

POSITION ADJUSTMENT REQUEST

C.30

NO. 21874
DATE 12/30/2015

Department Office of the Sheriff

Department No./
Budget Unit No. 0255 Org No. 2502 Agency No. 25

Action Requested: Add one Sheriff's Specialist position and cancel one Clerk-Senior Level position #11316 in the Office of the Sheriff- Professional Standards Division

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: \$0.00

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

Total annual cost \$14,003.00 Net County Cost \$14,003.00
Total this FY \$12,836.00 N.C.C. this FY \$12,836.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Office of the Sheriff 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

6/17/2016

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE

Add one Sheriff's Specialist (64VE) position and cancel one Clerk-Senior Level (JWXC) vacant position #11316

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

Effective: Day following Board Action.
 (Date)

Tanya Williams

6/21/2016

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

7/12/2016

- 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 7-19-16

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: