

# POSITION ADJUSTMENT REQUEST

NO. 21967  
DATE 10/18/2016

Department Office of the County Counsel Department No./  
Budget Unit No. 0030 Org No. 1700 Agency No. 17

Action Requested: ADOPT Position Adjustment Resolution No. 21967 to ADD one (1) full-time Deputy County Counsel - Standard Exempt (2ET2) (unrepresented) position at salary level B8B 2097 (\$9,698 - \$11,528) and cancel one (1) full-time Deputy County Counsel -Advanced (2ETK) (unrepresented) vacant position No. 11093 at salary level B8B 2297 (\$11,822 - \$13,375) in the Office of the County Counsel.

Proposed Effective Date: 10/19/2016

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 \$0.00 Net County Cost \$0.00  
Total this FY \$0.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT \_\_\_\_\_

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

Sharon L. Anderson  
\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll, County Finance Director 9/30/16  
\_\_\_\_\_  
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 9/30/2016  
Add one (1) Deputy County Counsel - Standard Exempt (2ET2) (unrepresented) position at salary plan and grade B8B 2097 (\$9,698 - \$11,528) and cancel one (1) Deputy County Counsel -Advanced (2ETK) (unrepresented) vacant position No. 11093 at salary plan and grade B8B 2297 (\$11,822 - \$13,375)

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.  
Effective:  Day following Board Action.  
 \_\_\_\_\_(Date)  
LaShonda Smith 9/30/2016  
\_\_\_\_\_  
(for) Director of Human Resources Date

COUNTY ADMINISTRATOR RECOMMENDATION: DATE 10/14/2016  
 Approve Recommendation of Director of Human Resources  
 Disapprove Recommendation of Director of Human Resources  
 Other: \_\_\_\_\_  
Laura Strobel  
\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION: David J. Twa, Clerk of the Board of Supervisors and County Administrator  
Adjustment is APPROVED  DISAPPROVED

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: