

POSITION ADJUSTMENT REQUEST

NO. 21906
DATE 7/19/16

Department Animal Services

Department No./
Budget Unit No. 0366 Org No. 0344 Agency No. 36

Action Requested: Establish the class of Animal Services Admissions and Adoption Coordinator (represented); add one Animal Services Admissions and Adoption Coordinator position; and abolish the Community Outreach and Education Coordinator (represented) class in the Animal Services Department. (No Net County Cost)

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: \$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 User Fees and City Fees

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

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kevin J. Corrigan

8/23/2016

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 8/23/2016

Establish the class of Animal Services Admissions and Adoption Coordinator (BCSA) (represented) at salary plan and grade ZB5 1351 (\$4,411 - \$5,361); add one (1) Animal Services Admissions and Adoption Coordinator (BCSA) position; and abolish the Community Outreach and Education Coordinator (BJSR) (represented) classification .

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

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

Lauren Ludwig

8/23/16

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 9/6/2016

- ☒ 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 9-13-16

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: