

C.16

POSITION ADJUSTMENT REQUEST

NO. 21930
DATE 8/31/2016

Department Employment and Human Services

Department No./

Budget Unit No. 0502 Org No. 5220 Agency No. A19

Action Requested: Add 2 Children's Services Clerical Specialist (J9SC) represented positions in Children & Family Services at EHSD (AR38541)

Proposed Effective Date: 9/20/2016

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 \$158,182.00

Net County Cost \$15,818.00

Total this FY \$118,637.00

N.C.C. this FY \$11,864.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Federal 42%, State 48%, County 10%

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Holly Trieu 3-1560

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kevin J. Corrigan

9/6/16

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 9/8/2016

Add two (2) Children's Services Clerical Specialists (J9SC) (represented) full time positions at Salary Plan and Grade 3R5 1092 (\$3,412 - \$4,802)

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

9/8/2016

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

9/21/2016

☒ 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 9/27/16

BY Sm Bayd

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: