

C.19

## POSITION ADJUSTMENT REQUEST

NO. 21942  
DATE 8/29/2016

Department Employment and Human Services

Department No./  
Budget Unit No. 0503 Org No. 5311 Agency No. A19

Action Requested: Add 1 Clerk-Experienced Level (JWXB) represented and one Account Clerk-Experience Level (JDVC) represented positions in the Aging and Adult Services Bureau (AR36501 and AR36236)

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 \$144,599.00

Net County Cost \$20,244.00

Total this FY \$108,449.00

N.C.C. this FY \$15,183.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 45% Federal, 41% State, 14% County

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

9/8/2016

Deputy County Administrator

Date

### HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 9/15/2016

Add one (1) Clerk – Experienced Level (JWXB) (represented) full time position at Salary Plan and Grade 3RH 0750 (\$2,905-\$3,605) and one (1) Account Clerk Experienced Level (JDVC) (represented) full time position at Salary and Grade 3RH 0755 (\$3,192-\$3,958)

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

9/15/2016

(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 AmBoyd

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: