

POSITION ADJUSTMENT REQUEST

NO. 21916
DATE 8/25/2016

Department County Library

Department No./
Budget Unit No. 0620 Org No. 3744 Agency No. 85

Action Requested: Add one part-time 32/40 Senior Library Literacy Assistant (3KTC) and cancel one part-time 20/40 Library Literacy Assistant (3KVC) position No. 15876 in the Library Department.

Proposed Effective Date: 9/1/2016

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 \$7,077.84

Net County Cost \$0.00

Total this FY \$5,898.20

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Library Fund 22% & Project Second Chance grant funds 78%

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

Theresa Spieker

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

BR for JE

8/25/2016

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 8/26/2016

Add one (1) part-time (32/40) Senior Library Literacy Assistant (3KTC) (represented) position at salary plan and grade QXX 1341 (\$4,188 - \$5,348) and cancel one (1) part-time (20/40) Library Literacy Assistant (3KVC) (represented) vacant position no. 15876 at salary plan and grade QXX 1030 (\$3,078 - \$3,931).

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

Effective: ☒ Day following Board Action.

☐ (Date)

Eldreai Ellis

8/26/2016

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 8/31/2016

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: _____

/s/ Julie DiMaggio Enea

(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 Hecq

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: