

0.21

# POSITION ADJUSTMENT REQUEST

NO. 21871  
DATE 6/1/2016

Department Public Works

Department No./  
Budget Unit No. 0841 Org No. 4841 Agency No. 65

Action Requested: ADOPT Position Adjustment Resolution No. 21871 to ADD one (1) full time Administrative Analyst (APWA), (represented) position at salary plan and grade level ZB5 1277 (\$4,099-\$4,982) and to CANCEL one (1) full time Sr. Real Property Technical Assistant (DY7C), (represented) position no. 11249 at salary plan and grade level ZM5 1336 (\$4,345-\$5,282) in the Public Works 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: \_\_\_\_\_

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

Total annual cost	<u>(\$4,809.00)</u>	Net County Cost	<u>\$0.00</u>
Total this FY	<u>(\$4,809.00)</u>	N.C.C. this FY	<u>\$0.00</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Airport Enterprise Funds

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

Julia R. Bueren

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

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L. Strobel

6/16/2016

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

\_\_\_\_\_  
Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 6/29/2016

Add one (1) Administrative Analyst (APWA) (represented) position at salary plan and grade level ZB5 1277 (\$4,099- \$4,982); and cancel one (1) Sr. Real Property Technical Assistant (DY7C), (represented) vacant position No.11249 at salary plan and grade level ZM5 1336 (\$4,345- \$5,282)

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

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

L. Lopez

7/14/2016

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

\_\_\_\_\_  
Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

7/14/2016

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

L. Driscoll

\_\_\_\_\_  
(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 Heer

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: