

POSITION ADJUSTMENT REQUEST

NO. 21969
DATE 10/4/2016

Department Public Defender

Department No./
Budget Unit No. 0243 Org No. 2909 Agency No. 43

Action Requested: ADOPT Position Adjustment to increase the hours of one (1) part-time (20/40) Legal Assistant (2Y7B)(represented)(position no. 16081) to full-time (40/40).

Proposed Effective Date: 10/1/2016

Classification Questionnaire attached: Yes [] No [x] / Cost is within Department's budget: Yes [x] No []

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$63,116.00 Net County Cost \$0.00
Total this FY \$44,205.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Federal Grant (Bureau of Justice Assistance)

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

Richard Loomis, Adm Svcs Asst

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Timothy Ewell

10/4/2016

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/5/2016

Increase the hours of one (1) Legal Assistant (2Y7B) (represented) position no.16081 at salary plan and grade ZB5 1337 (\$4,350 - \$5,287) from part-time (20/40) to full-time (40/40)

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

Effective: [x] Day following Board Action.
[] (Date)

Amanda Monson

10/5/2016

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

10/13/2016

- [x] Approve Recommendation of Director of Human Resources
[] Disapprove Recommendation of Director of Human Resources
[] Other:

Timothy M. Ewell

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [x] DISAPPROVED []

David J. Twa, Clerk of the Board of Supervisors
and County Administrator

DATE October 18 2016

BY June McKuen

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: