

# POSITION ADJUSTMENT REQUEST

NO. 21935  
DATE 8/31/2016

Department Employment and Human Services Department No./  
Budget Unit No. 0503 Org No. 5330 Agency No. A19  
Action Requested: Add two Aging & Adult Services Senior Staff Assistant in Aging & Adult Services Bureau at EHSD (AR38420).

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	<u>\$250,496.00</u>	Net County Cost	<u>\$7,515.00</u>
Total this FY	<u>\$187,872.00</u>	N.C.C. this FY	<u>\$5,636.00</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 48% Federal, 39% State, 13% County and other revenues

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

9/6/2016

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 9/21/2016

Add two (2) Aging & Adult Services Senior Staff Assistant (XQVB) (represented) full time positions at Salary Plan and Grade ZB5 1642 (\$5,883-\$7,151)

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

Effective:  Day following Board Action.  
 \_\_\_\_\_(Date)

OParra

9/21/2016

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

10/12/2016

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 [Signature]

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: