

POSITION ADJUSTMENT REQUEST

NO. 21970
DATE 9/26/2016

Department County Library

Department No./
Budget Unit No. 0620 Org No. 3702 Agency No. 85

Action Requested: Add One Full-time 40/40 Administrative Aide Deep Class in the Library Department

Proposed Effective Date: 11/1/2016

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>\$67,428.00</u>	Net County Cost	<u>\$0.00</u>
Total this FY	<u>\$56,190.00</u>	N.C.C. this FY	<u>\$0.00</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Budgeted in the Library Fund

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

Theresa Speiker

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

BR for JE	10/7/2016
_____ Deputy County Administrator	_____ Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS
Add one Administrative Aide - Deep Class (AP7A) (unrepresented) position at salary plan and grade B85 0972 (\$3,031 - \$4,703) DATE 10/18/2016

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

Effective: Day following Board Action.
 _____ (Date)

Eldreai Ellis	10/18/2016
_____ (for) Director of Human Resources	_____ Date

COUNTY ADMINISTRATOR RECOMMENDATION: DATE 10/25/2016

Approve Recommendation of Director of Human Resources
 Disapprove Recommendation of Director of Human Resources
 Other: _____

/s/ Julie DiMaggio Enea

(for) County Administrator

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

Adjustment is APPROVED DISAPPROVED

DATE 11-1-16 BY Chris Hecke

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: