POSITION ADJUSTMENT REQUEST

NO. 21878
DATE 6/28/2016

Department No./
Department Employment and Human Services Dept   Budget Unit No. 0504 Org No. 5412 Agency No. A19

Action Requested: Increase work hours of Eligibility Worker III (XHTB) position #4550 from 32/40 to 40/40 in Workforce Services Bureau (AR 35033)

Proposed Effective Date: 7/19/2016

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 $20,550.00 Net County Cost $2,055.00
     Total this FY $20,550.00 N.C.C. this FY $2,055.00

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

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

           Michelle Fregoso 313-1568

           (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

Increase the hours of one (1) Eligibility Worker III (XHTB) (represented) position #4550 from part time (32/40) to full time (40/40) at Salary Plan and Grade 255 1334 ($4,170-$5,068)

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 Enid Mendoza
☐ Other: _____

          (for) County Administrator

BOARD OF SUPERVISORS ACTION: David J. Twa, Clerk of the Board of Supervisors
Adjustment is APPROVED ☒ DISAPPROVED ☐ and County Administrator

DATE 8-9-16   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:

P300 (M347) Rev 3/15/01