

C.58

POSITION ADJUSTMENT REQUEST

NO. 21915

DATE 8/22/2016

Department Dept of Child Support Services Department No./
Budget Unit No. 0249 Org No. 1780 Agency No. A40

Action Requested: Cancel one (1) full-time Accounting Technician (JD7A) (represented) vacant position #12922 at salary level 3RX-1236 (\$3,925 - \$5,013) and add one (1) full-time Child Support Specialist III (SMTA) (represented) at salary level QV5-1359 (\$4,274 - \$5,195) in the Department of Child Support Services.

Proposed Effective Date: 10/1/2016

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

Net County Cost \$0.00

Total this FY \$0.00

N.C.C. this FY 0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Net Salary savings.

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

Adrienne Todd

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kevin J. Corrigan

8/25/2016

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 8/25/2016

Cancel one (1) Accounting Technician (JD7A) (represented #12922) at salary plan and grade 3RX 1236 (\$3,925 - \$5,013) and add one (1) Child Support Specialist III (SMTA) (represented) at salary plan and grade QV5-1359 (\$4,274 - \$ 5,195)

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

Effective: ☐ Day following Board Action.

☒ 10/1/2016(Date)

LaShonda Smith

8/25/2016

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

- ☐ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources
☐ Other: _____

(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 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: