

POSITION ADJUSTMENT REQUEST

NO. 21949
DATE 9/1/2016

Department Office of the Sheriff
Action Requested: Position adjustment to reclassify Accountant III (SATA) position # 13522 and its incumbent to Supervising Accountant (SAHJ) position.

Department No./
Budget Unit No. 0255 Org No. 2500 Agency No. 25

Proposed Effective Date: 10/1/2016

Classification Questionnaire attached: Yes [x] No [] / Cost is within Department's budget: Yes [x] No []

Total One-Time Costs (non-salary) associated with request: _____

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$17,174.00 Net County Cost \$17,174.00
Total this FY \$12,881.00 N.C.C. this FY \$12,881.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% 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

9/13/2016

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/1/2016

Reclassify one (1) Accountant III (SATA) position # 13522 and its incumbent to Supervising Accountant (SAHJ)

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)

Tanya Williams

11/1/2016

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

11/8/2016

[x] 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 [x] ~~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: