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POSITION ADJUSTMENT REQUEST

NO. 21918
DATE 8/23/2016

Department Public Defender Department No./
Budget Unit No. 0243 Org No. 2918 Agency No. 43

Action Requested: ADOPT Position Adjustment to increase the hours of one (1) part-time (20/40) Deputy Public Defender IV (25TA)(represented)(posion no. 16478) from part-time (20/40) to full-time(40/40) and cancel one (1) part-time (20/40) Deputy Public Defender IV (25TA) (represented)(position no. 13526)

Proposed Effective Date: 9/14/2016

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 | <u>\$0.00</u> | Net County Cost | <u>\$0.00</u> |
| Total this FY | <u>\$0.00</u> | N.C.C. this FY | <u>\$0.00</u> |

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost Neutral

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

Richard Loomis, Adm Svcs Asst 08/23/16

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Timothy M. Ewell

8/30/2016

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 9/7/2016

Increase the hours of one (1) Deputy Public Defender IV (25TA) (represented) position no. 16478 at salary plan and grade JDX 2248 (\$10,903 - \$13,253) from part-time (20/40) to full-time (40/40) and cancel one (1) part-time (20/40) Deputy Public Defender IV (25TA) (represented) position no. 13526) at salary plan and grade JDX 2248 (\$10,903 - \$13,253) in the Public Defender's Office.

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

Effective: ☒ Day following Board Action.

☐ _____(Date)

Gladys Scott Reid

9/7/2016

(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 9-20-16

BY Chris Heav

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: