

POSITION ADJUSTMENT REQUEST

NO. 21854
DATE 3/1/2016

Department Public Works

Department No./
Budget Unit No. 0650 Org No. 4530 Agency No. 65

Action Requested: Reclassify two (2) Engineering Records Technician (NPSA) positions (represented) and the incumbents to Engineering Record Technician Specialist (NSSA) (represented) at salary plan and grade KL5 1355 (\$4,534-\$5,511) in the Public Works Department.

Proposed Effective Date: 11/1/2016

Classification Questionnaire attached: Yes [X] No [] / 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 \$11,208.00 Net County Cost \$0.00
Total this FY \$7,472.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Special Revenue Funds

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

Julia R. Bueren

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L. Strobel

4/25/2016

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/1/2016

Reclassify two (2) Engineering Records Technician (NPSA) (represented) positions, Nos. 01507 and 10807, at salary plan and grade KLX 1197 (\$3,867 - \$4,818) and the incumbents to Engineering Record Technician Specialist (NSSA) (represented) at salary plan and grade KL5 1355 (\$4,534 - \$5,511)

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

Effective: [] Day following Board Action.
[X] 11/1/2016(Date)

Eva Barris

10/1/2016

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

11/3/16

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

Laura Strobel

(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 November 8 2016

BY

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: