

0.28

POSITION ADJUSTMENT REQUEST

NO. 21875
DATE 6/14/2016

Department Employment and Human Services Department No./
Budget Unit No. 0502 Org No. 5216 Agency No. A19
Action Requested: Add one Social Casework Assistant (XDVB) position and cancel one Children's Services Aide (XDWB) position 13576 in Children and Family Services Bureau (AR38319)

Proposed Effective Date: 7/12/2016

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 \$28,839.00

Net County Cost \$2,884.00

Total this FY \$28,839.00

N.C.C. this FY \$2,884.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 42% Federal, 48% State and 10% County Cost

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

Anne Crisp 313-1527

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kevin J. Corrigan

6/30/2016

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 7/6/2016

Add one Social Casework Assistant (XDVB) (represented) position at Salary Plan and Grade 255 1434 (\$4,604--\$5,596) and cancel one vacant Children Services Aide (XDWB) (represented) position #13576 at Salary Plan and Grade 2D5 0850 (\$2,582--\$3,138)

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

Effective: ☒ Day following Board Action.

☐ _____(Date)

Otilia Parra

7/6/2016

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

7/25/2016

☒ 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 8-2-16

BY Chris Heav

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: