

POSITION ADJUSTMENT REQUEST

C.34

NO. 21993  
DATE 9/20/2016

Department Office of the Sheriff  
Action Requested: Add one (1) Sheriff's Community Service Officer (64VI) position to Patrol Division - Field Operations Bureau

Department No./  
Budget Unit No. 0255 Org No. 2505 Agency No. 25

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 \$126,941.11 Net County Cost \$0.00  
Total this FY \$74,048.98 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Discovery Bay P-6 Zone funds

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

11/7/2016

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 11/8/2016

Add one (1) Sheriff's Community Service Officer (64VI) (represented) position at salary plan and grade VN5 1336 (\$4,472 - \$5,436)

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

11/8/2016

(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:

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: