

# POSITION ADJUSTMENT REQUEST

NO. 21976  
DATE 8/10/2016

Department Office of the Sheriff Department No./  
Budget Unit No. 0300 Org No. 2590 Agency No. 25

Action Requested: Position adjustment to reclassify Clerk-Senior level (JWXC) position (2738) and it's incumbent to Secretary Advanced level (J3TG) position (2738) in the Custody Services Bureau - Martinez Detention Facility and CANCEL one (1) Clerk-Beginning level (JWXA) position (2919) in the Custody Services Bureau - Martinez Detention Facility.

Proposed Effective Date: 10/1/2016

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>(\$68,212.00)</u>	Net County Cost	<u>(\$68,212.00)</u>
Total this FY	<u>(\$51,156.00)</u>	N.C.C. this FY	<u>(\$51,156.00)</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Savings to the Office of the Sheriff general fund

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

Mary Jane Robb  
\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Timothy M. Ewell	10/17/2016
_____ Deputy County Administrator	_____ Date

### HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Cancel one Clerk-Beginning Level vacant position (2919), reclassify a Clerk-Senior Level (2738) and its incumbent to Secretary Advanced Level.

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

Effective:  Day following Board Action.  
 10/1/2016(Date)

Tanya Williams	11/1/2016
_____ (for) Director of Human Resources	_____ Date

### COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 11/8/16

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  ~~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: