

C.32

POSITION ADJUSTMENT REQUEST

NO. 21910
DATE 8/23/2016

Department Animal Services

Department No./
Budget Unit No. 0366 Org No. 3340 Agency No. 36

Action Requested: Add one Administrative Analyst (represented) position and cancel one Secretary-Advanced Level (represented) vacant position in the Animal Services Department.

Proposed Effective Date: 8/15/2016

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 \$3,139.00 Net County Cost \$1,161.00
Total this FY \$2,616.00 N.C.C. this FY \$967.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 32% User Fees, 31% City Revenues, 37% County

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

Arturo Castillo

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kevin J. Corrigan

8/23/2016

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 9/8/2016

Add one (1) Administrative Analyst (APWA) (represented) position at salary plan and grade ZB5 1277 (\$4,099 - \$4,982) and cancel one (1) Secretary-Advanced Level (J3TG) (represented) vacant position 12896 at salary plan and grade 3R2 1163 (\$3,772 - \$4,828)

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

Effective: Day following Board Action.

_____(Date)

Lauren Ludwig

9/8/2016

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

10/11/2016

- 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 October 18 2016

BY June McQueen

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: