

POSITION ADJUSTMENT REQUEST

NO. 21913
DATE 11/02/2016

Department No./
Budget Unit No. 0366 Org No. 0344 Agency No. 36

Department Animal Services

Action Requested: Establish the classification of Animal Center Operations Manager (represented), and add one Animal Center Operations Manager position; cancel one Animal Center Technician (represented) vacant position.

Proposed Effective Date: 11/2/2016

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 \$60,754.00

Net County Cost \$22,478.98

Total this FY \$40,502.66

N.C.C. this FY \$14,985.98

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 32% User Fees, 31% City Revenues, 37% County General Fund

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

Arturo Castillo

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/4/2016

Establish the classification of Animal Center Operations Manager (BCGA) (represented) at salary plan and grade ZA5 1665 (\$6,019-\$7,316), and add one (1) Animal Center Operations Manager (BCGA) position; cancel one (1) Animal Center Technician (BJWC) (represented) vacant position No. 16807 at salary plan and grade QA5 1041 (\$3,120-\$3,792)

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

Effective: Day following Board Action.
 _____(Date)

Gladys Scott Reid

11/4/2016

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

11/9/2016

- 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 ~~DISAPPROVED~~

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

DATE *November 15, 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: