

C.51

## POSITION ADJUSTMENT REQUEST

NO. 21914  
DATE 8/19/2016

Department County Administration

Department No./  
Budget Unit No. 0003 Org No. 1220 Agency No. 03

Action Requested: Effective September 1, 2016, reclassify position #103 a vacant Clerk-Senior Level position (JWXC) to a Labor Relations Analyst II (ADSJ) position.

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 \$75,000.00

Net County Cost \$62,500.00

Total this FY \$75,000.00

N.C.C. this FY \$62,500.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Within approved budget

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

Lisa Driscoll

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll

8/19/2016

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Reclassify one (1) Clerk-Senior Level position (JWXC/represented) position, position number 103, to a Labor Relations Analyst II (ADSJ/unrepresented) position

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

Effective: ☐ Day following Board Action.

☒ 9/1/2016(Date)

Lisa Lopez

8/22/2016

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

8/22/2016

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: \_\_\_\_\_

Lisa Driscoll

(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 Hecker

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: