

POSITION ADJUSTMENT REQUEST

NO. 21982
DATE 10/18/2016

Department Employment and Human Services
Department No./ Budget Unit No. 0501 Org No. 5101 Agency No. A19

Action Requested: Add one Social Services Staff Development Specialist (X4SK) (represented) position and cancel one (1) Senior Social Services Information Systems (XQVC) (represented) position #15324 in the Administrative Services Bureau at EHSD.

Proposed Effective Date: 11/1/2016

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 (\$27,198.00) Net County Cost (\$2,719.00)
Total this FY (\$15,865.00) N.C.C. this FY (\$1,587.00)

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost Savings: 45% Federal, 45% State, 10% County

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

Holly Trieu 313-1560

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kevin J. Corrigan

10/20/2016

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/25/2016

Add one (1) Social Services Staff Development Specialist (X4SK) (represented) position at salary plan and grade KZ5 1642 (\$5,883-\$7,151) and cancel one (1) Senior Social Services Information Systems Analyst (XQVC) (represented) position #15324 at salary plan and grade KZ5 1837 (\$7,136-\$7,868)

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

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

OParra

10/25/2016

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

11/1/2016

- [x] 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 [x] DISAPPROVED [ ]

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

DATE November 8 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: