Specialist position (AGTG) (unrepresented) at salary plan and grade B85 1613 (\$5,499 - \$6,684) and cancel one Clerk-Senior Level position #13755 (JWXC) (represented) at salary plan and grade 3RX 1033 (\$3,087 - \$3,942) in the Human Resources Department.

Proposed Effective Date: 7/1/2016

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 \$18,827.00

Net County Cost \$0.00

Total this FY \$18,827.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Benefits Administration Fee

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

Lisa Lopez

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll

Deputy County Administrator

Date

### HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 05/06/2015

Add one (1) HR Systems Specialist (AGTG) (unrepresented) position at salary plan and grade B85 1613 (\$5,499 - \$6,684) and cancel one (1) Clerk Senior Level (JWXC) (represented) position no.13755 at salary plan and grade 3RX 1033 (\$3,087 - \$3,942)

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

Effective: ☐ Day following Board Action.

☒ 07/01/2016(Date)

Lisa Lopez

6/7/2016

(for) Director of Human Resources

Date

### COUNTY ADMINISTRATOR RECOMMENDATION:

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

DATE \_\_\_\_\_

(for) County Administrator

### BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐

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

DATE 6-21-16

BY David Twa

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: