

## POSITION ADJUSTMENT REQUEST

NO. 21886  
DATE 3/1/2016Department District Attorney

Department No./

Budget Unit No. 0242 Org No. 2841 Agency No. 42

Action Requested: ADD One (1) Victim/Witness Assistance Program Specialist (65SA) (represented) position at salary level QV5 1191 and one (1) Clerk - Senior Level (JWXC) (represented) at salary level 3RX 1033 to the District Attorney's office Victim/Witness Unit.

Proposed Effective Date: 7/13/2016Classification 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 \$154,500.00Net County Cost \$0.00Total this FY \$141,625.00N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Victim/Witness grant fundsDepartment 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

7/15/2016

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 7/20/2016

Add one (1) Clerk – Senior Level (JWXC) (represented) position at salary plan and grade 3RX 1033 (\$3,210 - \$4,100) in the Victim/Witness Program and one (1) Victim/Witness Assistance Program Specialist (65SA) (represented) position at salary plan and grade QV5 1191 (\$3,619 - \$4,399).

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

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

Amanda Monson

7/20/2016

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

7/27/16☒ Approve Recommendation of Director of Human Resources☐ Disapprove Recommendation of Director of Human Resources☐ Other: \_\_\_\_\_

Timothy M. Ewell (via Vana Tran)

(for) County Administrator

## BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☐David J. Twa, Clerk of the Board of Supervisors  
and County AdministratorDATE 8-2-16BY 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: