

# POSITION ADJUSTMENT REQUEST

NO. 21872  
DATE 7/12/2016

Department District Attorney

Department No./  
Budget Unit No. 0242 Org No. 2860 Agency No. 42

Action Requested: Add one (1) Victim/Witness Assistance Program Specialist (65SA) (represented) position at salary level QV5 1191 to the District Attorney's office Victim's Compensation Program Unit.

Proposed Effective Date: 7/13/2016

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 \$72,336.00 Net County Cost \$0.00

Total this FY \$66,308.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Victim Compensation grant funds

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

Mark A. Peterson

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

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Timothy M. Ewell

6/17/2016

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

\_\_\_\_\_  
Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Add one Victim/Witness Assistance Program Specialist at salary plan and grade QV5 1191 (\$3,619-\$4,399) position.

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

Effective:  Day following Board Action.

\_\_\_\_\_(Date)

Amanda Monson

6/23/2016

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

\_\_\_\_\_  
Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

7/7/2016

Approve Recommendation of Director of Human Resources

Disapprove Recommendation of Director of Human Resources

Other: \_\_\_\_\_

Timothy M. 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 7-12-16

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: