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# POSITION ADJUSTMENT REQUEST

NO. 21877  
DATE 6/17/2016

Department Employment and Human Services Department No./  
Budget Unit No. 0501 Org No. 5101 Agency No. A19

Action Requested: Add one (1) Information Systems Specialist III (LTTA) (represented) full time position at Salary Plan and Grade TB5 1541 (\$5118 - \$6221) and cancel one (1) Web Producer (LBTF) (represented) full time position at Salary Plan and Grade ZB5 1543 (\$5128 - \$6234) in position # 16341. AR #38010

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 \$0.00

Net County Cost \$0.00

Total this FY \$0.00

N.C.C. this FY \$0.00

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

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

Cheryl Morse 313-1558

\_\_\_\_\_  
(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 7/20/2016

Add one Information Systems Specialist III (LTTA) (represented) position at Salary Plan and Grade TB5 1541 (\$5,323 - \$6,470) and cancel one Web Producer (LBTF) (represented) vacant position #16341 at Salary Plan and Grade ZB5 1543 (\$5,334 - \$6,483)

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

Effective: ☒ Day following Board Action.

☐ \_\_\_\_\_(Date)

Otilia Parra

7/20/2016

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

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

8/4/2016

☒ 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 8-9-16

BY Chris Hecke

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: